

Ohio Department of Developmental Disabilities

Request for Proposal (RFP)

Project: Transformation Technical Assistance for Employment First

Applications must be received no later than **April 18, 2014**

This RFP will be posted on **April 4, 2014** to:
<http://procure.ohio.gov/proc/searchProcOpps.asp>

(Miscellaneous Commodities and Services)

For additional information, please contact:
Kristen Helling, Ohio Department of Developmental Disabilities
Division of Policy and Strategic Direction
(614)466-6612
Kristen.Helling@dodd.ohio.gov

OVERVIEW & MISSION

The Ohio Department of Developmental Disabilities (DODD) is responsible for overseeing a statewide system of services and supports for people with developmental disabilities and their families.

The county board of developmental disabilities is the local agency responsible for ensuring that a person with a developmental disability receives services. In some cases, the board monitors or contracts with an outside agency to provide those services.

There are 88 county boards of developmental disabilities in Ohio. Each county board is a free-standing entity and determines its respective budgets and priorities. Revenue is derived from federal, state, local and capital dollars, with the primary source of income being local levy dollars.

The Ohio Department of Developmental Disabilities (DODD) is responsible for the regulatory oversight of county boards. DODD provides training and technical assistance and ensures quality of care, good business practices and wise use of taxpayer dollars.

The mission of the Ohio Department of Developmental Disabilities (DODD) is continuous improvement of the quality of life for Ohio's citizens with developmental disabilities and their families.

GUIDING PRINCIPLES

DODD will:

- Provide leadership in the development of public policy that supports self-determination, principles of freedom, support, authority, responsibility and confirmation.
- Conduct business in an ethical manner and within a formally structured Quality Management System.
- Develop sustainable resources that are consistently and equitably distributed and administered.
- Increase the capacity of state and local systems to support individuals and families.
- Work collaboratively with partners and stakeholders to establish statewide policy that positively affects the day-to-day lives of individuals and their families.
- Communicate and promote, throughout the Developmental Disability (DD) system, an environment of open dialogue about system issues and changes as they are developed and implemented.

I. BACKGROUND

Ohio launched its Employment First Initiative by Governor Kasich's Executive Order in March 2012 (Executive Order 2012-05K). The Executive Order required state cabinet level agencies from the Ohio Departments of Education, Medicaid, Job and Family Services, Mental Health and Addiction Services, Opportunities for Ohioans with Disabilities Agency and the Ohio Department of Developmental Disabilities to

partner in the development of a coherent strategic plan identifying each agency's responsibility and contribution to having employment be the primary expected goal for working age adults with developmental disabilities. On September 24, 2012, the founding statute for Ohio's Employment First policy was approved and placed in Ohio Revised Code, stating that employment services for people with developmental disabilities shall be directed at community employment.

The Governor's Employment First Taskforce approved nine recommendations to guide successful implementation. The Employment First Advisory Committee, a diverse group of stakeholders representing public and private organizations, is working to operationalize the recommendations aimed at creating a culture that values the contributions of people with disabilities in the workplace and incentivizes competitive integrated employment.

A. SYSTEM-WIDE BENCHMARKS RELATED TO THIS PROJECT

- By June 30, 2014 Ohio will increase the number of students with developmental disabilities entering community employment by 10 percent.
- By June 30, 2014 Ohio will increase the amount of adults of working age with developmental disabilities who are employed in their community by 10 percent.

B. EMPLOYMENT FIRST STATUTE AND RULES

According to Ohio Revised Code (ORC 5123.022), employment services shall be directed to community employment, which means competitive employment in an integrated setting, and also that all people with developmental disabilities are presumed capable of community employment. The Department has also filed a new stand-alone Rule (5123:2-2-05) to implement the Employment First policy of the state which took effect in early 2014.

II. OBJECTIVE

The Department is committed to developing a new service model based on a system that supports informed choice, community integration, and competitive employment for individuals with developmental disabilities.

The Department seeks to contract with multiple national subject matter experts to provide guidance and technical assistance for provider agencies, both public and private, to enhance the quality and availability of service delivery across the state that supports providers to transition from sheltered work and segregated adult day support settings to employment in an integrated community setting. Selected subject matter experts will teach agencies fiscal and programmatic conversion strategies designed to better include competitive and integrated employment options as a viable and sustainable funding stream.

This will allow the Department to collect data on what it takes to assist facility-based service providers to transform their business models to integrated settings. It is anticipated that providers who have successfully transitioned their service model from facility-based to integrated will become peer mentors to others throughout Ohio. (See blank application used to select provider agencies at the end of this document.)

Through this RFP process, DODD may seek to contract with one subject matter expert for up to two selected provider agencies over the contract duration. A total of eight provider agencies have been selected and will begin this process with a staggered start (up to four agencies to begin before June 30, 2014 and four or more agencies to begin before August 31, 2014). In your proposal, please indicate if you are available to begin technical assistance prior to June 30, 2014. Also, please indicate if you are available to assist two provider agencies.

III. SCOPE OF WORK AND DELIVERABLES

Duties of Contractor:

- A. Shall meet with key organizational staff, including executive leadership team, families and individuals with disabilities, board members, if applicable, and other stakeholders of a selected provider agency(ies) in the state of Ohio that has applied for provider transformation technical assistance to shift their business model from facility-based services to competitive, integrated employment. Up to five on-site technical assistance meetings to take place throughout contract duration.
- B. Shall work with provider agency(ies) to develop a comprehensive transformation plan and include individualized financial and programmatic transformation strategies designed to better include competitive and integrated employment options or integrated day activities as a viable and sustainable funding stream. Plan to include timelines and benchmarks for action steps. Plan to be submitted within 60 days of initial on-site visit.
- C. Shall provide up to 60 hours of remote technical assistance (via phone conference or Web-based meeting) to provider agency for ongoing technical assistance, troubleshooting and support in transformation plan implementation throughout the contract duration.
- D. DODD staff and other statewide stakeholder agency staff will participate in technical assistance provided to provider agencies throughout contract duration.

Duties of DODD:

- A. DODD shall provide contractor with any needed information about the developmental disability system in Ohio.
- B. DODD shall designate a project manager to work with the contractor and the provider agencies to facilitate ongoing technical assistance and support.
- C. DODD shall provide access to Webinar technology for remote technical assistance sessions.

- D. DODD shall select provider agencies from a statewide competitive application process.

Minimum Qualifications of Proposed Staff:

- A. Contractor must have experience in multiple states in the field of integrated employment for people with developmental disabilities.
- B. Contractor must exhibit proven experience in developing and delivering technical assistance and guidance to developmental disability provider agencies in conversion/transformation strategies, including the fiscal and programmatic aspects of systems change.
- C. Contractor must provide at least two examples of provider agencies that have benefitted from their provider transformation technical assistance or be recognized as a subject matter expert in provider transformation by The U.S. Department of Labor’s Office of Disability Employment Policy/Employment First State Leadership Mentoring Program.
- D. Contractor must have experience working with state and/or local agencies as they relate to providing community employment services for people served by county boards of developmental disabilities, including at least one of the following: education, including post-secondary, workforce development, vocational rehabilitation, or mental health.

E. **Timelines**

DODD’s proposed schedule for reviewing proposals and project work is indicated below. The Department, in all cases, will determine the ultimate timing of events related to this procurement. Timelines are subject to change, upon notice, at the sole discretion of the State.

Stage	Deadline
Public Notice	April 4, 2014
Requests for Clarification due to DODD	April 14, 2014
Clarification from DODD due	April 16, 2014
Proposals due to DODD	April 18, 2014
Evaluation and Selection Process	Week of April 21st
Notification of Award	By April 25
Start work date	May 1, 2014 or TBD
Final deliverables due to DODD	June 30, 2015

F. **Bidder Information**

- A. Requests for Clarification
Requests for clarification must be submitted electronically to Kristen Helling at Kristen.helling@dodd.ohio.gov by 4:00pm, **April 14, 2014**. DODD will electronically respond to requests by 4:00pm, **April 16, 2014**.

G. Other Requirements

A. Communications Prohibited

From the issuance date of this RFP, until a contract is awarded to a bidder, there may not be communications concerning the RFP between any bidder who expects to submit a proposal and any employee of DODD involved in the issuing of the RFP or other state employee who is in any way involved in DODD's Project: Transformation Technical Assistance project.

The only exceptions to this prohibition are communications provided through the submission of written requests for clarification/interpretation in accordance with Section III of this RFP.

B. The maximum amount of money to be awarded, as a part of this project, shall be **\$22,500 per provider agency for the contract period. A proposal that exceeds the maximum contract award amount shall be disqualified from further consideration.**

C. Time Frame

1. Subject to approval by the State Controlling Board, the contract period will begin no sooner than April 21, 2014 (actual date TBD), and run through June 30, 2015.
2. This project is expected to be completed according to the major milestones and deliverables outlined in Section III. Completion of the deliverables will be determined by DODD.
3. Any revisions to the dates established must be requested in writing by the selected bidder and authorized in writing by DODD.

D. Fee Schedule

The Contractor shall be compensated based on deliverables as outlined in Section III. The personal services contract between DODD and the selected bidder will further specify the timelines for completion of each deliverable & payment structure.

E. State Contracts

Proposals must list any current contracts the bidder has with State of Ohio agencies, boards or commissions. The list must indicate the purpose of the contract, the amount of the contract, the time period covered by the contract, and the percent of the project completed.

F. Interview

Firms or individuals submitting bids may be requested to participate in an interview as part of the evaluation process. DODD reserves the right to select from responding bidders for interviews and may not interview all bidders submitting proposals. The bidder shall bear the cost of travel to any scheduled interview.

G. Start Work Date

The selected bidder must be able to begin work no later than fourteen (14) working days after the date on which the Ohio Office of Budget & Management encumbers funds for the contract. The DODD contact person will notify the selected bidder in writing when work may begin under the contract. Any work begun by the selected bidder prior to this date will not be reimbursable by DODD.

H. Proposal Costs

Costs incurred in the preparation of this proposal and any subsequent contracts are to be borne by the bidder. DODD will not contribute in any way to the costs of preparation. Any costs associated with proposal review interviews will not be DODD's responsibility.

I. Proprietary Information

All proposals submitted shall become the property of DODD. All information submitted by the bidder will be considered to be public information unless the bidder specifically demonstrates, in writing, which information it considers to be proprietary. "Proprietary information" is information which, if made public, would put the bidder at a disadvantage in the market place and trade in which the bidder is a part. Consequently, any assertion of "proprietary" information must be clearly identified and the basis of the assertion must be included. It is not adequate for the bidder to simply state that disclosure of the information will put it at a disadvantage in the market place. DODD will make the final decision as to whether information is "public" or "proprietary."

J. Contractual Requirements

1. Any contracts resulting from the issuance of this RFP are subject to the terms and conditions as provided in the attached personal services contract. The information contained in the RFP and in the proposal submitted by the selected bidder shall be considered part of the enclosed contract.
2. Payments for any and all services provided pursuant to the contract are contingent upon the availability of state and federal Part C funds.
4. All aspects of the contract apply equally to work performed by any and all subcontractors.
5. The contractor, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFP. The contractor, and any subcontractor(s), agrees to be bound by the same standards of confidentiality, including federal statutory and regulatory requirements pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Family Education Rights and Privacy Act (FERPA), that apply to the employees of DODD and the State of Ohio. Any violation of confidentiality will result in an immediate termination of the contract, and may result in legal action. A Business Associate Agreement is required.

6. As a condition of receiving a contract from DODD, the selected contractor and any subcontractor(s) shall certify compliance with any court order for the withholding of child support, which is issued pursuant to Section 3113.217 of the Ohio Revised Code. The contractor, and any subcontractor(s), must also agree to cooperate with DODD and any Ohio Child Support Enforcement Agency in ensuring that the contractor or employees of the contractor meet child support obligations established under state law.
7. As a condition of receiving a contract from DODD, the contractor and any subcontractor(s) shall certify compliance with Ohio Bureau of Worker's Compensation requirements by providing a current Worker's Compensation Certificate.
8. DODD reserves the right to reject any and all proposals where the offeror takes exception to the terms and conditions of the RFP or fails to meet the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in the RFP.
9. All proposals become the property of the State of Ohio and will not be returned to the bidder. The State will not divulge the specific content of any proposal to the extent the bidder identifies the content as privileged or confidential.
10. DODD reserves the right to reject, in whole or in part, any and all proposals where DODD, taking into consideration factors including but not limited to price, and the results of the evaluation process, has determined that award of a contract would not be in the best interest of DODD or the state.

K. Travel Reimbursement

Travel cost should be encompassed within the cost of the deliverables. Travel is not to be listed separately. For purposes of this RFP, travel includes all modes of transportation (airfare, taxi, car rentals, etc.), lodging expenses, cost of communications by phone, mail, e-mail or fax and meals.

L. Minority Business Enterprise

DODD is required by Section 125.081(B) of the Ohio Revised Code to award fifteen percent (15%) of its procurement to vendors certified as a Minority Business Enterprise (MBE), pursuant to Section 123.151(B)(1) of the Ohio Revised Code. The bidder must indicate its MBE status in the proposal. If the vendor intends to subcontract with a certified MBE, a minimum of fifteen percent (15%) of the total contract price must be subcontracted. The proposal's transmittal letter must clearly indicate the MBE subcontractor the vendor intends to use as well as the services to be performed in order to comply with this specific work. Failure to comply with this requirement may result in disqualification of the proposal.

M. Confidentiality

All contracts will require that the contractor maintain the confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

N. Ethical and Conflict of Interest Requirements

1. No contractor or individual, company or organization seeking a contract shall promise or give to any DODD employee any item of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.
2. No contractor or individual, company, or organization seeking a contract shall solicit any DODD employee to violate any of the conduct requirements for employees.
3. Any contractor acting on behalf of DODD shall refrain from activities that could result in violations of ethics and/or conflicts of interest. Any contractor or potential contractor who violates the requirements and prohibitions defined here or of Section 102.03 or of Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by DODD to enter into a contract.
4. DODD employees and contractors who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.

VII. Proposal Format and Submission

A. Proposal Submission

1. The proposal must be prepared in accordance with instructions in this section.
2. The proposal is to be prepared in a manner that clearly outlines how each of the deliverables in Section III will be completed within the time frames specified in that same section.
3. **Technical & Cost proposals must be submitted in either paper or electronic pdf form, & must be received by 4:00p.m. Eastern Standard Time, April 18, 2014. Late proposals will not be reviewed.** An email confirmation will be sent upon receipt of proposal.
4. Proposals must be emailed to:

Kristen Helling
Kristen.Helling@dodd.ohio.gov
Division of Policy & Strategic Direction
Ohio Department of Developmental Disabilities
30 E Broad St, 12th Floor
Columbus, Ohio 43215
614.466-6612

B. Proposal Format

To be accepted, a proposal must include: a Technical Proposal and a Cost Proposal as described in this section, contain all the information specified for each of the categories listed in this section, and meet the requirements of this section.

1. Technical Proposal
 - a. Transmittal Letter. The Technical Proposal must include:
 - i. A transmittal letter that identifies the bidder;

- ii. The name, title, address, and telephone number of the bidder's contact person with authority to answer questions concerning the RFP; and
 - iii. The name, title, address, and telephone number and e-mail address of the bidder's contact person with authority to address contractual issues, including a person with the authority to execute a contract on behalf of the bidder.
 - b. Organizational Experience. The bidder must include:
 - i. Information on the background of the firm or individual, including background information of any subcontractor(s);
 - ii. Any prior experience relevant to this RFP (including current contact names and phone numbers for these references), and a list of similar projects currently underway by the firm, individual or by any subcontractor(s) as well as all completed over the past five (5) years. The Evaluation/Selection Review committee will consider these additional references and may contact each of these sources.
 - c. Technical Approach and Work Plan. The Technical Proposal must indicate how the bidder plans to address the purpose, objectives and deliverables, within the timeframes as stated in this RFP. The proposal must outline the following in detail:
 - i. The key objectives of the bidder's proposal;
 - ii. The technical approach and draft work plan to be implemented;
 - iii. The project staffing, including any subcontractors;
 - iv. A Table of Organization for the project;
 - v. A chart indicating the names of staff and staff hours or activities/tasks linked to the responsibility of each of those individuals involved in each deliverable of the project;
 - vi. A procedure for reporting the status of the project, including work completed;
 - vii. A proposal for how coordination will occur and how information will be shared with DODD; and
 - viii. A proposed procedure to address and resolve unanticipated problems during the course of the project, specifying that the procedure will not adversely affect the timelines associated with the project.
 - d. Personnel Qualifications
 - i. The Technical Proposal must include the names, resumes, education, and experience of personnel listed in the Table of Organization/personnel chart for this project (including any subcontractors), and fully explain how their education and experience is relevant to the areas described in Section I (Purpose and Objectives) and II (Scope of Work and Specifications of Deliverables) of this RFP.
 - ii. DODD shall require a clause in the resulting contract regarding key personnel that any person identified as critical to the success of the project may not be removed without reasonable notice to DODD.
 - iii. One Project Manager shall be named on behalf of the bidder. All correspondence shall be directed through this named individual.

2. Cost Proposal

- a. The Cost Proposal must indicate the total cost for the project for state fiscal year 14 & 15. The state fiscal year in Ohio runs 7/1-6/30.

- b. The Cost Proposal must include an indication of indirect costs for the proposed bidder, if those indirect costs have been approved by a lead organization and the approved rate for indirect costs.

IV. Criteria for Proposal Evaluation and Selection

All proposals will be reviewed and scored by a Proposal Review Committee, comprised of individuals from staff from DODD and Opportunities for Ohioans with Disabilities (OOD). The Proposal Review Committee shall include representatives from DODD and the Employment First Advisory Committee and/or Taskforce. Any proposals not meeting the requirements contained in this RFP will not be scored.

The Technical Proposal will be reviewed and scored by the Proposal Review Committee. A maximum of 100 points will be awarded for the Technical Proposal, as outlined in this section. Any proposal receiving less than a total of 70 points out of the possible 100 points will be disqualified from further consideration.

V. Evaluation of Proposal- Point system

35	The bidder’s proposal clearly outlines the method for achieving each of the deliverables.
30	The bidder’s proposal reflects the project staffing and demonstrates the competence, knowledge, and qualifications of all employees and subcontractors as outlined in the RFP and as applicable to achieving the deliverables.
10	The bidder’s proposal includes procedures for: communication throughout the contract period; resolving unanticipated problems; and status updates to the DODD (format and mode) as stated in the RFP.
10	The bidder’s proposal outlines a draft project work plan with realistic methods for achieving the deliverables (includes a detailed schedule) within the timeframes outlined in the RFP.
10	The bidder’s proposal reflects experience with similar projects in Ohio, other states, or other agencies related to Developmental Disabilities.
5	The costs reflected in the bidder’s proposal are reasonable and appropriate.

Project: Transformation

APPLICATION

Agency Name: _____

County(ies) where you provide services: _____

Is your agency for-profit or non-profit? _____

Is your agency public (i.e., operated by county board of developmental disabilities)?

Your Name and Title: _____

Phone Number: _____ Email Address: _____

1. Does your agency operate a sheltered workshop?
2. If yes, how many people regularly receive services in your sheltered workshop?
 - a. How many of the people served in the sheltered workshop are also employed in the community?
 - b. How many of the people served in the sheltered workshop are not employed in the community?
3. What percentage of people in question #2b is your target group to transition to community employment in the next 18 months?
4. Does your agency operate a facility-based adult day support program?
5. If yes, how many people regularly receive services in your facility-based adult day support program?
 - a. How many of the people served in the facility-based adult day support program are also employed in the community?
 - b. How many of the people served in the facility-based adult day support program are not employed in the community?
6. What percentage of people in question #5b is your target group to transition to community employment in the next 18 months?
7. Explain your agency's understanding of Ohio's Employment First Initiative.
8. Give examples of your agency's efforts to promote community employment for people with developmental disabilities.
9. Has your agency ever had discussions regarding a significant expansion of its employment outcomes? If so, please describe the results of this discussion.
10. Has your agency ever attempted transformation from a sheltered workshop to community-based employment? If so, please elaborate on the status of that effort and/or its results. If the effort stopped, please provide a brief analysis of the reasons it stopped and if those same reasons would be barriers to transformation now.
11. After completing a transformation plan, does your agency anticipate that you would still support any sheltered workshop activity?

12. After completing the transformation plan, does your agency anticipate providing any facility based adult day support services?
13. Please outline your agency's current commitment to community employment by addressing the following elements:
 - a. How many staff currently participates in providing community employment services?
 - b. Please describe recent employment-related training or technical assistance provided to your agency's staff.
 - c. Describe your agency's relationship with the Bureau of Vocational Rehabilitation (BVR).
 - d. Does your agency participate in the Ticket to Work program?
 - e. Describe your agency's relationship with the local Ohio Means Jobs One-Stop center.
14. Please describe your agency's commitment to making a systems change within your organization and sustaining that change beyond the project period, in terms of:
 - a. Commitment and involvement of senior leadership including the Superintendent/Executive Director and County Board/Board of Directors
 - b. Developing and committing to quantifiable job placement goals.
15. In terms of benefitting Ohioans with developmental disabilities and in terms of promoting systems change across Ohio, why is your agency's application the best investment for Ohio's Employment First initiative?
16. Provide a statement of the organization's assessment of the likelihood of success as contrasted with the likely barriers that will need to be overcome.