

Ohio Department of Developmental Disabilities

Request for Proposal (RFP)

Targeted Options Counseling For residents of intermediate care facilities

Proposals must be received no later than June 30, 2015

This RFP will be posted on May 29, 2015 to:

<http://procure.ohio.gov/proc/searchProcOpps.asp>

(Miscellaneous Commodities and Services)

For additional information, please contact:
Josh Anderson, Ohio Department of Developmental Disabilities
Medicaid Development and Administration
(614) 387-0576
Joshua.Anderson@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 mission of DODD is continuous improvement of the quality of life for Ohio's citizens with developmental disabilities and their families.

GUIDING PRINCIPLES

DODD will:

- Create less complex service delivery, with fair and logical payment systems that are federally compliant
- Continue to be good stewards of limited resources
- Provide quality outcomes through a combination of people and processes
- Design service delivery models in response to choices made by the people served, in alliance with community supports
- Develop a system-wide vision and long-range strategic plan by listening to our funding partners, constituents and stakeholders

BACKGROUND

The Ohio Department of Developmental Disabilities oversees approximately 420 Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICFs-IID) which serve approximately 5700 individuals. Ohio's ICF-IID footprint is one of the largest in the United States, particularly in regards to facilities of more than 8 beds. However, approximately 2500 of these individuals are included on a waiting list for Home and Community Based Services (HCBS). DODD has no additional information about whether these individuals are still interested in HCBS or what types of supports they may require. Almost 3 years ago DODD released a White Paper (<http://dodd.ohio.gov/Medicaid/Documents/ICF%20White%20Paper.pdf>) to outline its vision for the ICF-IID program and the desire to reduce the footprint to focus more on intense behavioral and medical needs. The need has arisen for education to the existing population regarding HCBS as funding for more community based services becomes available.

I. STATEMENT OF NEED

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified experts on ICF-IID and HCBS waivers services to provide targeted in reach to current ICF-IID residents in Ohio about community options available to them. The contractor will hold general education sessions for individuals residing in ICFs-IID and their families/guardians and also meet with individuals and their families to speak directly with them about HCBS services and ICF services and their specific wants and needs.

II. SCOPE OF WORK AND DELIVERABLES

1. The contractor will design and produce materials that will be shared with individuals seeking admission to ICFs and those who currently reside in ICFs. The materials must include an overview of home and community-based services, including those available through Ohio's Medicaid state plan, HCBS waivers, and other resources. The materials must also describe the characteristics of and services available in ICFs. The materials must be designed in such a way that they can be used not only for this in reach effort but also for pre-admission consultations conducted by county boards and during annual discharge planning conversations conducted by ICF providers. The information must be available in different modalities, including written materials that are easily understood by people with varying levels of disabilities, videos, etc. The materials shall be developed by October 1, 2015 and reviewed by the ICF Process stakeholder workgroup established by DODD.
2. The contractor will produce and host general education sessions across the state for individuals residing in ICFs-IID that provide information on home and community-based alternatives, including HCBS waivers. Sessions will begin no later than October 31, 2015 and will continue as needed through the life of the contract. Sessions will include the following:
 - a. An overview of what waivers are and the recent increased availability of waivers.
 - b. The features and types of services available through waivers.
 - c. How waiver services are operated.
 - d. The features and types of services available in an ICF.
 - e. The roles of county boards of DD and the Service and Support Administrator (SSA).
3. The contractor will visit with individuals along with their parents/guardian to discuss their specific wants and needs along with the following information:
 - a. An overview of what waivers are and the recent increased availability of waivers.
 - b. The features and types of services available through waivers.
 - c. How waiver services are operated.
 - d. The features and types of services available in an ICF.
 - e. The roles of county boards of DD and the Service and Support Administrator (SSA).
4.

The contractor will collaborate with local advocacy organizations to identify individuals with developmental disabilities to provide peer-to-peer options counseling under this contract for residents of ICFs who express an interest in speaking with a peer..
5. In addition the contractor will refer interested individuals to the qualified intellectual disability professional at the ICF and to the local county boards of developmental disabilities for opportunities to see waiver settings in person or speak to others who have already made the choice to receiver waiver services.
6. The contractor should outline how they intend to prioritize visits with individuals on the HCBS waiver waiting list. Preference will be given to bids which demonstrate the highest quality of coordination with all interested parties and with the broadest reach across individuals and ICF providers. Attachment 1 provides some stratified waiting list data to inform the contractor on characteristics of the population for targeting.
7. The contractor will provide periodic reporting during the life of the contract as specified by DODD. Reports should include data regarding numbers of individuals/providers reached as

well as information describing obstacles and resistance encountered, positive outcomes reached, and notable and significant trends. The contractor will also be required to periodically present this information to the ICF Process workgroup.

III. MINIMUM QUALIFICATIONS OF CONTRACTOR

The contractor must have significant experience working within the field of developmental disabilities. They must be able to demonstrate extensive experience with HCBS waivers, ICF services, and working with individuals to achieve person-centered outcomes.

IV. BID PROCESS

Bidders may submit their proposals electronically or via hardcopy through 4:00 pm on June 30, 2015.

Electronic proposals must be submitted in PDF format to Joshua.Anderson@dodd.ohio.gov.

Hardcopy proposals may be delivered via mail service to:

Ohio Department of Developmental Disabilities
Attn: Josh Anderson
30 E. Broad St., 13th Floor
Columbus, Ohio 43215

Timelines

Subject to approval by the State Controlling Board, the contract period will begin no sooner than July 1, 2015, **and run through June 30, 2017**

Stage	Deadline
Public Notice	May 29, 2015
Requests for Clarification due to DODD	June 15, 2015
Clarification from DODD due	June 22, 2015
Proposals due to DODD	June 30, 2015
Notification of Award	July 20, 2015
Start work date	July 30, 2015

Inquiries

To ensure an open bid process is maintained, all inquiries regarding this RFP must be provided in writing only via email to Joshua.Anderson@dodd.ohio.gov. Inquiries may be submitted through June 30, 2015. DODD will respond to inquiries electronically by July 20, 2015.

DODD reserves the right to:

1. Accept or reject any and all Proposals if DODD determines that it is in the best interest of the State to do so.
2. Rebid this RFP, requesting new Proposals from qualified firms.
3. Waive or modify minor irregularities in Proposals received.
4. Negotiate with Proposer(s) within the requirements of this RFP, to best serve the interests of the State of Ohio.
5. Require the submission of modifications or additions to Proposals as a condition of further participation in the selection process.
6. Fund any Proposal in full or in part; any assignments of work by DODD under the scope of this RFP will be made dependent on need and the availability of adequate, specific funding.
7. Not make an award at the end of the evaluation process; this RFP is not to be interpreted or construed to guarantee that one or more Proposers submitting responses will be awarded contracts.
8. Adjust the RFP calendar and event dates for whatever reason it deems appropriate.
9. Contract Proposer to clarify any portion of the Proposer's submittal.

V. 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 design and implementation of this contract.

The only exceptions to this prohibition are communications provided through the submission of written requests for clarification/interpretation as specified in Section IV.

B. Fee Schedule

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

C. 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.

D. 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.

E. 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.

F. 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."

G. Contractual Requirements

1. Any contracts resulting from the issuance of this RFP are subject to the terms and conditions as provided in the 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 funds.
3. All aspects of the contract apply equally to work performed by any and all subcontractors.
4. 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 and state statutory and regulatory requirements that apply to the employees of DODD and the State of Ohio.
5. 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.
6. 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.

H. 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.

I. 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.

VI. 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 II will be completed within the time frames specified in that same section.
3. Proposals must either be emailed or mailed to the following individual by June 30, 2015:

Josh Anderson
Medicaid Development and Administration
Ohio Department of Developmental Disabilities
30 E Broad St, 13th Floor
Columbus, Ohio 43215
614-387-0576
Joshua.Anderson@dodd.ohio.gov

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. Development of the materials explaining home and community based services and features and services available in an ICF in different and accessible formats
 - ii. Method of prioritizing visits to individuals and families parents, including factors related to numbers in each ICF, additional services becoming available (eg, including waiver nursing services targeted for July 1, 2016), number of individuals visited each quarter etc.
 - iii. Explanation of how a visit with an individual and with a family member /guardian would be structured, average length of visit, and process for making a referral.
 - iv. Anticipated number and length of general education sessions during each fiscal year.
 - v. Samples of previous experience working with individuals with developmental disabilities and their families in Ohio or in other states.
 - vi. The project staffing, including any subcontractors;
 - vii. A Table of Organization for the project;
 - viii. 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;
 - ix. A procedure for reporting the status of the project, including work completed to DODD and to the ICF process workgroup;
 - x. A proposal for how coordination with the qualified intellectual disability professionals and the service and support administrators will occur;; and
 - xi. 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 Sections I, II and III 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

The Cost Proposal must indicate the total annual cost for the project for state fiscal years 16 and 17 and the following elements:

- i. Cost of development of the materials.
- ii. Costs to develop general trainings on HCBS and ICF services and features and to deliver them.
- iii. Cost for individual meetings and communications with current waiver service recipients.
- iv. Number of individuals the contractor expects to reach each year in the contract period.

VII. CRITERIA FOR PROPOSAL EVALUATION AND SELECTION

All proposals will be reviewed and scored by a Proposal Review Committee, comprised of staff from DODD. The Proposal Review Committee shall include a representative from at least two Divisions of DODD. Any proposals not meeting the requirements contained in this RFP will not be scored.

A maximum of 100 points will be awarded for the Proposal, as outlined in this section.

VIII. EVALUATION OF PROPOSAL – POINT SYSTEM

30	The bidder’s proposal clearly outlines the method and timelines for achieving each of the deliverables
20	The costs associated with this proposal are reasonable and commensurate with the services provided.
20	The bidder’s proposal includes procedures for: communication throughout the contract period; resolving unanticipated problems; and status updates to the DODD and ICF Process workgroup (format and mode) as stated in the RFP.
30	The bidder’s proposal reflects the project staffing and demonstrates the competence, knowledge, and qualifications of employees and subcontractors as outlined in the RFP related to HCBS and ICF’s for individuals with developmental disabilities.

Attachment 1
Stratified ICF waiting list
data

RAC Groups

Age Range	1	2	3	4	5	6	Grand Total
Under 18	9	23	11	13	2	1	59
19 - 30	36	217	61	98	73	86	571
31 - 40	23	116	51	83	58	58	389
41 - 50	24	116	68	74	57	63	402
50+	76	288	170	304	137	152	1127
Grand Total	168	760	361	572	327	360	2548

Age Range	Average of Years on wait list	Average of Year of Wait List date	Average of Admission Year
Under 18	8	2006	2011
19 - 30	11	2003	2009
31 - 40	14	2000	2005
41 - 50	15	1999	2003
50+	16	1998	2003
Grand Total	14	2000	2005

Age Range	# of APSI in ICF on wait list
Under 18	0
19 - 30	49
31 - 40	79
41 - 50	118
50+	552
Grand Total	798