

REQUEST FOR PROPOSAL

OCCUPATIONAL THERAPY

FOR THE PERIOD

JULY 1, 2014 THROUGH JUNE 30, 2015

CAMBRIDGE DEVELOPMENTAL CENTER  
66737 TOLAND DRIVE  
CAMBRIDGE, OHIO 43725  
PHONE: 740-439-1371  
FAX: 740-439-4382

## **1.0 INTRODUCTION**

- 1.1 Cambridge Developmental Center intends to select an offeror through this Request for Proposal (RFP) process to provide occupational therapy services to individuals.
- 1.2 Cambridge Developmental Center is a Medicaid-certified Intermediate Care Facility for the Mentally Retarded (ICF/MR), operated by the Ohio Department of Developmental Disabilities (DODD), serving approximately 100 persons with developmental disabilities and a wide range of other disabilities.

## **2.0 SERVICES REQUIRED**

- 2.1 The services consist of all items listed herein for Cambridge Developmental Center, including all required labor, transportation, materials and equipment (including items not specifically noted or shown as required for complete service, subject to any exclusions listed below). It is the intent of this document that vendors provide a single proposal covering all categories of work for this service.
- 2.2 Vendor providing services under this RFP will:
  - 2.2.1 Provide an average of ten (10) hours per week of occupational therapy services. Daytime hours preferred, but flexible.
  - 2.2.2 Perform the following under the direction of the Nursing Director:
    - 2.2.2.1 Perform OT evaluations (assess physical capacities, developmental and /or psychosocial functions) using standardized assessment and measuring tools and providing treatment plan recommendations for approximately 90 people with Intellectual and Developmental Disabilities.
    - 2.2.2.2 As needed, provide therapy techniques and direct (hands on) service delivery as well as ensure adaptive equipment is assessed regularly per treatment plan.
    - 2.2.2.3 Collaborate with Physical Therapy to develop the most effective treatment plans as noted above.
    - 2.2.2.4 Monitor adaptive equipment as well as assisting Physical Therapist with recommendations for mechanical support devices (shower chairs, lap trays, etc.) as well as wheelchair use.
    - 2.2.2.5 Provide consultation and input to the interdisciplinary teams and participating in the team process as applicable.
    - 2.2.2.6 Provide employee training regarding topics within field of expertise including but not limited too; range of motion activities, safety factors as it relates to various topics, positioning, etc.
    - 2.2.2.7 Provide these services at Cambridge Developmental Center, utilizing the Center's equipment.

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- 2.2.3 **Any modifications, variations or addendums to the above specified duties or services shall result in the immediate disqualification of that bid.**

### 3.0 SPECIAL CONSIDERATIONS

- 3.1 The offeror shall identify the person(s) providing services under the RFP. Said person(s) must:
- 3.1.1 Contractor shall maintain all necessary licenses and registrations
  - 3.1.2 Prefer to have experience in the MR/DD field in an ICF/MR environment.
  - 3.1.3 Must be available for phone consultations when not at the Center.
  - 3.1.4 Contractor must have an approved Affirmative Action plan recorded with the State of Ohio Department of Administrative Services.  
(<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification.aspx>)
  - 3.1.5 Have not been found guilty of, or pleaded guilty to, any offense set forth in Section 5123.081(1), (2), or (3) of the Ohio Revised Code; nor employ any person to provide services under this RFP who has been found guilty of, or pleaded guilty to any offense set forth in Section 5123.081(1), (2), or (3) of the Ohio Revised Code. *The person(s) providing services under this RFP shall be subject to a criminal background check, at the contractor's expense, prior to performing any services at Cambridge Developmental Center.*
    - 3.1.5.1 Prior to entering into any contract with Cambridge Developmental Center, the selected contractor will be required to submit the results of the criminal background check to the Human Resources Department at Cambridge Developmental Center.
- 3.2 The provisions of the **Ohio Department of Developmental Disabilities Personal Service Contract** will become part of the final agreement between the successful offeror and the Center. Therefore, the evaluation process resulting in the final award of a contract rests with the Center and the Ohio Department of Developmental Disabilities. The Center and the Ohio Department of Developmental Disabilities reserve the right to determine that the award of a contract would not be in the best interest of the Center, the Ohio Department of Developmental Disabilities, or the State of Ohio. The Center and the Ohio Department of Developmental Disabilities reserve the right to accept or reject any and all bids, in whole or in part, and may determine that any irregularities or deviations from the specifications do not result in the bid being non-responsive, provided this does not affect the amount of the bid or result in a competitive advantage to the bidder.
- 3.3 By submitting a signed proposal for this service, the vendor affirms that, as applicable to the vendor, no party listed in Division (I) and (J) of Section 3517.13 of the Revised Code or spouse of such party has made, as an individual, within the two previous calendar

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years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to his campaign committees.

- 3.4 Contractor represents, warrants, and certifies that it and its employees engaged in the administration or performance of this Contract are knowledgeable of and understand the Ohio Ethics and Conflicts of Interest laws and Executive Order No. 2007-01S. Contractor further represents, warrants, and certifies that neither Contractor nor any of its employees will do any act that is inconsistent with such laws and Executive Order. The Governor's Executive Orders may be found by accessing the following website:  
<http://governor.ohio.gov/Default.aspx?tabid=1495>
- 3.5 Contractor represents and warrants that all applicable parties listed in Division (I)(3) or (J)(3) of O.R.C. Section 3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of O.R.C. Section 3517.13.
- 3.6 Contractor represents and warrants that it is not subject to an "unresolved" finding for recovery under O.R.C. Section 9.24. If this warranty is found to be false, this Contract is void *ab initio* and Contractor shall immediately repay to Agency any funds paid under this Contract.
- 3.7 All services provided under this RFP shall meet the appropriate standards of the Federal Medicaid program for Intermediate Care Facilities for the Mentally Retarded (ICF/MR).
- 3.8 Cambridge Developmental Center reserves the right to reject, in whole or in part, any and all proposals where Cambridge Developmental Center, taking into consideration factors including but not limited to, price and the results of the evaluation process, has determined that the award of a contract would not be in the best interests of Cambridge Developmental Center or the State of Ohio.

#### **4.0 PROPOSALS**

- 4.1 All proposals shall be in accordance with information provided in this document as well as an interview on site, if requested.
- 4.2 All proposals shall be in writing and signed by the person providing services (or in the case of companies by an authorized representative on company letterhead).
- 4.3 All proposals shall be submitted on the basis of an hourly rate for each hour of service to be provided. Travel expenses and travel time will not be paid.
- 4.4 All proposals shall be guaranteed.
- 4.5 Proposals shall be submitted via mail or courier services to Cambridge Developmental Center, ATTN: Business Office, 66737 Toland Drive, Cambridge, Ohio 43725, with "**OCCUPATIONAL THERAPY BID**" clearly marked on the outside of the envelope.
- 4.6 Deadline for Proposal:

Proposals will be received at the above address until June 14, 2013, 3:30 pm and opened immediately thereafter. Proposals not received at Cambridge Developmental Center by the deadline will be returned to sender unopened.

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**5.0 SITE INTERVIEW**

- 5.1 Cambridge Developmental Center reserves the right to interview all persons providing services under the provisions of this RFP to determine the best responsive vendor. Interviews will be after the proposal deadline and conducted on the premises of Cambridge Developmental Center.

**6.0 SUBMISSIONS REQUIRED**

- 6.0 A separate proposal for each fiscal year stating the hourly rate for each hour of service or a fee schedule (if applicable) to be provided.
- 6.1 Contractor Information Form (attached)
- 6.2 Vendor Information Form (new vendors only) (attached)
- 6.3 W-9 (attached)
- 6.4 Completed Affirmation and Disclosure Form: Executive Order 2011-12K (attached)
- 6.5 A copy of all current pertinent licenses of all persons to provide services under the provisions of this RFP.
- 6.6 List of previous services performed to include facility name, complete address, telephone number, contact person, and dates service was performed.
- 6.7 Any accommodation or special needs of any person providing services under the provisions of this RFP.

**7.0 SCHEDULE**

- 7.1 July 1, 2014 – June 30, 2015 (Fiscal Year 2015)

**8.0 PAYMENTS**

- 8.1 Payments for services are made thirty (30) days from the receipt date of a proper invoice. A proper itemized invoice must include the following information:
  - 8.1.1 Contractor Name
  - 8.1.2 Contractor Address
  - 8.1.3 Date(s) of purchase or services rendered
  - 8.1.4 Itemization of services performed or material supplied
  - 8.1.5 Purchasing agency name and address
  - 8.1.6 Agency Purchase Order number
  - 8.1.7 Invoice number, assigned by the contractor

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8.1.8 Signed by the vendor or authorized agent of the vendor

## **9.0 EVALUATION CRITERIA**

- 9.1 Scores will be given for each of the following items. The highest possible score is noted with each line item. The award will be given to the vendor with the highest score.
- 9.1.1 Person(s) to provide services are Ohio-licensed.  
(Yes = continue to next criteria; No = proposal is rejected).
- 9.1.2 Experience serving person(s) with developmental disabilities (<5 years = 0; 5-9 years = 5 points; 10+ years = 10 points).
- 9.1.3 Experience providing service under ICF/MR standards (<3 years = 0; 3-5 years = 2; 6-9 years = 5; 10 + years = 10 points)
- 9.1.4 Experience serving Cambridge Developmental Center residents (Yes = 20, No = 0)
- 9.1.5 Price. Rank highest to lowest order when compared to all proposals: (1=5, 2=10, 3=15, 4=20, 5=25, etc.).
- 9.1.6 In the event of a tie, the award will be determined through the vendor interview process

# **Attachments**

**Contractor Information**  
**Vendor Information**  
**W-9**  
**Executive Order 2011-12K**  
**Sample Contract (subject to revision)**