

# **Warrensville Developmental Center**

## **Request for Proposal for Audiological Services**

The Warrensville Developmental Center (WDC) is a residential center serving consumers subject with developmental disabilities, operated by the Ohio Department of Developmental Disabilities (D.O.D.D). Although not all consumers are in need of audiological services, each consumer does receive a comprehensive habilitation program which is designed and monitored by a team of professional staff. Audiological Service is an integral part of that team approach which will enable consumers to reach their potential and assist with their transition into other living situations.

### **Contractor Qualifications**

The audiologist must be properly licensed in the State of Ohio and remain licensed throughout the entire contract period.

Experience with developmentally disabled persons is not necessary, but may assist the audiologist success in providing services. It is generally expected that one (1) audiologist will provide services throughout the contract period. A corporation submitting a proposal must submit the name and a copy of the license of the audiologist who will provide the service with the proposal. If the contractor is a corporation, the individual audiologist who will be providing the service must be available for an interview within two weeks of the date proposals are due. If the need arises to provide a new/different audiologist during the duration of the contract, it is the contractor/corporation's responsibility to make the individual audiologist available for training at WDC for up to 10 hours at no cost to WDC.

### **On-Site Services**

All audiology services are to be provided on-site unless otherwise approved by the Program Director.

The audiologist will provide the below services:

1. Provide the following Audiological services here at Warrensville Developmental Center.
2. Annual comprehensive audiological evaluation of all difficult-to-test hearing impaired individuals, including but not limited to, pure tone air and bone conduction, speech audiometric, and/or impedance audiometric.
3. Multiple test sessions as needed as part of the one annual evaluation.
4. Hearing aid evaluations as needed by the Individuals.
5. Selection of appropriate hearing aids.
6. Retest with Individual's hearing aid, during 30-day trial period, as a part of the original hearing aid evaluation.
7. Impedance (middle ear function) audiometry for difficult to test individuals.
8. Medical for Individuals who fail an impedance screening test, history of middle ear disease, or physician request
9. Estimate hearing sensitivity, considering brain damage effects.
10. Hearing evaluation for any Individual who:
  - a. Fails a hearing screening
  - b. Referred by a habilitation team
  - c. Referred by a physician
11. Replacement of inappropriate or non-functioning hearing aids
12. Reports

# **Warrensville Developmental Center**

## **Request for Proposal for Audiological Services**

- a. Timely and accurate
  - b. Written in language for all staff's understanding of communication functioning as affected by hearing impairment.
13. Monitor special auditory testing, as needed, such as Auditory Brainstem Response Audiometry (ABR), Ultra-high Frequency Audiometry, Electro-acoustic Analysis of hearing aids, Real-Ear Measurements, etc.
  14. Institute hearing conversation measures, as needed, at work sites and living sites
  15. Refer to staff physician and/or outside facility for diagnosis and treatment of hearing loss cause
  16. Maintain complete audiological records
  17. Consult with outside audiologists as needed
  18. Maintenance of hearing aids worn by Individuals, both on grounds and at work area
  19. Distribute batteries
  20. Replace tubing's, every six (6) months or as needed
  21. Monthly listening checks for all hearing aids
  22. Send non-functioning hearing aids for qualified repair
  23. Ear mold adjustments
  24. Initiate and monitor insurance policies for each hearing aid
  25. Process paperwork for Medicare Part B.
  26. Consultation with Language Development Specialist to select an appropriate communication mode for each hearing impaired Individual.
  27. Input for interdisciplinary team meetings for all Individuals receiving direct services and as requested by the team.
  28. Input of hearing status and its effect on communication, for all hearing impaired Individuals and all required special/annual team meetings. Completes monthly summaries of Individual status for those who receive direct services.
  29. Direct counseling with hearing impaired Individuals and/or team members, as needed
  30. Consultation with appropriate staff to develop specialized programs for developing each hearing impaired Individuals communication skills
  31. Communication mode and techniques to circumvent effects of hearing loss and central auditory dysfunction
  32. Auditory training
  33. Hearing aid utilization
  34. In-service staff as needed

# Warrensville Developmental Center Request for Proposal for Audiological Services

35. Direct care
36. Program staff
37. Orientation classes
38. Outside agencies that are providing direct care services to the Individuals to ensure continuity of services
39. Schedule hear tests
40. Schedule hearing aid replacement or repair per Medicaid requirements
41. Liaison to hearing aid dealers, servicing our Individuals
42. Proper credentials
43. Ohio Board of Speech Pathology & Audiology license (Audiology)
44. American Speech/Language & Hearing Association certification (Audiology)
45. Monitor equipment function and calibration needs
46. Monitor consignment hearing aids, on loan from manufacturers, for hearing aid evaluation use. Note: Any modifications, variations or addendums to the above specified duties or services shall result in the immediate disqualification of that bid.
47. The primary health care to the people who live here at Warrensville Developmental Center will be the responsibility of the Center. The Center reserves the right to obtain medical services from other facilities and/or physicians as deemed necessary by the Medical Director and/or the Superintendent and will not have an effect on the terms of the contract.
48. Clinical and Administrative Support Services and Staff – The clinical support services not identified as a part of the contract will be the responsibility of Warrensville Developmental Center. The required support personnel, supplies, equipment, space and services that would allow the contractor to perform the medical services required under this contract will be provided by Warrensville Developmental Center at no expense to the contractor.
49. The services to be performed shall meet the standards set by the Accreditation Council for Mental Retardation and Developmental Disabilities and other accrediting and certifying organizations as appropriate. Contractor shall perform all services with a reasonable standard of care; skill and diligence such as would normally be provided an experienced consultant.
  - a. Contractor shall maintain all necessary licenses and registrations. All services shall be performed in accordance with: (1) generally accepted standards of care in the community and the quality criteria adopted by the Agency; (2) policies of the Agency; and (3) applicable rules and standards for the certification of an intermediate care facility for the mentally retarded.
  - b. The contractor reports directly to (Jane Nichols, Program Director) who will verify the contract's time and service charged to this contract.

## **Normal Work Schedule**

The hours of work may range from between eight (8) and ten (10) hours per week. The contractor should specify the number of hours available. Any restrictions regarding time availability should be included in the proposal.

# Warrensville Developmental Center

## Request for Proposal for Audiological Services

### Period of Service

The period of service is intended to be from approximately July 1, 2015 through June 30, 2016.

### Submission of Proposal

Proposals should be returned in a sealed envelope to **Warrensville Developmental Center, 4325 Green Road Highland Hills, OH 44128** with the words “**Audiological Services at WDC**” written on the outside of the envelope. Proposals are due no later than **2:00 p.m. on Monday June 22, 2015**. **Proposals should be stated in terms of dollars per hour worked.**

### Site Visitation

Site visitation can be arranged by appointment by calling (216) 285-9802, Monday through Friday from 8:00 a.m. to 4:00 p.m. and requesting to speak to Mark Jones, Director of Operations.

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 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 offers, in whole or in part, and may determine that any irregularities or deviations from the specifications do not result in the offeror being non-responsive, provided this does not affect the amount of the offer or result in a competitive advantage to the offeror.

In the response review process, the fact that there is a finding for recovery as defined in R.C. 9.24 may be considered in the scoring process, and a response rejected for this reason alone.

By submitting a signed proposal for this service, the vendor affirms that, as applicable to the vendor, no party listed in Division (I) or (J) of Section 3517.13 of the Revised Code or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to his campaign committee.

It is the policy of the Ohio Department of Developmental Disabilities that there shall be a minimum of one year from the date of retirement from State service to consider for rehire/Personal Service Contract with the Department. However, when the individual has taken advantage of an Early Retirement Incentive Plan (ERIP), the length of time between retirement and consideration for rehire/Personal Service Contract shall be the greater of one year or the amount of service that was purchased for the individual in the ERIP. The Director retains discretion to waive this requirement for good cause shown.

If the apparent contractor is a corporation, the person who will be providing the service must be selected by the corporation and be interviewed by the WDC supervisor within approximately two weeks of the proposed opening. If this stipulation is not fulfilled the proposal can be refused.

**Warrensville Developmental Center  
Request for Proposal for Audiological Services**

# Warrensville Developmental Center Request for Proposal for Audiological Services



**TED STRICKLAND**  
GOVERNOR  
STATE OF OHIO

## Executive Order 2010-09S

### Banning the Expenditure of Public Funds for Offshore Services

1. **Ohio's Economic Vitality Necessitates Constant Vigilance in State Job Creation Efforts.** State officials and employees must at all times remain passionately focused on initiatives that will create and retain jobs in the United States in general and in Ohio, in particular, and must do so especially during Ohio's continuing efforts to recover from the recent global recession.
2. **No Public Funds Should be Spent on Services Provided Offshore.** Allowing public funds to pay for offshore services undermines economic development objectives and any such offshore services carry unacceptable quality and security risks.
  - a. **The Purchase of Offshore Services with Public Funds Undermines Economic Development and Other Job Creation and Retention Objectives.** The expenditure of public funds for services provided offshore deprives Ohioans and other Americans critical employment opportunities. It also undermines efforts to attract businesses to Ohio and retain them in Ohio, initiatives in which the State has invested heavily.
  - b. **The Purchase of Offshore Services Has Unacceptable Business Consequences.** The use of offshore service providers could pose unacceptable data security, and thus privacy and identity theft risks. There are pervasive service delivery problems with offshore providers, including dissatisfaction with the quality of their services and with the fact that services are being provided offshore. It is difficult and expensive to detect illegal activity and contract violations and to pursue legal recourse for poor performance or data security

## **Warrensville Developmental Center Request for Proposal for Audiological Services**

violations. The State's use of offshore service providers ill-serves the people of Ohio who are the primary consumers of the services provided by the State.

- 3. Ohio's Policy Has Been – and Must Continue To Be – That Public Funds Should Not Be Spent on Services Provided Offshore.** Throughout my Administration, procurement procedures have been in place that restrict the purchase of offshore services. Despite these requirements, federal stimulus funds were recently used to purchase services from a domestic company which ultimately provided some of those services offshore. This incident was unacceptable and has caused me, through this Order, to redouble my commitment to ensure that public funds are not expended for offshore services.
  
- 4. Additional Steps Will Ensure that Public Funds Are Not Spent on Services Provided Offshore.** In order to ensure that the State of Ohio makes no expenditures for services provided offshore, I hereby order the following:
  - a. No Cabinet Agency, Board or Commission (Executive Agency) shall enter into any contract which uses any funds within its control to purchase services which will be provided outside the United States. This Order applies to all funds in the custody of an Executive Agency, be they from state, federal, philanthropic or private sources. It applies to all purchases of service made directly by an Executive Agency and services provided by sub-contractors of those providing services purchased by an Executive Agency.
  
  - b. This Executive Order will be personally provided, by the Director, Chair or other chief executive official of each Executive Agency, to the Chief Procurement Officer or other individual at that entity responsible for contracts for services.
  
  - c. The Department of Administrative Services, through Ohio's Chief Procurement Officer (OCPO), shall have in place, by August 31, 2010, procedures to ensure all of the following:
    - i. All agency procurement officers, or the person with equivalent duties at each Executive Agency (APOs), have standard language in all Executive Agency contracts which:
      - (a) Reflect this Order's prohibition on the purchase of offshore services.
  
      - (b) Require service providers or prospective service providers to:

## **Warrensville Developmental Center Request for Proposal for Audiological Services**

- (i) Affirm that they understand and will abide by the requirements of this Order.
  - (ii) Disclose the location(s) where all services will be performed by any contractor or subcontractor.
  - (iii) Disclose the locations(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up or stored.
  - (iv) Disclose any shift in the location of any services being provided by the contractor or any subcontractor.
  - (v) Disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contract.
- ii. All APOs are ensuring that all quotations, statements of work, and other such proposals for services affirm this Order's prohibition on the purchase of offshore services and include all of this Order's disclosure requirements.
- (a) Any such proposal for services lacking the affirmation and disclosure requirements of this Order will not be considered.
  - (b) Any such proposal where the performance of services is proposed to be provided at a location outside the United States by the contractor or any sub-contractor, will not be considered.
- iii. All procurement manuals, directives, policies, and procedures reflect the requirements of this Order.
- iv. All APOs have adequate training which addresses the terms of this Order.
5. **Exceptions.** Nothing in this Order is intended to contradict any state or federal law. In addition, this Order does not apply to:
- a. Services necessary to support the efforts of the Department of Development Global Markets Division to attract jobs and business to the State of Ohio, including incidental services for the support of trade missions, payment of international staff, and services necessary for the operation of international offices.
  - b. Academic, instructional, educational, research or other services necessary to support the international missions of Ohio's public colleges and universities.

**Warrensville Developmental Center  
Request for Proposal for Audiological Services**

6. I signed this Executive Order on August 6, 2010 in Columbus, Ohio and it will not expire unless rescinded.



*Ted Strickland*  
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Ted Strickland, Governor

ATTEST:

\_\_\_\_\_  
Jennifer Brunner, Secretary of State

**Warrensville Developmental Center  
Request for Proposal for Audiological Services**

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

STANDARD AFFIRMATION AND DISCLOSURE FORM

EXECUTIVE ORDER 2010-09S

Banning the Expenditure of Public Funds on Offshore Services

All of the following provisions must be included in all invitations to bid, requests for proposals, state term schedules, multiple award contracts, requests for quotations, informal quotations and statements of work. This information is to be submitted as part of the response to any of the procurement methods listed.

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**CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:**

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2010-09S issued by Ohio Governor Ted Strickland. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is attached and is available at the following website: (<http://www.governor.ohio.gov/Default.aspx?tabid=1495>).

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Principal location of business of subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

\_\_\_\_\_

\_\_\_\_\_

# Warrensville Developmental Center Request for Proposal for Audiological Services

(Address)

(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by Subcontractor:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

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(Address, City, State, Zip)

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**Warrensville Developmental Center  
Request for Proposal for Audiological Services**

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(Name)

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(Address, City, State, Zip)

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(Name)

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(Address, City, State, Zip)

**End of Request for Proposal.**