

REQUEST FOR PROPOSALS (RFP)

RFP Number: DMR-RFP-POLI-82

The Ohio Department of Developmental Disabilities (DODD), Policy and Strategic Planning Division, is requesting proposals for:

Employer Transformation Subject Matter Experts (SMEs)

For the Period: **State Fiscal Year 2021 - July 1, 2020 through June 30, 2021**

RFP Issued: August 13, 2020
Inquiry Period Begins: August 13, 2020
Inquiry Period Ends: September 4, 2020 @ 8:00 am
Proposals Due: September 16, 2020 @ 12:00 pm

Submit Proposals via e-mail to:

Ohio Department of Developmental Disabilities
DMRProcurement@dodd.ohio.gov

This RFP consists of five (5) parts and two (2) attachments, totaling seventeen (17) consecutively numbered pages. Please verify that you have a complete copy.

Please submit all inquiries about this RFP through the State Procurement web site at www.ohio.gov/procure. Please refer to Part Three of this RFP, "General Instructions", for instructions on submitting inquiries through the State Procurement web site. All responses to inquiries submitted by Proposers will be posted on the State Procurement website for viewing by all prospective Proposers.

PART ONE: STRUCTURE OF THIS RFP

PARTS

Part One	Structure of this RFP
Part Two	Information on requested services
Part Three	General Instructions
Part Four	Evaluation of Proposals
Part Five	Contract Award

ATTACHMENTS

Appendix 1 – Standard Affirmation and Disclosure Form

- Standard Affirmation and Disclosure Form must be signed by an authorized official of Proposer's organization and must be included for any proposal to be scored

Appendix 2 – Contractor Information Form

- Contractor Information Form must be completed and submitted with the proposal.

PART TWO: SERVICES REQUESTED INFORMATION

I. MISSION & GUIDING PRINCIPLES

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.

DODD will:

- Create less complex service, deliver, 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

II. PURPOSE

The Ohio Department of Developmental Disabilities (DODD) is seeking proposals from qualified contractors to work with selected DODD-certified provider agencies to develop a business model that will transform their organizational structures and fiscal strategies from facility-based service providers to community-based employers. This contract will require the development of a transition plan with identified goals and milestones.

DODD will be hosting an information webinar about this RFP on August 17, 2020 at 1:00 pm. The link for registering is:

<https://attendee.gotowebinar.com/register/6571749521822376715>

III. BACKGROUND

Adult Day and Employment Services in Ohio have evolved rapidly over the past few years. Provider organizations are changing programs and practices as they respond to multiple and complex demands from federal and state authorities, advocacy organizations, and people with disabilities and their families.

DODD originally established the Payment in Adult Day and Employment Services Workgroup in September 2017 to secure stakeholder recommendations about how DODD could strengthen provider capacity to engage in practices that align with state and federal requirements. The charge at that time was to generate information about the range of practices being used in Ohio to pay individuals enrolled in adult employment services and review legislation, rule, and Technical Guidance pertaining to payment to individuals. That work led to the distribution of two guidance documents that were distributed in June and August 2018, as well as memos in January and June 2019, culminating in the "Framework for Aligning Vocational Habilitation Service Delivery with State and Federal Requirements" document that provides guidance and a structure for ongoing responses and revisions to supports.

This project is intended to provide an identified number of business experts who can facilitate system transformation in business practices with an identified number of providers. The purpose

of this technical assistance is to support Medicaid provider agencies, whose priority it is to be employers of individuals with disabilities, to get the technical assistance and planning they need to begin the transformation from being a Medicaid service provider to a community employer of individuals with disabilities.

IV. SCOPE OF WORK AND DELIVERABLES

Selected Subject Matter Experts (SMEs) will receive compensation for completion of the following three (3) deliverables.

Business Plan:

Selected SMEs will be matched with providers and will work with them to bring together key organizational staff, including executive leadership teams, families and individuals with disabilities, board members, and other stakeholders, to develop a business plan that details the mission, vision, structure, and financial sustainability of their organization as they transition away from Medicaid service funding. The business plan should include the following:

- a. A description of the type of business that will be created, the number of employees that will be hired, staff positions that will be created, and wages that will be paid to the employees.
- b. A description of the efforts that will be utilized to hire, train, and maintain a diverse workforce that includes employees with and without disabilities.
- c. A description of the personnel and human resource policies that will be used by the business. Examples of such policies could include: fingerprinting, background checks, trainings, disciplinary actions, etc. Please clarify which policies apply to all employees, only supervisors, and/or other designated employees.
- d. A description of the corporate structure of the business and its relationship to the provider agency.
- e. A description of how individuals, families, and staff will be involved in the creation and sustainability of the business including how the agency is preparing individuals, families, and staff for the transition from the workshop to the business model.
- f. A description of how the local community (including local government, funders, economic development agencies, etc.) will be engaged in the creation and sustainability of the business.

The SMEs will guide the groups and will come together for at least one site visit (in-person or virtual) and a minimum of one time per month for remote technical assistance. Provider agencies will work with designated SMEs to develop a presentation on their business plan and the future of their organization. This presentation will be shared with other stakeholders within our system.

The maximum budget amount for this deliverable is \$7,500.00.

Implementation Timeline & Milestones:

The Implementation Timeline is a written document that outlines milestones that the agency must accomplish to implement their comprehensive business plan. With the support of the SME, the agency should also include the progress made during the grant period in this document. The Timeline and Milestones document should be created in a presentation format, with the support of the SMEs, which will allow providers to communicate their business plan and financial strategies, in order to educate providers on this transformation process.

The Business Plan, Budget, and Implementation Timeline & Milestones documents shall be submitted to DODD for approval and shall remain the property of DODD at the end of the contract period.

The maximum budget amount for this deliverable is \$10,000.00.

V. MINIMUM QUALIFICATIONS OF CONTRACTOR

Subject Matter Experts (SMEs) must have a bachelor’s degree or higher in a related field, and 10 or more years of field experience supporting businesses in the area of finance. Expertise in the area of diversification of funding streams. Experience with financial forecasting and facilitation of strategic planning. Experience with marketing analysis to maximize business opportunities. Knowledge of the ID/DD service system preferred.

Subject Matter Experts (SMEs) must have 10 years or more of experience supporting businesses in the area of finance. Expertise in the area of diversification of funding streams. Experience with financial forecasting and facilitation of strategic planning. Experience with marketing analysis to maximize business opportunities. Knowledge and experience in the ID/DD service system preferred.

Contractor shall not be subject to an “unresolved” finding for recovery under Section 9.24 of Ohio Revised Code.

VI. ETHICAL AND CONFLICT OF INTEREST REQUIREMENTS

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.

No contractor or individual, company or organization seeking a contract shall solicit any DODD employee to violate any of the conduct requirements for employees.

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 requirement and prohibitions defined Section 102.03 or Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by DODD to enter into a contract.

PART THREE: GENERAL INSTRUCTIONS

The following sections provide a calendar of events, details on how to respond to this RFP and how to get more information about this RFP. All responses must be complete and in the prescribed format.

I. CALENDAR OF EVENTS & ON-LINE INFORMATION

The schedule for this RFP is given below and is subject to change. DODD may change this schedule at any time. If DODD changes the schedule before the Proposal Due Date, it will do so through an announcement on the State Procurement web site area for this RFP at the following link: <http://procure.ohio.gov/proc/index.asp>. The web site announcement will be followed by an addendum to this RFP, which also will be made available through the same State Procurement web site.

It is each prospective Proposer's responsibility to check the State Procurement web site's question-and-answer area for this RFP for current information and the calendar of events scheduled through award of any contract.

Other than by adherence to the RFP Inquiry process, set forth below, no contact related to this RFP shall be made with DODD until a contract award is announced. Notwithstanding this prohibition, DODD, at its sole discretion, may request additional information as part of the review process outlined below.

Firm Dates

RFP Issued:	August 13, 2020
Inquiry Period Begins:	August 13, 2020
Inquiry Period Ends:	September 4, 2020 at 8:00 am
Proposal Due Date:	September 16, 2020 at 12:00 pm

Estimated Dates

Contract Award Notification:	September 25, 2020
Issuance of Purchase Order:	To be determined

II. PROPOSAL FORMAT

Proposals must be prepared in accordance with instructions in this section. The proposal must clearly respond to the required questions for the technical proposal as listed below.

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 meeting the requirements of this section

A. Technical Proposal

- a. Transmittal letter includes:
 - Identifies the bidder
 - The name, title, address, and telephone number of the proposer's contract person with authority to answer questions concerning the RFP
 - The name, title, address, telephone number, and email address of the proposer's contact person with authority to execute a contract on behalf of the proposer.

- b. Organizational experience including:
 - Information on the background of the firm or individual, including background information of any subcontractor(s)
 - Any prior experience relevant to this RFP (includes current contact names and phone numbers for these references), and a list of similar projects currently underway by the proposer or by any subcontractor(s) as well as completed over the past three (3) years. The Evaluation/Selection Review Committee will consider these additional references and may contact each of these sources. Evaluations of past performance as reflected by previous clients with respect to factors such as control of costs, quality of work, and meeting of deadlines; and other similar factors.
- c. Technical Approach and work plan that indicates how the proposer plans to address the purpose, objectives and deliverables, within the timeframes as stated in this RFP.
 - A statement of the proposer's commitment to the scope of work.
 - A narrative response describing the proposer's competence to perform the required services as indicated by the training, education, and experience of the proposer's personnel, especially the training, education, and experience of the employee(s) who would be assigned to perform the service.
 - Describe the ability in terms of workload and availability of qualified personnel to perform the required services competently and expeditiously.
 - A narrative response describing how the Proposer would use its expertise to meet the deliverables and objectives outlined in the scope of work.
 - Provide evidence of successful implementation of services similar to the scope of work outlined, provided within the last twelve (12) months.
- d. Provide a statement of the organization's likelihood of success including how you will measure progress towards identified benchmarks as well as how you will identify and address any challenges, roadblocks or barriers that may occur.

B. Cost Proposal

The cost proposal must indicate the total cost for the entire project and a separate cost breakdown for the following deliverables outlined in Part 2 of Section IV.

Below are the not to exceed budget amounts the Agency has identified for each deliverable based on the work to be completed

- Business Plan – Maximum budget \$7,500.00
- Implementation Timeline & Milestones – Maximum budget - \$10,000.00

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, tax, car rentals, etc.), lodging expenses, meals, and cost of communications by phone, mail, e-mail, or fax.

III. PROPOSAL SUBMITTAL

Proposals must be submitted in the following manner:

- **Proposals must be submitted via e-mail by no later than September 16, 2020 at 12:00 pm (noon) to DMRProcurement@dodd.ohio.gov.**
- Subject of email should be "Employer Transformation SMEs"

- All pages must be numbered consecutively using the format “Page [#] of [total number of pages]” (e.g., Page 2 of 20).
- Standard Affirmation and Disclosure form completed and submit with proposal
- Contractor Information form completed and submit with proposal

No proposals or corrections/additions to submitted proposals will be accepted after the Proposal Due Date. Proposals that are submitted after the Proposal Due Date will not be scored.

Proposals that are not submitted in the format requested will not be scored. Proposals that do not contain all of the required information will not be scored.

All costs incurred in the preparation of the Proposal shall be borne by the Proposer alone, and DODD shall not contribute, in any way, to the cost of the preparation of the Proposal.

Any and all documents developed by the Proposer during the course of this project will be provided to DODD upon request and will become the property of DODD, and the Proposer shall not assert any claims arising under copyright or otherwise inconsistent with the transfer of ownership of such documents.

All information submitted by the Proposer will be considered to be public information unless the proposer specifically demonstrates, in writing, which information it considers to be proprietary. “Proprietary information” is information which, if made public, would put the proposer at a disadvantage in the market place and trade in which the proposer is a part. Consequently, an 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”.

DODD reserves the right to:

- Accept or reject any and all Proposals and/or bids if DODD determines that it is in the best interests of the State to do so.
- Rebid this RFP, requesting new Proposals from qualified firms.
- Waive or modify minor irregularities in Proposals received.
- Negotiate with Proposer(s), within the requirements of this RFP, to best serve the interests of the State of Ohio.
- Require the submission of modifications or additions to Proposals as a condition of further participation in the selection process.
- 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.
- 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.
- Adjust the RFP Calendar of Event dates for whatever reason it deems appropriate.
- Contact Proposer to clarify any portion of the Proposer’s submittal.

If, during the review process, DODD determines that it is necessary to make further distinctions between certain Proposers, DODD may request certain selected Proposers to interview or make a presentation to staff and reviewers. The Proposer shall bear the cost of travel to any scheduled interview.

In accordance with federal and state statutes and DODD policy, no person shall be excluded from

participation or subject to discrimination in the RFP process on the basis of race, color, age, sex, national origin, military status, religion, or disability.

IV. INQUIRIES

From the issuance date of this RFP, until a contract is awarded to a proposer, there may not be communications concerning the RFP between any supplier who expects to submit a proposal and any employee of DODD involved in the issuing of the RFP. The only exception is provided through the submission of written requests for clarification/interpretation via the state procurement website during the inquiry period.

Prospective Proposers may make inquiries or seek clarifications regarding this RFP any time during the inquiry period listed in the RFP Calendar of Events. To make an inquiry, prospective Proposers must use the following process:

1. Access the State Procurement web site at <http://www.procure.ohio.gov>.
2. From the Navigation Bar at the top, select "for Suppliers".
3. Under the title "Bid Opportunities", select "All Opportunities".
4. Enter the RFP Number found on Page 1 of this document as the "Document/Bid Number".
5. Click the "Search" button.
6. Select this RFP.
7. On the document information page, click the "Submit Inquiry" button.
8. On the document inquiry page, complete the required "Personal Information" section by providing the following:
 - a. First and last name of the prospective Proposer's representative who is responsible for the inquiry;
 - b. Name/Company/Business of the prospective Proposer;
 - c. Representative's business phone number; and
 - d. Representative's e-mail address.
9. Type the inquiry in the space provided, making certain to include the following:
 - a. A reference to the relevant part of this RFP;
 - b. The heading for the provision under question; and
 - c. The page number of the RFP where the provision can be found.
 - d. Enter the Security Number.
10. Click the "Submit" button.

Prospective Proposers submitting inquiries will receive an immediate acknowledgement by e-mail that their inquiry has been received. **The prospective Proposer who submitted the inquiry will not receive an e-mail response to the question, but will need to view the response on the State Procurement web site where it will be posted for viewing by all prospective Proposers.**

Prospective Proposers may view inquiries using the following process:

1. Access the State Procurement web site at <http://www.procure.ohio.gov>.
2. From the Navigation Bar at the top, select "for Suppliers".
3. Under the title "Bid Opportunities", select "All Opportunities".
4. Enter the RFP Number found on Page 1 of this document as the "Document/Bid Number".
5. Click the "Search" button.
6. Select this RFP.
7. On the document information page, click the "View Q & A" button to display all inquiries with responses submitted to date.

DODD will try to respond to all properly posed inquiries within 48 hours, excluding weekends and state holidays. DODD will not respond to any inquiries received after 8:00 a.m. on September 4, 2020. Prospective Proposers who attempt to seek information or clarifications verbally will be directed to reduce their questions to writing in accordance with the terms of this RFP and state purchasing policy. No other form of communication is acceptable, and use of any other form of communication or any attempt to communicate with DODD staff or any other agency of the State to discuss this RFP may result in the Proposer being deemed ineligible.

PART FOUR: EVALUATION OF PROPOSALS

I. EVALUATION PROCESS

DODD’s evaluation process of responses submitted to this request may consist of up to four distinct phases:

1. DODD’s initial review of all proposals for timely submission;
2. An evaluation committee review of the proposals for defects and scoring;
3. DODD’s request for more information (clarifications, interviews, presentations, and/or demonstrations); and,
4. Negotiations or best offer requests.

At its sole discretion, DODD will determine whether phases three and/or four are necessary under this RFP, reserving for itself the ability to eliminate or add phases three or four at any time during the evaluation process. DODD may add or remove sub-phases to phases 2 through 4 at any time if DODD believes doing so will improve the evaluation process.

II. PROPOSAL EVALUATION CRITERIA

In the proposal evaluation phase, DODD staff or reviewers selected by DODD (the committee) will rate the proposals submitted in response to this RFP based on the following criteria and weight assigned to each criterion.

Evaluation Criteria	Weight
Transmittal Letter	5
Organizational Experience	20
Technical Approach and Work Plan	55
Measurement of Success & Overcoming Barriers	25
Cost Proposal	5
Total:	110 points

PART FIVE: CONTRACT AWARD

I. CONTRACTUAL REQUIREMENTS

Any contract(s) resulting from this 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 contractor shall be considered part of the contract.

Payments for any and all services provided pursuant to the contract are contingent upon the availability of state and federal funds.

All aspects of the contract apply equally to work performed by any and all subcontractors.

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.

Before a contract can be awarded, an Affirmative Action Program Verification Form must be completed using the Ohio Business Gateway Electronic filing website (<https://ohiobusinessgateway.ohio.gov>). Contractor must have an approved Affirmative Action plan recorded with the State of Ohio Department of Administrative Services.

II. CONTRACT AWARD PROCESS

It is DODD's intention to award one or more contracts under the scope of this RFP and as based on the RFP Calendar of Events schedule, so long as DODD determines that doing so is in the State's best interests and DODD has not otherwise changed the award date.

Any award decision by DODD under this RFP is final. After DODD makes its decision under this RFP, all Contractors will be notified (in writing or by phone, at DODD's discretion) of the final evaluation and determination as to their Proposals.

DODD will issue a notice of contract award to the selected Contractor(s), and finalized contract terms and conditions will be forwarded for signature. Contract will include RFP and attachments and the Contractor's accepted proposal. Once executed copies of the contract are submitted by the Contractor(s), and pending any further approvals that may be required (e.g., State Controlling Board), DODD will fully execute the contract.

Once the contract is fully executed, DODD will issue a purchase order (PO). DODD will issue to the Contractor(s) one (1) copy of the signed instrument and one (1) copy of the PO for its/their files.

Unless otherwise negotiated and included in the executed contract/scope of work, the selected contractor(s) shall be bound by all outlined services, policies and procedures as contained in the contractor's submitted and evaluated proposal.

Contractor may commence work upon receipt of a state issued purchase order.

The selected contractor(s) shall be compensated based on deliverables listed in the RFP. The personal services contract issued will further specify the timelines for completion of each

deliverable and payment structure.

III. NUMBER OF AWARDS

DODD anticipates making five (5) awards depending on programs' needs and the fit of the Contractor(s) to the scope of this RFP and the available funding.

IV. FUNDING APPROVAL THRESHOLD

In the event that contractual expenditures with the selected Contractor(s) will exceed \$50,000 in spending under any contract that results from this RFP, or that otherwise exceed \$50,000 in aggregate spending across all contracts between the contractor and DODD, the contract will be subject to the approval of the State of Ohio Controlling Board.

Appendix 1:

Executive Order 2019-12D

Governing the Expenditure of Public Funds for Offshore Services

No Contract Funds May be Spent Offshore

Executive Order 2019-12D “Governing the Expenditure of Public Funds for Offshore Services” prohibits the use of any public funds within the control of an executive agency to purchase services which will be performed outside of the United States. The Executive Order can be found at the following website:

<https://governor.ohio.gov/wps/portal/gov/governor/media/executive-orders/2019-12d>

To be considered by the DODD, a bid response must be accompanied by an Affirmation and Disclosure in the form attached to this RFP.

STANDARD AFFIRMATION AND DISCLOSURE FORM -EXECUTIVE ORDER 2019-12D
Governing the Expenditure of Public Funds on Offshore Services

By the signature affixed hereto, Contractor affirms, understands and will abide by the requirements of Executive Order 2019-12D. Both Contractor and any of its subcontractors shall perform no services under any contract with the Department of Developmental Disabilities outside of the United States.

The Contractor shall provide all the name(s) and location(s) where services under any contract with the Department of Developmental Disabilities will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Contractor to sanctions. If the Contractor will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Name/Principal location of Contractor:

(Name) (Address, City, State, Zip)

2. Name/Principal location of subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

3. Location(s) where services will be performed by Contractor or by subcontractors if different from principal location(s):

_____ (Address, City, State, Zip) _____ (Address, City, State, Zip)

4. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor or subcontractors if different from principal location(s):

_____ (Address, City, State, Zip) _____ (Address, City, State, Zip)

Contractor affirms that Contractor and all subcontractors shall immediately disclose to the Department of Developmental Disabilities any change or shift in location of services performed by Contractor or subcontractors after execution of any Contract with the Department. On behalf of the Contractor, I am duly authorized to execute this Affirmation and Disclosure form and have read and understand that this form is a part of any Contract that Contractor may enter into with the Department and is incorporated therein.

By: _____
Contractor Signature **Printed Name and Title**

Date: _____

Appendix 2:

Contractor Information Form

The Contractor Information Form must be filled out and returned with a bid response.

CONTRACTOR INFORMATION FORM

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL

CONTRACTOR NAME: _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

AUTHORIZED CONTACT NAME: _____

PHONE NUMBER: _____ **EMAIL:** _____

1. Identify all of contracts currently with the State of Ohio (including DODD).

Total # of Contracts: _____

State Agency: _____ Amount: _____

Contracted Services: _____

Duration of Contract: _____

(Attach additional sheets if necessary.)

2. Provide current employee information on both a nationwide basis (including Ohio), and Ohio's based operations.

	<u>NATIONWIDE</u>	<u>OHIO</u>
Total # of Employees:	_____	_____
Percent of Women:	_____	_____
Percent of Minorities:	_____	_____

3. Provide OAKS Supplier ID or Tax Identification Number: _____

4. If your billing address is different than mailing address above, please provide below:

Contractor Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Authorized Signature

Date