

Ohio Department of Developmental Disabilities
Division of Policy and Strategic Direction

Request for Proposal (RFP)

Positive Culture Initiative Team Facilitator

Applications must be received no later than August 31, 2011

For additional information, please contact:

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The Ohio Department of Developmental Disabilities announces funds available to assist in the support and development of DODD's Positive Culture Initiative.

What is the Positive Culture Initiative? A statewide initiative launched by Director John Martin in 2008 that:

- Is intended to bring about lasting change within the DD system;
- Shifts thinking away from behavior change through aversive measures and toward relationships that support good lives
- Opens the door for new conversations about what people want and need from us.

<u>Away From</u>	<u>Toward</u>
Focusing exclusively on challenging behavior	Focus on building culture and practices that support good lives
"Here's how to do it"	We can learn to do this together
Importing outside experts	Identify and build our capacity
Directed by DODD	Owned by a diverse group of people across Ohio

Initial Focus of the Initiative: Efforts placed on shifting people's belief systems through training, tools and resources to guide them toward a better way. Trainings included:

- Overview of the Positive Culture Initiative
- Gentle Teaching
- Dangers of Restraint and Seclusion
- Trauma-Informed Care

Conveners Group: A group of community leaders brought together around a vision of creating a positive culture that drives decisions being made about services to people in Ohio

Role of the Conveners: To lead local Network groups to create a shared understanding of what the desired culture would look like – and what is possible within their communities.

Accomplishments of the Conveners:

- Established local Network groups throughout Ohio and convened community discussions
- Developed a resource book for use in leading discussion about culture shift
- Hosted the first annual statewide event in 2009 to model positive community conversations
- Supporting local Network groups to host regional events in 2011 to connect local leaders and inspire change

Purpose and Priorities: Funds will be used to hire a consultant to:

- Facilitate meetings with various state, county and community groups utilizing various group facilitation methods including World Café Conversations, Peter Block's Six Conversations for Change, Appreciative Inquiry approach ,etc.
- Conduct research and generate informational materials and tools for use on various levels within the DD field as it relates to the Positive Culture Initiative
- Develop strategic planning and organizational change approaches for use by organizations interested in creating a more positive culture
- Develop regional/statewide events and conferences
- Organize reports, data and training materials

Funding: DODD will provide reimbursement for approximately 228 hours **up to \$18,000** per year for a total award of **up to \$36,000** for the grant period of September 5, 2011 through June 30, 2013.

Eligible Applicants: The DODD is seeking public (including state and county agencies) and private nonprofit and for-profit organizations, businesses, and individuals that Have:

- Knowledge and experience working directly with DODD in the promotion of the Positive Culture Initiative
- Experience in facilitating group meetings utilizing the World Café Conversations, Peter Block's Six Conversations for Change, and Appreciate Inquiry approaches
- Experience in collaborating with state governmental agencies
- Event Planning and Management skills for both small and large events/conferences
- Exceptional writing and group facilitation skills

Application Submission and Deadline: Proposals may be submitted in either paper or electronic form and must be received by **4 P.M. Eastern Standard Time, August 31, 2011**. Send to:

Ohio Department of Developmental Disabilities

ATTN: Leslie Paull

30 E Broad St, 12th Floor

Columbus, Ohio 43215

leslie.paull@dodd.ohio.gov

If submitting in a paper form, please submit **3 copies** of the proposal. Late proposals will not be reviewed. Faxes will not be accepted.

APPLICATION FORMAT

Proposal: Consists of four (4) sections: The Cover sheet, Reume/VITA, Narrative of Qualifications and the Budget Justification. **Applications submitted without these four sections will not be considered. The proposal must be typed. The proposal must not exceed 20 pages.**

Cover Sheet: This page includes identifying information about the applicant. This page must include all of the following:
Name of Applicant

Project Title
 Street Address including City, State and Zip,
 Contact Person
 Project Director and Title
 Phone and Fax Number
 E-mail Address
 Website Address if Applicable
 Type of Entity (public and private nonprofit and for-profit organization, business, individual)
 Requested Funding
 Grant Period (September 5, 2011 and June 31, 2013)

Resume/VITA outlining past experiences, educational and employment history.

Narrative of Qualifications: Provide a narrative detailing the applicant's qualifications to fulfil the scope of the contract.

Budget Justification: Provide information on the applicant's hourly rate.

Criteria for Application Evaluation and Selection: Applications will be awarded using a competitive process. A review panel comprised of internal members will score the proposals that meet the requirements contained in this RFP. Any proposals not meeting the requirements contained in this RFP will not be scored. Applicants will receive written notification if their request was approved or denied on or before September 5, 2011.

Applications will be reviewed and scored on a scale from 0-100 according to the following areas:

- **50 points: Experience and knowledge related to PCI**
- **30 points: Experience and knowledge related to Group Facilitation utilizing the World Café Conversations, Peter Block's Six Conversations for Change, and Appreciative Inquiry approaches, Planning and Management, writing**
- **20 points: Budget Justification**

Other Requirements

A. Fee Schedule

The Contractor shall be compensated based on successful implementation of the submitted proposal. . The personal services contract between DODD and the selected bidder will further specify the timelines for completion of each deliverable.

B. 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 statutory and regulatory requirements pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 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.

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.

7. DODD reserves the right to reject any and all proposals where the offer or 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.

8. 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.

9. 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.

C. 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.

D. 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.

E. 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.