REQUEST FOR PROPOSAL

AUDIOLOGY TESTING

FOR THE PERIOD

JULY 1, 2015 THROUGH JUNE 30, 2016

AND

JULY 1, 2016 THROUGH JUNE 30, 2017

YOUNGSTOWN DEVELOPMENTAL CENTER
4891 E. COUNTY LINE RD.
MINERAL RIDGE, OHIO 44440
PHONE: 330-544-2231
FAX: 330-544-3519

Contracts subject to appropriation availability and approval of DODD and, if applicable, the Controlling Board, State of Ohio.

1.0 INTRODUCTION

1.1 Youngstown Developmental Center intends to select an offeror through this Request for Proposal (RFP) process to provide Audiology Testing services to individuals.

1.2 Youngstown Developmental Center (YDC) is a Medicaid-certified Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID), operated by the Ohio Department of Developmental Disabilities (DODD), serving approximately 80 persons with developmental and other disabilities.

2.0 SERVICES REQUIRED

2.1 The services consist of all items listed herein for Youngstown 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 Contractors provide a single proposal covering all categories of work for this service.

2.2 The Contractor providing services under this RFP will:

2.2.1 Provide during Fiscal Years 2016 (FY16) and 2017 (FY17) Audiological assessment for approximately 80 individuals with developmental disabilities for FY 16 and approximately 40 individuals for FY 17 who reside at the center not to exceed $3688 for FY 16 and $3200 for FY 17.

2.2.2 Adhere to a written monthly work schedule provided by YDC; all subsequent changes must be approved by YDC at least one (1) week in advance of the change.

2.2.3 Perform the following under the direction of the Superintendent.

2.2.4 Provide complete Audiological assessment services as scheduled. Provide all assessment instruments necessary to complete this task.

2.2.5 Provide immediate assessment results when possible and/or necessary. Provide a complete written report within two weeks of the assessment. Additional information may be requested at no additional charge.

2.2.6 Consult with appropriate staff about the results of assessments.

2.2.7 Make recommendations for hearing aids and/or other assessments as needed.

2.2.8 Provide necessary training to inform Youngstown Developmental Center's staff of hearing aid usage and other related aspects of an individual consumer's needs.

2.2.9 Perform evaluations or consultations regarding individuals receiving regional resource center services.

2.2.10 **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 Present prior to initiating services and maintain throughout the contracting period, a current state of Ohio license to practice audiological testing or other applicable licenses, certifications, and registrations.

3.1.2 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; (3) applicable rules and standards for the certification of an intermediate care facility for the mentally retarded.

3.1.3 Neither the contractor nor any of its employees, shall 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 prior to performing any services at Youngstown Developmental Center.*

3.2 Contractor shall perform all services rendered in accordance with all applicable state of Ohio, Ohio Department of Developmental Disabilities (DODD) regulations/licensure requirements, federal and state Medicaid (ICF/IID) regulations, Youngstown Developmental Center (YDC) policies and procedures, and any and all other regulatory statutes and/or procedures YDC desires to institute at any time during the contract period.

3.3 Contractor shall perform all services rendered in accordance with the service provider's licensure/certification requirements and the code of ethics established by the discipline/profession and/or state of Ohio licensing board.

3.4 Contractor shall certify that all of its employees, while working at Youngstown Developmental Center, will not purchase, transfer, use, be under the influence of, or possess illegal drugs or alcohol, or abuse prescription drugs in any way.

3.5 Contractor shall comply with all applicable provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), both in the provision of specified services and in its employment practices.

3.6 By submitting a signed proposal for this service, the Contractor affirms that, as applicable to the Contractor, 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 years, one or more contributions totaling in excess of $1,000.00 to the Governor or to his campaign committees.

3.7 All services provided under this RFP shall meet the appropriate standards of the Federal Medicaid program for Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID).

3.8 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.

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 a rate for each type of service to be provided. Travel expenses and travel time will not be paid. **A separate quotation shall be submitted for each fiscal year period.**

4.4 All proposals shall be guaranteed.

4.5 Proposals shall be submitted via email to Lori.McCambridge@dodd.ohio.gov, with **"AUDIOLOGICAL TESTING SERVICES"** in the subject line of the email.

4.6 Deadline for Proposal:
Proposals will be received at the above address until June 1, 2015 5:00pm and opened immediately thereafter. Proposals not received at Youngstown Developmental Center by the deadline will be returned to sender unopened.

5.0 SITE INTERVIEW

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

6.0 SUBMISSIONS REQUIRED

6.0 On letterhead, a separate proposal for each fiscal year stating the rate for each service to be provided.

6.1 Contractor Information Form (attached),

6.2 The name, vitae, and license number(s) of all persons to provide services under the provisions of this RFP.

6.3 List of previous services performed to include facility name, complete address, telephone number, contact person, and dates service was performed.

6.4 Any accommodation or special needs of any person providing services under the provisions of this RFP.

7.0 SCHEDULE

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

Stage	Deadline
Public Notice	May 11, 2015
Requests for Clarification due to DODD	May 16, 2015
Clarification from DODD due	May 21, 2015
Proposals due to DODD	June 1, 2015
Notification of Award	June 15, 2015
Contract Effective Date	July 1, 2015

Inquiries

To ensure an open bid process is maintained, all inquiries regarding this RFP must be provided in writing only via email to Lori.McCambridge@dodd.ohio.gov. Inquiries may be submitted through May 16, 2015. DODD will respond to inquiries electronically by May 21, 2015.

8.0 PAYMENTS

8.1 Payments for services are made thirty (30) days from 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 services rendered
8.1.4 Itemization of services performed
8.1.5 Purchasing agency name and address
8.1.6 Agency Purchase Order number
8.1.7 Invoice Number, assigned by Contractor

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 contract will be awarded to the Contractor with the highest scored proposal.

9.1.1 Person(s) to provide services are Ohio-licensed and a board certified Audiologist. (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 points; 6-9 years = 5 points; 10+ years = 10 points).

9.1.4 Price. Rank lowest to highest order when compared to all proposals: (1 = 25 points; 2 = 20 points; 3 = 15 points; 4 = 10 points; 5 = 5 points

9.1.5 In the event of a tie, the award will be determined through the contractor interview process.

9.2 Contracts are subject to appropriation availability and approval of DODD and, if applicable, the Controlling Board, State of Ohio.

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.**

	NATIONWIDE	**OHIO**
Total # of Employees:	_____	_____
Percent of Women:	_____	_____
Percent of Minorities:	_____	_____

3. **Provide OAKS Vendor 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**