

Ohio Department of Developmental Disabilities

Request for Proposal (RFP)

Project Support for Employment First

Applications must be received no later than **April 1, 2014**

This RFP will be posted on **March 25, 2014** to:

<http://procure.ohio.gov/proc/searchProcOpps.asp>

(Miscellaneous Commodities and Services)

For additional information, please contact:
Kristen Helling, Ohio Department of Developmental Disabilities
Division of Policy and Strategic Direction
(614)466-6612
Kristen.Helling@dodd.ohio.gov

OVERVIEW & MISSION

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 county board of developmental disabilities is the local agency responsible for ensuring that a person with a developmental disability receives services. In some cases, the board monitors or contracts with an outside agency to provide those services.

There are 88 county boards of developmental disabilities in Ohio. Each county board is a free-standing entity and determines its respective budgets and priorities. Revenue is derived from federal, state, local and capital dollars, with the primary source of income being local levy dollars.

The Ohio Department of Developmental Disabilities (DODD) is responsible for the regulatory oversight of county boards. DODD provides training and technical assistance and ensures quality of care, good business practices and wise use of taxpayer dollars.

The mission of the Ohio Department of Developmental Disabilities (DODD) is continuous improvement of the quality of life for Ohio's citizens with developmental disabilities and their families.

GUIDING PRINCIPLES

DODD will:

- Provide leadership in the development of public policy that supports self-determination, principles of freedom, support, authority, responsibility and confirmation.
- Conduct business in an ethical manner and within a formally structured Quality Management System.
- Develop sustainable resources that are consistently and equitably distributed and administered.
- Increase the capacity of state and local systems to support individuals and families.
- Work collaboratively with partners and stakeholders to establish statewide policy that positively affects the day-to-day lives of individuals and their families.
- Communicate and promote, throughout the Developmental Disability (DD) system, an environment of open dialogue about system issues and changes as they are developed and implemented.

I. BACKGROUND

Ohio launched its Employment First Initiative by Governor Kasich's Executive Order in March 2012 (Executive Order 2012-05K). The Executive Order required state cabinet level agencies from the Ohio Departments of Education, Medicaid, Job and Family Services, Mental Health and Addiction Services, Opportunities for Ohioans with Disabilities Agency and the Ohio Department of Developmental Disabilities to

partner in the development of a coherent strategic plan identifying each agency's responsibility and contribution to having employment be the primary expected goal for working age adults with developmental disabilities. On September 24, 2012, the founding statute for Ohio's Employment First policy was approved and placed in Ohio Revised Code, stating that employment services for people with developmental disabilities shall be directed at community employment.

The Governor's Employment First Taskforce approved nine recommendations to guide successful implementation. The Employment First Advisory Committee, a diverse group of stakeholders representing public and private organizations, is working to operationalize the recommendations aimed at creating a culture that values the contributions of people with disabilities in the workplace and incentivizes competitive integrated employment.

A. SYSTEM-WIDE BENCHMARKS RELATED TO THIS PROJECT

- By June 30, 2014 Ohio will increase the number of students with developmental disabilities entering community employment by 10 percent.
- By June 30, 2014 Ohio will increase the amount of adults of working age with developmental disabilities who are employed in their community by 10 percent.

B. EMPLOYMENT FIRST STATUTE AND RULES

According to Ohio Revised Code (ORC 5123.022), employment services shall be directed to community employment, which means competitive employment in an integrated setting, and also that all people with developmental disabilities are presumed capable of community employment. The Department has also filed a new stand-alone Rule (5123:2-2-05) to implement the Employment First policy of the state which will be in effect in early 2014.

II. OBJECTIVE

The Department seeks to contract with an individual who can provide support to multiple statewide projects that promote community employment for people with developmental disabilities and the service system that supports them.

III. SCOPE OF WORK AND DELIVERABLES

Duties of Contractor:

- A. Shall coordinate implementation of DODD's Project: Transformation to connect eight selected public and private provider agencies with national subject matter experts to develop comprehensive plans to transform provider's service model from segregated services to integrated services. Implementation to include assisting DODD with selection of national subject matter experts (through an RFP process administered by

- DODD) and connecting a maximum of four selected provider agencies with a national subject matter expert to outline expectations of project, deliverables and milestones.
- B. Shall work with five DODD-contracted facilitators and seven Local Leaders community teams selected to finalize professional development action plans. Shall assist DODD in the development of MOUs for county boards to receive support to implement action steps. Shall assist facilitators and teams in the development and execution of local interagency agreements to implement action steps.
 - C. Shall develop content for and deliver a minimum of 12 in-person training sessions and three Web-based training sessions for individuals and families, county board staff, providers, educators, VR staff and other stakeholders about the Employment First Rule. Shall work with DODD staff and stakeholders to promote the events.
 - D. Shall work with DODD contractor for Employment First Outcome Tracking System to develop a Web-based training schedule for end users of the system. A minimum of six Web-based trainings to take place for county boards and private agency providers. Shall provide follow-up technical assistance to provider agencies throughout the statewide deployment of the system.

Duties of DODD:

- A. DODD shall provide contractor with any needed information about the developmental disability system in Ohio.
- B. DODD shall designate a project manager to work with the contractor and the provider agencies to facilitate ongoing technical assistance and support.
- C. DODD shall provide access to Webinar technology for remote technical assistance sessions.
- D. DODD shall provide a laptop and projector for all in-person trainings.

Minimum Qualifications of Proposed Staff:

- A. Contractor must demonstrate expertise in supported employment competencies for people with developmental disabilities.
- B. Contractor must have expertise in providing supported employment for people with developmental disabilities.
- C. Contractor must have training and/or public speaking experience.
- D. Contractor must have experience working with state and/or local agencies as they relate to providing community employment services for people served by county boards of developmental disabilities, including at least one of the following: education, including post-secondary, workforce development, vocational rehabilitation, or mental health.
- E. Contractor must demonstrate experience and knowledge about Ohio's Employment First Initiative, including the DODD administrative Rules for Supported Employment-Community, Supported Employment-Enclave Integrated Employment, and Employment First.

F. Timelines

DODD's proposed schedule for reviewing proposals and project work is indicated below. The Department, in all cases, will determine the ultimate timing of events related to this procurement. Timelines are subject to change, upon notice, at the sole discretion of the State.

Stage	Deadline
Public Notice	March 25, 2014
Requests for Clarification due to DODD	March 28, 2014
Clarification from DODD due	March 31, 2014
Proposals due to DODD	April 1, 2014
Evaluation and Selection Process	Week of March 31, 2014
Notification of Award	By April 4, 2014
Start work date	April 7, 2014 or TBD
Final deliverables due to DODD	June 30, 2014

G. Bidder Information

A. Requests for Clarification

Requests for clarification must be submitted electronically to Kristen Helling at Kristen.helling@dodd.ohio.gov by 4:00pm, **March 28, 2014**. DODD will electronically respond to requests by 4:00pm, **March 31, 2014**.

H. Other Requirements

A. Communications Prohibited

From the issuance date of this RFP, until a contract is awarded to a bidder, there may not be communications concerning the RFP between any bidder who expects to submit a proposal and any employee of DODD involved in the issuing of the RFP or other state employee who is in any way involved in DODD's Project Support

The only exceptions to this prohibition are communications provided through the submission of written requests for clarification/interpretation in accordance with Section III of this RFP.

B. The maximum amount of money to be awarded, as a part of this project, shall be **\$25,000** for the contract period. A proposal that exceeds the maximum contract award amount shall be disqualified from further consideration.

C. Time Frame

1. Subject to approval by the State Controlling Board, the contract period will begin no sooner than April 7, 2014 (actual date TBD), and run through June 30, 2014.
2. This project is expected to be completed according to the major milestones and deliverables outlined in Section III. Completion of the deliverables will be determined by DODD.
3. Any revisions to the dates established must be requested in writing by the selected bidder and authorized in writing by DODD.

D. Fee Schedule

The Contractor shall be compensated based on deliverables as outlined in Section III. The personal services contract between DODD and the selected bidder will further specify the timelines for completion of each deliverable & payment structure.

E. State Contracts

Proposals must list any current contracts the bidder has with State of Ohio agencies, boards or commissions. The list must indicate the purpose of the contract, the amount of the contract, the time period covered by the contract, and the percent of the project completed.

F. Interview

Firms or individuals submitting bids may be requested to participate in an interview as part of the evaluation process. DODD reserves the right to select from responding bidders for interviews and may not interview all bidders submitting proposals. The bidder shall bear the cost of travel to any scheduled interview.

G. Start Work Date

The selected bidder must be able to begin work no later than fourteen (14) working days after the date on which the Ohio Office of Budget & Management encumbers funds for the contract. The DODD contact person will notify the selected bidder in writing when work may begin under the contract. Any work begun by the selected bidder prior to this date will not be reimbursable by DODD.

H. Proposal Costs

Costs incurred in the preparation of this proposal and any subsequent contracts are to be borne by the bidder. DODD will not contribute in any way to the costs of preparation. Any costs associated with proposal review interviews will not be DODD's responsibility.

I. Proprietary Information

All proposals submitted shall become the property of DODD. All information submitted by the bidder will be considered to be public information unless the bidder specifically demonstrates, in writing, which information it considers to be proprietary. "Proprietary information" is information which, if made public, would put the bidder at a disadvantage in the market place and trade in which the bidder is a part. Consequently, any 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."

J. Contractual Requirements

1. Any contracts resulting from the issuance of this RFP are subject to the terms and conditions as provided in the attached 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 Part C funds.
4. All aspects of the contract apply equally to work performed by any and all subcontractors.
5. 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) and Family Education Rights and Privacy Act (FERPA), 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.
6. 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.
7. 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.
8. DODD reserves the right to reject any and all proposals where the offeror 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.
9. 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.
10. 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.

K. Travel Reimbursement

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

L. 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.

M. 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.

N. 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.

VII. Proposal Format and Submission

A. Proposal Submission

1. The proposal must be prepared in accordance with instructions in this section.
2. The proposal is to be prepared in a manner that clearly outlines how each of the deliverables in Section III will be completed within the time frames specified in that same section.
3. **Technical & Cost proposals must be submitted in either paper or electronic pdf form, & must be received by 4:00p.m. Eastern Standard Time, April 1, 2014. Late proposals will not be reviewed.** An email confirmation will be sent upon receipt of proposal.

4. Proposals must be emailed to:

Kristen Helling
Kristen.Helling@dodd.ohio.gov
Division of Policy & Strategic Direction
Ohio Department of Developmental Disabilities
30 E Broad St, 12th Floor
Columbus, Ohio 43215
614.466-6612

B. Proposal Format

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 meet the requirements of this section.

1. Technical Proposal

- a. Transmittal Letter. The Technical Proposal must include:
 - i. A transmittal letter that identifies the bidder;
 - ii. The name, title, address, and telephone number of the bidder's contact person with authority to answer questions concerning the RFP; and
 - iii. The name, title, address, and telephone number and e-mail address of the bidder's contact person with authority to address contractual issues, including a person with the authority to execute a contract on behalf of the bidder.
- b. Organizational Experience. The bidder must include:
 - i. Information on the background of the firm or individual, including background information of any subcontractor(s);
 - ii. Any prior experience relevant to this RFP (including current contact names and phone numbers for these references), and a list of similar projects currently underway by the firm, individual or by any subcontractor(s) as well as all completed over the past five (5) years. The Evaluation/Selection Review committee will consider these additional references and may contact each of these sources.
- c. Technical Approach and Work Plan. The Technical Proposal must indicate how the bidder plans to address the purpose, objectives and deliverables, within the timeframes as stated in this RFP. The proposal must outline the following in detail:
 - i. The key objectives of the bidder's proposal;
 - ii. The technical approach and draft work plan to be implemented;
 - iii. The project staffing, including any subcontractors;
 - iv. A Table of Organization for the project;
 - v. A chart indicating the names of staff and staff hours or activities/tasks linked to the responsibility of each of those individuals involved in each deliverable of the project;
 - vi. A procedure for reporting the status of the project, including work completed;
 - vii. A proposal for how coordination will occur and how information will be shared with DODD; and

- viii. A proposed procedure to address and resolve unanticipated problems during the course of the project, specifying that the procedure will not adversely affect the timelines associated with the project.
- d. Personnel Qualifications
 - i. The Technical Proposal must include the names, resumes, education, and experience of personnel listed in the Table of Organization/personnel chart for this project (including any subcontractors), and fully explain how their education and experience is relevant to the areas described in Section I (Purpose and Objectives) and II (Scope of Work and Specifications of Deliverables) of this RFP.
 - ii. DODD shall require a clause in the resulting contract regarding key personnel that any person identified as critical to the success of the project may not be removed without reasonable notice to DODD.
 - iii. One Project Manager shall be named on behalf of the bidder. All correspondence shall be directed through this named individual.

2. Cost Proposal

- a. The Cost Proposal must indicate the total cost for the project for state fiscal year 14. The state fiscal year in Ohio runs 7/1-6/30.
- b. The Cost Proposal must indicate the cost for each deliverable.
- c. The Cost Proposal must include an indication of indirect costs for the proposed bidder, if those indirect costs have been approved by a lead organization and the approved rate for indirect costs.

IV. Criteria for Proposal Evaluation and Selection

All proposals will be reviewed and scored by a Proposal Review Committee, comprised of individuals from staff from DODD. The Proposal Review Committee shall include representatives from at least two division of DODD. Any proposals not meeting the requirements contained in this RFP will not be scored.

The Technical Proposal will be reviewed and scored by the Proposal Review Committee. A maximum of 100 points will be awarded for the Technical Proposal, as outlined in this section. Any proposal receiving less than a total of 70 points out of the possible 100 points will be disqualified from further consideration.

V. Evaluation of Proposal- Point system

35	The bidder's proposal clearly outlines the method for achieving each of the deliverables.
35	The bidder's proposal reflects the project staffing and demonstrates the competence, knowledge, and qualifications of all employees and subcontractors as outlined in the RFP and as applicable to achieving the deliverables.
10	The bidder's proposal includes procedures for: communication throughout the contract period; resolving unanticipated problems; and status updates to the DODD (format and mode) as stated in the RFP.
10	The bidder's proposal outlines a draft project work plan with realistic methods for achieving the deliverables (includes a detailed schedule) within the timeframes outlined in the RFP.
10	The bidder's proposal reflects experience with similar projects in Ohio, other states, or other agencies related to Developmental Disabilities.

