REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 3/3/2014

RFP NUMBER: CSP909614
INDEX NUMBER: AGE002

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Aging (ODA) is requesting proposals for: Administration of the National Core Indicators-Aging and Disabilities (NCI-AD) Survey for Consumers in Ohio

Attached are page(s) 1 and 5 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to add a requirement for background checks interviewers and to extend the inquiry ending date and opening dates for the RFP.

PROPOSAL DUE DATE:	**March 12, 2014**
OPENING LOCATION:	**Department of Administrative Services** **General Services Bid Desk** **4200 Surface Road** **Columbus, Ohio 43228-1395**

Office of Procurement Services
Service · Support · Solutions

REQUEST FOR PROPOSAL

RFP NUMBER: CSP909614
INDEX NUMBER: AGE002
UNSPSC CATEGORY: 81130000, 80140000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Aging (ODA) is requesting Proposals for:

Administration of the National Core Indicators-Aging and Disabilities (NCI-AD) Survey for Consumers in Ohio

OBJECTIVE: Implementation of the NCI-AD will enable Ohio to expand our learning about the strengths and weaknesses of the service delivery system for aging and disabilities and continue to craft plans to improve the quality of life of our consumers..

RFP ISSUED:	February 7, 2014
INQUIRY PERIOD BEGINS:	February 7, 2014
*INQUIRY PERIOD ENDS:	Mach 5, 2014 at 8:00 AM
*PROPOSAL DUE DATE:	March 12, 2014, by 1:00 PM

Offeror must submit both a “Technical Proposal” and a “Cost Proposal” as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either “Technical Proposal” or “Cost Proposal” with the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

Submit Sealed Proposals to:

Department of Administrative Services
Office of Procurement Services
Attn: Bid Desk
4200 Surface Road
Columbus, OH 43228-1395

Note: Please review the Proposal Instructions on our Web site.

Offeror Name and Address:	**Name/Title:**
_____ _____ _____ _____	_____ _____
E-Mail Address:_____ Phone Number: ( ) ____-_____, Ext._____	Signature:_____ By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.

*Indicates change to inquiry period and opening date.

1.4.1. Project Design: ODA is issuing this Request for Proposals (RFP) to engage a contractor in a partnership with ODA to conduct 400 Consumer Surveys via face-to-face administration. The vendor may also be required to collect background information from case management staff at the Area Agencies on Aging in Ohio or other community based providers as designated by ODA

1.4.2 Specifications of Deliverables

The following deliverables are components of implementing the following National Core Indicators Surveys;

1.4.2.1 Coordinate/schedule and complete the Pre-Survey Form for up to the 600 individuals randomly selected to participate via contact with the Area Agency on Aging or other community based providers as designated by ODA (which may include contractor meeting in-person at Area Agency on Aging to complete forms as necessary) on the Pre-Survey Forms provided;

1.4.2.2 Coordinate/schedule and complete the Background Information Form for each of the up to 600 individuals randomly selected to participate via contact with the Area Agency on Aging or other community based providers as designated by ODA (which may include contractor meeting in-person at Area Agency on Aging to complete forms as necessary) on the Background Information Forms provided;

1.4.2.3 Coordinate/schedule and complete a Consumer Survey/Interview with a total of 400 randomly selected individuals via face-to-face interviews with each person at the location of the person's choice, using the National Core Indicators Consumer Survey form provided (subject to addition of questions as deemed appropriate by ODA/HSRI);

1.4.2.4 Input all data collected into Excel spreadsheet and send to the Human Services Research Institute's (HSRI) on a regularly scheduled basis;

1.4.2.5 Provide the ODA NCI Project Manager a copy of all data uploaded to HSRI in Excel format on a regularly scheduled basis;

1.4.2.6 Prepare and transmit the schedule for all aspects of the work as outlined in this proposal via e-mail to the ODA NCI Project Manager, Felicia Sherman.

1.4.2.7 Complete and send monthly reports regarding all aspects of the work including, but not limited to; status, risks mitigated, and progress, via e-mail to the ODA NCI Project Manager, Felicia Sherman.

1.4.3 The contracted services and the Proposal from the Offeror shall include, but not be limited to, the following areas:

1.4.3.1 How the Offeror will:
1.4.3.2 Schedule and complete up to (600) Consumer Pre-Survey forms;
1.4.3.3 Schedule and complete up to (600) Consumer Background Information forms;
1.4.3.4 Schedule and implement up to a total of (400) face-to-face Consumer Surveys;
1.4.3.5 Determine staffing as related to administration of 1.4.3.2, 1.4.3.3 & 1.4.3.4 above;
*1.4.3.6 Complete a current and accurate criminal history check for all interviewers. At a minimum, grantees must obtain a criminal background check from the state(s) in which the interviewer lives or has lived for the last five (5) years. All criminal history checks must include the following:

Date criminal history check was obtained;
Name of agency that completed criminal history check;
Name or identity code of the person who ran the background check; and
Results of the criminal history check (i.e. "no record," "record attached," etc.).

1.4.3.7 Adhere to survey administration training guidelines as determined by HSRI;
ODA Request for Proposals Administration of the National Core Indicators Survey for Aging and Physically Disabled Consumers in Ohio -Year 1
1.4.3.8 Comply with all HIPAA & privacy regulations as they relate to individuals served and their families;
1.4.3.9 Collect and store survey data;
1.4.3.10 Transfer survey data to ODA and HSRI;
1.4.3.11 Complete and transmit the work schedule to ODA:
1.4.3.12 Complete and transmit monthly reports to ODA.

*Indicates the addition of background checks and changes to numbering.