

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 03/15/2016

RFP NUMBER: CSP906116
INDEX NUMBER: MAC031

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Education is requesting proposals for:

Mediators and Facilitators for the Office for Exceptional Children

Attached is page 3 to this Request for Proposal (RFP). Remove the corresponding page from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to clarify the types of forms provided by the Office for Exceptional Children.

PROPOSAL DUE DATE:
OPENING LOCATION:

Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, OH 43228-1395

1.0 EXECUTIVE SUMMARY

- 1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Education (the Agency), is soliciting competitive sealed proposals (Proposals) for Mediators and Facilitators for the Office for Exceptional Children. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP gives the dates on page 1 for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

- 1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from the award date through June 30, 2019. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed 36 months and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

- 1.3 MULTIPLE AWARD CONTRACT By County. This RFP is issued to establish a mandatory-use Multiple Award Contract (MAC). A MAC is a contract made with one or more contractors for the same or similar services at varying prices for delivery within the same geographic area. The State's obligations under a MAC are subject to the Ohio Controlling Board's continuing authorization to use the MAC program authorizing the use of Multiple Award Contracts. Mandatory-use MAC contracts require state agencies to purchase these services from one of the awarded Contractors. The State offers no assurance of minimum quantities to any single MAC Contractor. In the event only one Contractor is selected for a particular county, or in the event one of the selected Contractors is terminated for any reason, the sole Contractor will be required to service all individuals in that county.

DAS intends to award the RFP to one or more Contractors that meet all requirements of the RFP. Each proposal for Mediators (Facilitators) will be evaluated separately.

Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance of the Project may result in DAS refusing to consider the Proposal of the Offeror.

- 1.4 BACKGROUND The federal implementing regulation of the Individuals with Disabilities Education Act (IDEA) at [34 C.F.R. 300.506](#) requires that the State Education Agency (SEA) offer mediation to Local Education Agencies (LEAs) and parents and their children with disabilities, to enable the parties to resolve disputes relating to the identification, evaluation, educational placement and the provision of a Free, Appropriate Public Education (FAPE) to students with disabilities. The implementing regulations further state that the SEA must "maintain a list of individuals who are qualified mediators and knowledgeable in laws and regulations relating to the provision of special education and related services. See [34 C.F.R. 300.506\(b\)\(3\)\(i\)](#). The implementing regulations further state that "the State must bear the cost of the mediation process". See [34 C.F.R. 300.506\(b\)\(4\)](#). The Office of Exceptional Children (OEC) provides mediators for approximately 250 cases per year and each case may involve 4 to 5 meetings.

1.5 SCOPE OF WORK

Scope of Work Mediators (Facilitators) who are offered a contract with the Ohio Department of Education to assist parties in resolving such disputes would be required to attend Individual Education Programs (IEP) team meetings, evaluation team meetings, and mediations to resolve issues between LEAs, parents and students. These meetings are generally held within the boundaries of the LEA. Qualified mediators who are selected are to be placed on the list of mediators maintained by the OEC. Mediators will also receive additional training in order to facilitate meetings with IEP teams and evaluation teams. All OEC mediators will also facilitate IEP team meetings and evaluation team meetings.

Deliverables: After award, the selected offeror must:

- a. Provide dates of scheduled mediation (facilitation) meetings to the mediation (facilitation) coordinator at ODE
- b. Provide summaries of the meetings' outcome within 24 hours
- c. *Supply all meeting participants with ODE's Mediation (Facilitation) Evaluation forms. All forms will be provided by OEC. Settlement Agreements will be part of the mandatory training.

MAJOR WORK CHARACTERISTICS The successful offerors to be selected and placed on the list of mediators (facilitators) will demonstrate formal mediation training through community education programs, university or college programs, bar associations programs, etc. In addition, the successful offerors will demonstrate experience as a

*Indicates change