

Portage County Board of Developmental Disabilities

REQUEST FOR PROPOSAL

for

Occupational Therapy Services For Early Intervention Program and School-Age Program

Proposals are to be addressed and delivered to the office of:

Portage County Board of Development Disabilities
2606 Brady Lake Road
Ravenna, Ohio 44266

ATTN: Diane Cotton, Director of Business Management

dianec@portagedd.org

Until 10:00 a.m. on August 9, 2018, at which time the Portage County Board of Developmental Disabilities will cease accepting proposals.

INTENT

The Portage County Board of Developmental Disabilities (Board) is seeking proposals for Occupational Therapy (OT) services at an hourly rate for children identified in the Early Intervention Program (EI) and the School Age Program (SA) for the period August 16, 2018 through August 15, 2019.

SCOPE of SERVICES

A. Early Intervention

1. The successful vendor will serve as the Primary Service Provider implementing Evidence-Based Early Intervention services as determined by the Early Intervention team in accordance with Part C of the Individuals with Disabilities Education Act (IDEA). These services will take place in the child's home or other natural setting through coaching the family to carry out intervention strategies during the family's daily routines.
2. The successful vendor will participate in Early Intervention Evaluations/Assessments to determine Part C Eligibility and/or need for Early Intervention services.
3. The successful vendor will participate as a member of a transdisciplinary team and attend weekly team meetings and semi-annual Individualized Family Service Plan (IFSP) meetings as requested by the Board's Director of Education and Child Development or as required by program guidelines.
4. The successful vendor will be able to serve as the Secondary Service Provider implementing Evidence-Based Early Intervention services as determined by the Early Intervention team in accordance with Part C of the Individuals with Disabilities Education Act (IDEA). A Secondary Service Provider will provide support to the Primary Service Provider as well as the child's family, if need is determined by the Early Intervention team and the child's IFSP. These services will take place in the child's home or other natural setting through coaching the family to carry out intervention strategies during the family's daily routines.
5. The successful vendor will provide professional services by a Registered/Licensed Occupational Therapist according to the needs of the program participants and rules and regulations for provision of such services, in conjunction with the Board Director of Education and Child Development. **The estimated number of hours for Early Intervention Occupational Therapy services, exclusive of travel and documentation, is 4 to 9 hours/week. These hours are not guaranteed and vary from week to week depending on referrals and current IFSPs.**
6. The successful vendor will bill the Board monthly on an hourly fee for services based on program needs and supporting IFSP outcomes. The days and times will vary depending on caseload. The actual number of hours per week will be decided by a Registered/Licensed Occupational Therapist based on service needs, in conjunction with the Board Director of Education and Child Development. Services and billing will be categorized as follows:

Registered/Licensed OT Services

7. The successful vendor will be responsible for specialized equipment and discipline-specific evaluation/assessment tools, which are not provided by the Board.
8. The successful vendor will provide and maintain documentation in compliance with EI policy governed by the Department of Developmental Disabilities (DODD) and Title XX rules and regulations.
9. The successful vendor will be required to have staff travel throughout Portage County.
10. Travel and documentation costs shall be the responsibility of the vendor and shall be incorporated into the hourly rate.

B. School Age

1. The successful vendor will provide occupational therapy services as required by the SA child's Individualized Education Program (IEP). These services will take place at Happy Day School, 2500 Brady Lake Road, Ravenna, Ohio 44266 during the school day (between 9:30 a.m. and 2:30 p.m.).
2. The successful vendor will participate in occupational therapy Evaluations/Assessments as requested by the Board's Director of Education and Child Development.
3. The successful vendor will provide professional services by a Registered/Licensed Occupational Therapist or a Certified Occupational Therapy Assistant according to the requirements of the program participants' IEPs and rules and regulations for provision of such services, in conjunction with the Board Director of Education and Child Development. **The estimated number of hours for School-Age Occupational Therapy services is 25 to 34 hours/month during the school program year. This is an estimate only and is dependent on the number of School-Age children enrolled and attending Happy Day School.**
4. The successful vendor will bill the Board monthly on an hourly fee for services based on program needs and supporting IEP outcomes. The days and times will vary depending on caseload. The actual number of hours per week will be based on service needs, as defined in the IEP. Services and billing will be categorized as follows:
 - a. Registered/Licensed Occupational Therapist Services
 - b. Certified Occupational Therapy Assistant Services
5. The successful vendor will be responsible for specialized equipment and discipline-specific evaluation/assessment tools, which are not provided by the Board.
6. The successful vendor will provide and maintain documentation in compliance with Board and State policy governed by the Ohio Department of Education (ODE) rules and regulations.
7. Travel costs and documentation time shall be the responsibility of the vendor and shall be incorporated into the hourly rate.

VENDOR INSURANCE

The vendor shall be responsible for maintaining insurance coverage in force for the life of the awarded contract of the kinds and adequate amounts listed below. The insurer shall provide the Portage County Board of Developmental Disabilities with the Certificates of Insurance signed by an authorized representative of the insurance company at the inception of the contract.

Professional Liability Insurance: The vendor shall carry Professional Liability Insurance. A per occurrence limit of \$1,000,000 is required.

Workers Compensation: The Vendor shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with limits as set forth by law.

Commercial General Liability Insurance: The Vendor shall carry Commercial General Liability Insurance. A per occurrence limit of \$1,000,000 is required. The Aggregate limit will not be less than \$3,000,000. Any deviations less than the limits noted above must be identified.

Automobile Liability Insurance: The Vendor shall carry automobile liability insurance in the minimum amount of \$500,000 per accident and additional medical payments coverage in the amount of at least \$25,000.

HIPAA COMPLIANCE

The successful vendor must abide by Federal HIPAA regulations, state laws and Board Policy regarding confidentiality.

PROPOSAL REVIEW AND EVALUATION

Proposals will be reviewed based on each vendor's responsiveness to the terms and conditions of the RFP, their compliance with the stated specifications and hourly rates proposed. The award shall be made to the vendor whose proposal "best meets" the needs of the Portage County Board of Developmental Disabilities. Factors considered shall include but not be limited to the vendor's demonstrated financial, managerial, operational ability, support and resources available to best serve the Portage County Board of Developmental Disabilities. Only proposals from financially responsible organizations/vendors, as determined by the Board shall be considered.

The vendor will include a completed proposal contact information and summary sheet (Attachment A) with their proposal.

The Portage County Board of Developmental Disabilities reserves the right to waive formalities in proposal process and/or proposals, and/or to reject any and all proposals.

AWARD AND DELIVERY

The Portage County Board of Developmental Disabilities plans to award a contract to the successful vendor at the August 15, 2018 Board meeting. Notification and contract will officially be provided by August 16, 2018.

DATE SUMMARY

Pre-Proposal Meeting: August 3, 2018 at 10:00 a.m.
Proposal Deadline: August 9, 2018 at 10:00 a.m.
Board Meeting to Accept Proposal: August 15, 2018

ATTACHMENT A

PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES CHILDREN'S SERVICES' OCCUPATIONAL THERAPY PROPOSAL FORM

The successful vendor will provide a **detailed proposal description** along with this completed form.

Hourly Rate for EI Licensed Occupational Therapist Services \$ _____

Hourly Rate for SA Licensed Occupational Therapist Services \$ _____

Hourly Rate for SA Certified Occupational Therapy Assistant Services \$ _____

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Federal ID Number: _____

I certify that I am authorized to negotiate on behalf of the above named firm for purposes of this proposal request.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____