

HIGHLAND COUNTY COMMISSIONERS

Jeff Duncan

Terry Britton

Gary Abernathy

REQUEST FOR PROPOSAL (RFP)

For Professional Services to include

FAMILY PRESERVATION SERVICES

Issued by

Highland County Job & Family Services

1575 N High St., Ste. 100

Hillsboro, Ohio 45133

ISSUE DATE: September 4, 2020

PROPOSAL DUE DATE: OCTOBER 20, 2020 at 10:00 AM local time

Proposal must be sealed, delivered to and received by

Highland County Job & Family Services

1575 N High St., Ste. 100

Hillsboro, Ohio 45133

Attn: Katie Smith

1. INTRODUCTION

The Board of County Commissioners of Highland County, Ohio (Highland County), on behalf of Highland County Job and Family Services, Child Protection Unit (HCJFS/CPU) is seeking competitive proposals for the purchase of a Family Preservation Program (hereafter identified as “Program”) for the period of January 1, 2021 through December 31, 2023 with two, 1-year renewal options at HCJFS/CPU discretion, contingent upon the availability of funds and successful provider performance as defined and/or negotiated with Highland County Job and Family Services, Child Protection Unit.

It is our intention to award all Program services to one Provider; however, Highland County reserves the right to award contracts to multiple Providers to meet the service needs of HCJFS/CPU.

Highland County reserves the right to negotiate, to the extent legally permissible, any terms and requirements asserted in this RFP.

2. PROGRAM OBJECTIVE

The Family Preservation Program shall help families alleviate crises to prevent out-of-home placement of children when safety can be acquired for all family members, to prevent a disruption in a child’s placement from a foster, adoptive or kinship home, to allow families to receive support in preparing for a child to be returned to their home if they have been removed, to assist families to connect with other community services and supports necessary to achieve or maintain family safety, stability, independence and unity, and assist families develop the skills, competencies and resources they need to handle future crisis situations more effectively.

3. PROGRAM REQUIREMENTS

(A) The successful proposer must be a Medicaid certified service provider. Proposer must submit documentation to support their Medicaid certified service provider status. **The lack of Medicaid certified service provider status shall result in an immediate Proposal disqualification.**

(B) The successful proposer, its agents, and its employees and/or subcontractors must comply with all federal and state laws applicable to HCJFS/CPU and guarantee that professional services be performed in accordance with the specifications contained within this RFP and through the terms of the awarded and executed agreement, (reference Attachment A for HCJFS/CPU standard boilerplate contract).

(C) The successful proposer must keep confidential all information conveyed by HCJFS/CPU to Provider in the course of work as defined Ohio Revised Code 5101.27 and shall be required to follow all rules and regulations regarding Health Insurance Portability and Accountability Act (HIPAA) as defined by the Code of Federal Regulations (45 CFR 164.205 and 164.504).

(D) The successful proposer will be required to document and make available to HCJFS/CPU, at regular intervals or upon request, appropriate records for the activity provided under the ensuing contract. Documentation may include but is not limited to individual client activity and progress reports,

program activity and documentation of program goals and measurable outcomes. Final details regarding documentation and reporting requirements will be negotiated with the successful proposer.

(E) The Program must provide service availability twenty-four (24) hours per day, seven (7) days per week.

(F) The Program shall allow HCCPU the ability to request twenty-four-hour response for referrals where there is an immediate crisis situation (definition and guidelines of an immediate crisis situation will be negotiated with the successful proposer).

(G) The Program shall include different service levels (high, mid and low), customized to meet the needs of each individual family.

(H) The Program shall include the following services (directly or through subcontracted service):

- (1) Mental health services including, but not limited to individual therapy, family therapy, In-home Therapy, Community Psychiatric Support Treatment (CPST), diagnostic assessment, Psychological evaluations and treatment and Psychiatric care.
- (2) Alcohol or Drug intervention and referral for low level substance abuse issues, including drug screens.
- (3) Case management.
- (4) Crisis intervention / stabilization.
- (5) Parent education, including skill building in the areas of parenting, sober parenting, age appropriate disciplinary practices, childcare, child development, conflict resolution, budgeting, housekeeping, and meal preparation.
- (6) Child behavioral issues.
- (7) Domestic violence.
- (8) Anger management.
- (9) Transportation assistance where appropriate.
- (10) Assistance with and connection to both formal and informal support systems and resources.

(I) Ongoing communication with HCJFS/CPU staff shall be required as follows:

- (1) Minimum of weekly contact with HCJFS/CPU caseworker required.
- (2) Immediate contact with HCJFS/CPU caseworker for any safety concerns.
- (3) Formal meeting with HCJFS/CPU staff within two (2) weeks of initiation of client services and as needed or requested thereafter.
- (4) Staff person on site at HCJFS/CPU location (pre-designated office hours at HCCPU site).
- (5) Attendance at the family Semi-annual Review (SAR) (if involved with family at time of SAR appointment).
- (6) Appear/testify in court when needed.

(J) The successful proposer must be able to demonstrate their ability to implement the Program in an orderly manner within an acceptable time-frame as to allow services to begin on January 1, 2021. Proposer shall submit an implementation plan outlining the significant tasks required to implement Program services on January 1, 2021.

(K) The successful proposer will be required to develop and maintain a program manual for the Family Preservation Program to document program and administrative policies and procedures.

4. STAFFING REQUIREMENTS

(A) Program shall utilize professional and paraprofessional staff, fully trained and qualified to perform duties as assigned. The successful proposer shall identify the total number of staff required to implement the Program, including identification of the number of professional and paraprofessional staff required, job descriptions, required training and credentials for each position, and an organizational chart. Staff shall have appropriate credentials necessary for Medicaid billing.

(B) Proposer is required to provide staff at levels that are adequate to provide services to all HCJFS/CPU clients as needed, with no client waiting list.

(C) The successful proposer shall secure and maintain Program staff necessary to perform Program services and serve the number of eligible families while meeting the following requirements:

(1) All staff are required to have a background check completed prior to employment and yearly thereafter. Background check shall be dated no more than six (6) months prior to the employee hire date to be considered valid. Background check includes Ohio Bureau of Criminal Identification and Investigation (BCII), Federal Bureau of Investigation (FBI) conviction record check and a local Police Department or Sheriff's Office criminal records check. A State Central Registry check must also be conducted finding no indicated or substantiated abuse or neglect dispositions where the staff person is listed as the alleged perpetrator.

(a) Any person convicted of or plead guilty to any laws contained in Ohio Administrative Code 5101:2-5-09 shall not be employed for direct services under the ensuing contract (reference Attachment K).

(2) All staff providing transportation shall have a valid driver's license, current Bureau of Motor Vehicles (BMV) transcript and proof of vehicle insurance in employee personnel file.

(a) Any person with six (6) or more points on their driver's license shall be ineligible to provide transportation under the ensuing contract.

(3) Program employees are required to wear a picture ID badge at all times.

(D) The successful proposer shall provide appropriate supervision and administrative functions to monitor the Program staff and any subcontractors. Duties shall include, but are not limited to direct and indirect supervision over Program personnel, managing staff schedules and assuring staff coverage for all work shifts, researching and responding to inquiries and complaints, consulting with staff regarding program/client issues and concerns of clients, staff and HCJFS/CPU staff, consulting with HCJFS/CPU

regularly to assure compliance with Program requirements, and performing any/all other management duties as needed.

5. PROGRAM BUDGET AND BUDGET NARRATIVE

(A) Proposers shall furnish a line item budget for each contract year, detailing all costs classifications and applicable costs for the proposed services. Reference Attachment I – Budget Forms and Attachment J – Budget Form Instructions.

(1) Proposers shall include a budget narrative containing a description of the cost and calculations used to determine the amounts included in the line item budget, including cost allocation information when and where applicable.

(2) Proposers must provide justification for all costs as the basis for determining if proposed costs are reasonable and necessary.

(3) Proposer must include calculations used to determine any and all unit rates submitted in the budget (does not apply to Medicaid reimbursement rates).

(4) Proposer shall identify Profit a separate line item within the budget.

(a) Profit will be separately negotiated element of price pursuant to OAC 5101:9-4-07 for all for-profit organizations.

(5) DIRECT COST line items are defined as Program expenses that are 100% identifiable to the Program with a particular final cost objective.

(5) INDIRECT COST line items are identified as any cost incurred for a common or joint purpose benefiting more than one service area or cost objective. HCJFS policy limits indirect cost to a maximum of ten percent (10%) of direct salaries, wages and benefits.

Proposers that have a Federally negotiated indirect cost rate higher than ten percent (10%) should submit supporting documentation and/or letter of certification with their proposal.

(6) Budget shall not include any unallowable program costs as identified on Attachment B.

(B) Should Proposer acknowledge that total costs for the Program shall include funds from other sources, Proposers budget must include all proposed Program costs and indicate the funding source, whether or not paid by and through HCJFS/CPU (example: Medicaid billable services).

(C) Proposers are required to complete and submit a separate budget for each contract year, identified as follows:

(1) Year 1 – January 1, 2021 – December 31, 2021

(2) Year 2 - January 1, 2022 – December 31, 2022

(3) Year 3 – January 1, 2023 – December 31, 2023

(4) Year 4 – January 1, 2024 – December 31, 2024

(5) Year 5 – January 1, 2025 – December 31, 2025

(D) The total dollar amount paid to a vendor under any ensuing contract, at any unit rate shall not exceed the vendors actual expenditures, plus authorized profit (for-profit vendors only). If the reimbursement amount paid to a vendor under any unit rate is more than the actual expenditures incurred by the vendor, the vendor shall reimburse HCJFS/CPU the difference through direct payment or

recoupment from an invoice. Vendors are required to verify actual program expenditures monthly throughout the contract period.

(1) As verification of total program costs, unit rates and/or program revenue, vendor may be required to verify and/or document Medicaid billable portion of Program costs throughout the contract term.

6. GENERAL CONDITIONS

(A) AVAILABILITY OF FUNDS: This RFP is conditioned upon the availability of federal, state or local funds which are appropriated or allocated for payment of the proposed service. If, during any stage of the RFP process, funds become unavailable the RFP process will be canceled.

(B) PROPOSAL REJECTION: HCJFS reserves the right to reject all proposals, waive technicalities and to amend the original estimate and to advertise for new proposals on the required items, products or services. HCJFS reserves the right to reject any or all proposals on any basis without disclosure of a reason. The failure to make disclosure will not result in the accrual of any right, claim or cause of action by any unsuccessful proposer against HCJFS.

(C) PROPOSAL COSTS: HCJFS shall not reimburse any cost incurred by Proposer for proposal preparation or contract procurement for services or supplies pursuant to this RFP.

(D) PROPOSAL DURATION: The Proposer must certify that the proposal and pricing shall remain in effect and unchanged for a minimum of one hundred fifty (150) days from date of proposal opening.

(E) PROPOSAL WITHDRAWAL: Proposers may withdraw their proposals at any time prior to the proposal opening by providing written notice to HCJFS prior to the proposal opening date/time. Withdrawal of a proposal after proposal opening may expose a proposer to legal liability for sanctions, including costs for re-bid.

(F) ORDER OF PRECEDENCE: The successful Proposer's proposal, this RFP and other applicable addenda will become part of the final contract. In the event of conflict or contradiction between the contract language, exhibits, the RFP and the Proposer's proposal the order of precedence shall be as follows: (A) Boilerplate Contract; (B) contract Exhibits; (C) the RFP; (D) Proposer's Proposal.

(G) CONTRACTUAL OBLIGATIONS: Reference the HCJFS Contract Boilerplate (**Attachment A**) for the minimum contractual requirements for all HCJFS providers. Exhibit 1 (responsibilities, conditions and services to be provided) and Exhibit 2 (reimbursement policies) will be negotiated with the successful Proposer and shall be added to the boilerplate contract.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award.

Proposals submitted for funding consideration must be consistent with and, if funded, operated according to all applicable federal regulations, State of Ohio policies, and HCJFS policies and procedures.

The Contract award will not be final until HCJFS and the successful Proposer have executed a mutually satisfactory contractual agreement. No contract activity may begin prior to the execution of a contractual agreement between the successful proposer and HCJFS.

HCJFS reserves the right to cancel an award immediately if new state or federal regulations or policies make it necessary to change the service purpose or content substantially or to prohibit such service.

(H) SUBCONTRACTING: The hiring or use of outside services, subcontractors, or consultants in connection with the work presented within this RFP shall not be permitted without prior written approval by HCJFS.

(I) PROPOSER DISCLOSURE: Proposer must disclose any pending or threatened court actions and/or claims against the Proposer, parent company or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may be cause to reject the proposal and/or contract.

(J) HCJFS EMPLOYEES: The successful Proposer warrants that for the term of any contract with HCJFS, Proposer shall not solicit HCJFS employees to work for Provider.

7. PROGRAM ENROLLMENT DATA

HCJFS estimates that the successful proposer shall provide Family Preservation Services to 35 – 40 families per year, with an average of 20 – 25 families served per month.

HCJFS estimates Medicaid reimbursement is fifty percent (50%) of total program cost. HCJFS cannot guarantee the amount of services that are Medicaid billable or the actual number of clients referred for services will be equivalent to the data listed.

HCJFS estimates ninety percent (90%) of families served under this contract will be Medicaid eligible.

8. RFP INFORMATION

(A) RFP TIMELINE

- (1) RFP is advertised and issued: September 8, 2020
- (2) Bidders Conference: September 29, 2020 at 11:000 A.M.
- (3) Final date for RFP clarification requests and/or questions: October 13, 2020
- (4) Proposal due date: October 20, 2020 at 10:00 AM local time
- (5) Vendor notification (estimated): November 3, 2020
- (6) Execution of contract by the Highland County Board of Commissioners – **upon contract completion and availability of scheduled commissioners’ meetings but prior to contract start date.**

(7) Contract start date – **JANUARY 1, 2021**

(B) CONTACT PERSON: The contact person for this RFP is:

Katie Smith, Director, Highland County Job and Family Services

1575 N High St, Ste 100, Hillsboro, Ohio 45133

Fax: (937)393-4461

E-mail address: Katie.E.Smith@jfs.ohio.gov

(C) RFP REGISTRATION: To register for the RFP proposers shall submit via email, the contract person's name, company name and address, fax number and email address. Proposers that register for the RFP will receive copies of any questions/answers and/or direct receipt of any RFP addenda. The latest date to register for the RFP is October 13, 2020.

(D) BIDDERS CONFERENCE: A Bidder's conference is scheduled for September 29, 2020 at 11:00 A.M. at Highland County Job and Family Services, 1575 N High St, Hillsboro, Ohio 45133. HCJFS will not supply copies of the RFP – attendees should bring their own copy of the RFP.

(E) RFP CLARIFICATION/QUESTIONS: Registered Proposers desiring an explanation or interpretation of the RFP or specifications must submit all questions in writing no later than seven (7) business days prior to the proposal due date (October 20, 2020) HCJFS will respond to all questions in the order in which they are received. HCJFS will provide written copy of all questions and answers to all registered proposers periodically throughout the RFP process.

(F) RFP ADDENDA: HCJFS may modify the RFP up to five (5) business days preceding the proposal opening date (October 15, 2020) Any modification will be issued as an addendum the RFP and will be forwarded to all registered proposers and posted to the Highland County Commissioners website (www.co.highland.oh.us).

9. RFP SUBMISSION

(A) PUBLIC INFORMATION: Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request pursuant to ORC 149.43. Any portion of the proposal to be held confidential should be marked "PROPRIETARY" in the upper right corner. HCJFS reserves the right to make a final determination regarding "PROPRIETARY" documents. Documents including service costs shall be considered public information.

(B) RFP DUE DATE/TIME: Proposals must be delivered to and received at **Highland County Job and Family Services, 1575 N High St, Ste 100, Hillsboro, Ohio 45133, Attn: Katie Smith** no later than Tuesday October 20, 2020 at 10:00 AM, local time. Timely submission of bids is the sole responsibility of the Proposer.

Proposals shall be submitted in a sealed envelope or box clearly marked with the Proposer's name and address and "**HCJFS/CPU FAMILY PRESERVATION.**"

(C) RFP/Copies: Proposers must submit one (1) original proposal. The original proposal must be marked "ORIGINAL" and must include original signature(s) of person(s) authorized to sign the proposal.

(D) RFP FORMAT: Proposals should be submitted as follows:

- (1) Printed on 8 ½ " x 11" paper – black/white copy only **(no color copies)**.
- (2) One inch (1") margins on all sides.
- (3) Printed single line / space with 10 or 12 point font.
- (4) Pages should be numbered sequentially at the bottom of the page,
- (5) Proposal must be divided into the categories as listed in Section 10 – Proposal Content and shall include a header for each section.
- (6) Use **only** paper clips or binder clips to secure RFP **(DO NOT USE STAPLES, SPECIALIZED BINDING OR COVERINGS OF ANY TYPE OR FORM)**.

10. PROPOSAL CONTENT

(A)The entire set of proposal documents must be submitted in the following order:

- (1) Proposal Certification/Signature page (Attachment C).
- (2) Proposal Quote Sheet (Attachment D).
- (3) Service Description: This section should detail the services to be provided. Screen captures or other brief materials that may serve to assist in describing the functionality may be attached to your response as an Appendix. Any materials attached as an Appendix should be specifically referenced in the body of the response.
- (4) Program Implementation: This section should include an implementation plan outlining the significant tasks required of both organizations in order to implement Program services on January 1, 2021
- (5) Staffing and management information and requirements, including the total number of staff required to implement the Program, job descriptions, required training and credentials for each position, and a table of organization for the Program.
- (6) Contract Budget Spreadsheets with Budget Narrative for each contract year.
- (7) Qualifications
 - (a) Proposal should include a brief history and description of the company with special attention given to project experience in this industry, the date established, and the total number of employees.
 - (b) Identify any accreditations and certifications applied for or presently held by company.
 - (c) Submit a table of organization for the company.
 - (d) Provide the names of members of your governing or advisory board, if applicable.
 - (e) References: This section should contain a minimum of three (3) professional references from businesses that are currently using the specific product and/or services listed in the RFP. Contact information should include name of organization, contact name, telephone number and e-mail address (if available).

- (f) Provide a copy of your organizations most recent independent audit.
- (8) Additional Required Forms: Required for Original proposal only, include original forms, completed as required.
 - (a) Civil Rights Compliance Affidavit (Attachment E)
 - (b) Delinquent Personal Property Tax Affidavit (Attachment F)
 - (c) Non-collusion Affidavit (Attachment G)
 - (d) Sub W-9
 - (e) Current Certificate of Insurance

11. PROPOSAL OPENING

The RFP proposal opening will be conducted in the presence of HCJFS personnel.

12. PROPOSAL EVALUATION

(A) Stage 1: Proposals will be evaluated to determine if proposal was submitted timely and includes all required documents and attachments.

(B) Stage 2: Proposals that qualify for Stage 2 evaluation will be reviewed, evaluated and rated by a review committee of no less than three (3) members. Proposals will be evaluated using criteria developed by HCJFS and documented on a Proposal Review Form using the following scale:

- (0) Does not meet requirement: RFP requirement not addressed in proposal.
- (1) Partially meets requirement: Proposal demonstrates some attempt at meeting the RFP requirement, but falls below acceptable level.
- (2) Meets requirement: Proposal meets RFP requirement in all material respects, potentially with only minor, non-substantial deviation.
- (3) Excellent Requirement: Proposal fulfills the RFP requirement in all material aspects and offers some additional level of quality in excess of HCJFS expectations

(C) Stage 3 (Optional): The review committee may request additional information from sources other than the written proposal to evaluate programs or to clarify proposal. Other sources of information may include, but are not limited to the following:

- (1) Written responses from Proposer to clarify questions posed by Review Committee. All questions and answers will be in writing.
- (2) HCJFS may request proposer(s) provide an oral presentation.
- (3) HCJFS may request a site visit.

13. PROPOSAL SELECTION

(A) Based on the evaluation results HCJFS may select a Provider for services. Proposal selections does not guarantee a contract for services will be awarded. The Board of County Commissioners of Highland County has final authority to approve and award contracts.

Though it is hoped and expected that a Provider selection will be made from this process, HCJFS reserves the right to discontinue the selections process at any time and begin the entire process anew or to not make any awards based on this bid.

(B) Providers who submitted timely proposals that wish to obtain clarifying information regarding their non-selection may request a post-proposal meeting in writing within fourteen (14) days after the date of notification of the decision. A meeting will be scheduled within twenty-one (21) days of HCJFS receipt of the meeting request.

(C) Per ORC 307.862(c), in order to ensure fair and impartial evaluation, proposals and other supporting documentation to a subsequent negotiation for a final contract that would be otherwise available for public inspection and copying under ORC 149.43, shall not be available through the public records request until after the Contract is fully executed by the Board of County Commissioners of Highland County.