



Mahoning County Board of Developmental Disabilities

## **REQUEST FOR PROPOSAL**

for

**Social/Recreational Activities Program**

**For Mahoning County**

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

Mahoning County Board of Development Disabilities

4791 Woodridge Drive

Austintown, Ohio 44515

ATTN: Tim Gabrelcik, Contract Compliance

[tgabrelcik@mahoningcountyoh.gov](mailto:tgabrelcik@mahoningcountyoh.gov)

Until 3:00 p.m. on **Tuesday, July 10th, (extended deadline) 2018** at which time The Mahoning County Board of Developmental Disabilities will cease accepting proposals.

## INTENT

The Mahoning County Board of Developmental Disabilities (MCBDD) is seeking proposals for a Social Recreational Program that will be open to adult individuals who are eligible for Board services in Mahoning County. The overarching goal is to facilitate individuals to get involved in the community and explore social and recreational opportunities. This includes fostering relationships with community organizations such as Youngstown State University, Youngstown Streetscapes or Habitat for Humanity.

## SCOPE of SERVICES

With a maximum budget of up to \$125,000.00, the successful vendor should propose how they will implement the following scope of services.

1. **ACTIVITIES** - Identify community partners and host monthly activities. The activities will serve adult individuals 18 years of age or older who are eligible for Board Services. The successful vendor will provide 8-12 social/recreational activities per month at community host sites from October 2018 through September 2019. If needed and under certain circumstances, Board facilities may be arranged for use. September 2018 is expected to be used for planning. Some examples of activities may include: cooking classes, community gardens, participating in faith based community events or volunteering with community organizations. Large group outings or events will be limited to one per quarter.
2. **TRANSPORTATION** – The successful vendor will provide all transportation for events. If billing is necessary, the vendor may bill sources other than the Board of DD. Individuals could be billed nominal costs to cover fuel. MCBDD will be the payer of last resort.
3. **VOLUNTEER OPPORTUNITIES**
  - ✓ The successful vendor will recruit volunteers to become involved in recreational/social activities for individuals.
  - ✓ The successful vendor will develop or utilize existing marketing strategies on how to educate the community to best utilize the talents of the adult developmental disability (DD) population.
  - ✓ The successful vendor will create a database of volunteer opportunities for individuals with DD.
  - ✓ The successful vendor will be responsible for creating an appropriate “volunteer match” for individuals and community opportunities.
4. **RULES & REGULATIONS** – The successful vendor shall conform to Federal and Ohio laws and Ohio Department of Developmental Disabilities (DoDD) rules. This includes:
  - ✓ **Individual Rights** of individuals are insured according to Ohio Revised Code (ORC) Section 5123.62
  - ✓ **Background Checks** – All personnel and volunteers who will be involved in providing direct services must follow the requirements of criminal background checks of Section 5123:2-2-02 of the Ohio Administrative

Code. MCBDD may provide these checks at a cost to the vendor or other person.

- ✓ **Training** – The successful vendor must assure that staff and volunteers who provide services to individuals shall follow the training requirements of section 5123:2-2-01 of the Ohio Administrative Code. In addition, the successful vendor will assure staff and volunteers shall be trained in confidentiality and HIPAA guidelines.
  - ✓ **Unusual Incidents** – The successful vendor shall follow the requirements for unusual incidents (UI's) in accordance with Section 5123:2-17-02 of the Ohio Administrative Code. In addition, the vendor shall:
    - a. Identify & report to the Board Investigative Unit and review each UI
    - b. Take all responsible steps to prevent the recurrence of each UI
    - c. Take all reasonable measures to ensure the health and safety of individuals receiving services under the agreement.
  - ✓ The in-house training for direct care staff of MCBDD may be referenced.
5. **DOCUMENTATION**- The successful vendor shall submit monthly documentation of services provided to the Superintendent/Designee and monthly billing for services to the Contract Compliance Specialist. Invoices shall not be submitted later than 60 days for the date of service.
  6. **MEDICAID PROVIDER**- The successful vendor can bill Medicaid as an approved Medicaid provider, i.e. HPC, waiver and transportation services. Any services provided under the agreement that are billed through Medicaid will be deducted from monthly invoices submitted to the Board. Otherwise, the vendor will develop a plan to become a certified Medicaid provider for the contracted services.
  7. **INDEPENDENT CONTRATOR** – In performing its services, the successful vendor will be deemed to be acting solely as an independent contractor, and only to the extent and for the specific purposes expressly identified in the final agreement. The vendor will not be considered to be employees of the Board for any purpose.
  8. **IDEMNIFICATION**- The successful vendor will indemnify, defend and hold the Board harmless for any and all claims or liabilities arising out of, or in any way connected with, the vendor's alleged or proven actions in carrying out the duties and obligations of the agreement.

## **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 Mahoning County Board of Developmental Disabilities with Certificates of Insurance signed by an authorized representative of the insurance company at the inception of the contract.

1. **PROFESSIONAL & AUTO LIABILITY INSURANCE** - The successful vendor will carry professional liability insurance, with no interruption in coverage, in the amount of at least \$1,000,000 per occurrence/\$3,000,000 aggregate during the term of this agreement. The successful vendor will also carry, with no interruption of coverage,

\$500,000 per accident in excess automobile liability insurance. The Board shall be named as an additional insured on these policies. A certificate of such coverage will be provided to the Board, and will provide 30 days notice of cancellation or non-renewal.

2. **PERSONAL LIABILITY & ACCIDENT MEDICAL INSURANCE COVERAGE-** The successful vendor will carry personal liability insurance, with no interruption in coverage, in an amount of at least \$1,000,000 per occurrence for all volunteers. The vendor will also carry excess accidental medical coverage in an amount of at least \$25,000 per accident.
3. **WORKERS COMPENSATION-** The successful vendor shall, during its performance of this agreement, keep in force statutory workers' compensation insurance and statutory employers' insurance as required by law.

### **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 within the budget established by the Board. It is strongly encouraged to submit a sample list of proposed activities and opportunities. The award shall be made to the vendor whose proposal "best meets" the needs of the Mahoning 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 goal of the social and recreational program. Only proposals from financially responsible organizations/vendors, as determined by the Board shall be considered.

The Mahoning 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.

### **QUESTIONS & INQUIRIES**

Proposals may be submitted by email or by U.S. Postal Service. Questions regarding this proposal can be sent to [tgabrelcik@mahoningcountyoh.gov](mailto:tgabrelcik@mahoningcountyoh.gov). A posting of questions and answers may be set up at [www.mahoningdd.org](http://www.mahoningdd.org).

### **AWARD AND DELIVERY**

The Mahoning County Board of Developmental Disabilities plans to award a contract to the successful vendor at the August 20<sup>th</sup>, 2018 Board meeting.