



## REQUEST FOR PROPOSAL

### Help Me Grow Early Intervention Service Coordination

Offered by

Fairfield County  
Family, Adult and Children First Council (FACFC)  
831 College Ave, Suite C  
Lancaster, OH 43130  
740-652-7286  
Dumitru Sabaiduc, Executive Director

Proposal Due Date 5/7/23 at 4:00 PM

**FACFC Mission-** *In the pursuit of a better quality of life for the families, adults, and children of Fairfield County, it is the vision of the Council to create and facilitate a coordinated system of services that responds to the strengths and needs of our community*

Fairfield County  
Family, Adult, and Children First Council  
Early Intervention Service Coordination

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## **Section 1.01 Section 1: General Purpose and Provide Information**

### **1.1 Background**

Early Intervention (EI) is a program mandated through the Individuals with Disabilities Act (IDEA) in the Ohio Administrative Code Chapter 5123-10. EI is governed by specific mandates regarding service requirements, personnel standards, funding provisions, and legal dictates. Participation in the Early Intervention program is voluntary; however, certain aspects of Part C services for families with children who have developmental delays or disabilities are a federal entitlement. All families participating in Early Intervention are entitled to specific parental rights and due process. EI has specific eligibility, paperwork, and reporting standards that must be met by providers to serve participating families.

The Early Intervention Service Coordination Program is funded through State and Federal funds under the Individuals with Disabilities Education Act (IDEA). EI Service Coordination is locally administered by the Fairfield County Family, Adult, and Children First Council.

In SFY22 – 3 full-time Service Coordinators, overseen by the HMG Supervisor, served 497 EI children and families. So far in SFY23 the same staff have served 360 children and families.

### **1.2 Purpose**

The Fairfield County Family, Adult and Children First Council (FACFC) is accepting proposals for the Service Coordination component of the Help Me Grow (HMG) Early Intervention (EI) program.

The Fairfield County Family, Adult and Children First Council (FACFC) will have federal Part C and State General Revenue funds allocated for Part C HMG EI services for the time period beginning July 1, 2023 and ending June 30, 2024. FCFC may extend a contract for services related to this RFP process for an additional 12-month period upon mutual consent of the parties and contingent upon the availability of funding and successful contract performance of the vendor.

To be eligible to bid on this RFP, an organization must have experience providing services to infants and toddlers with developmental delays or medical conditions and their families. The organization's experience must be clearly documented in the proposal.

The Individuals with Disabilities Education Act - Part C requires 100% compliance for services delivered through Ohio's HMG program. The ability to achieve this level of compliance is integral and proposals must exhibit a highly accountable monitoring and supervision component within the proposal.

### **1.3 Anticipated Procurement Timetable**

<b>Date</b>	<b>Event/Activity</b>
April 7, 2023	FACFC releases RFP to potential providers; Q&A period opens - RFP becomes active. - Proposers may submit inquiries for RFP clarification.

April 14, 2023	Proposer Q&A Period Closes 4:00 p.m. (for inquiries for RFP clarification). No further inquiries for RFP clarification will be accepted.
April 17, 2023	FACFC posts FINAL Proposal Question & Answer document on its website: <a href="https://www.facfc.org">https://www.facfc.org</a>
May 7, 2023,	<b>4:00 p.m. Deadline for Respondents to Submit Proposals.</b> - This is the proposal opening date, beginning of the FACFC process of proposal review.
May 12, 2023	Recommendation of the Executive Committee and letter of intent to award contract issued by FACFC. All applicants notified.
July 1, 2023	Service provision begins

FACFC reserves the right to revise this schedule in the best interest of Fairfield County Family Adult and Children First Council and/or to comply with the County procurement procedures and regulations and after providing reasonable notice.

#### **1.4 Question & Answer Period; RFP Clarification Opportunity**

Respondents may ask clarifying questions regarding this RFP via email during the Q&A Period as outlined in Section 1.3, Anticipated Procurement Timetable. To ask a question, respondents must submit all questions in writing, via email, to Dumitru Sabaiduc at [dumitru.sabaiduc@fairfieldcountyohio.gov](mailto:dumitru.sabaiduc@fairfieldcountyohio.gov) prior to the closing time and date for the Question & Answer Period.

Questions about this RFP must reference the relevant part of this RFP, the heading for the provision under question, and the page number of the RFP where the provision can be found. FACFC may, at its option, disregard any questions which do not appropriately reference an RFP provision or location. FCJFS will not respond to any questions submitted after 4:00 p.m. on the date the Q&A period closes.

FACFC responses to all questions asked via email will be posted on the current <https://www.facfc.org/help-me-grow-facfc.html> website dedicated to this RFP, for reference by all providers. Providers will not receive personalized or individual email responses.

Provider proposals in response to this RFP are to consider any information communicated by FACFC in the Final Q&A Document for the RFP. **It is the responsibility of all respondents to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding this RFP.**

#### **1.5 Communication Prohibitions**

From the issuance date of this RFP until an actual contract is awarded to a provider, there may be no communications concerning the RFP between any provider that expects to submit a proposal and any employee of FACFC, or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of the contractor.

The only exceptions to this prohibition are as follows:

- a) Communications conducted pursuant to Section 1.4, Q&A Period.
- b) As necessary in any pre-existing or on-going business relationship between FACFC and any provider that could submit a proposal in response to this RFP.
- c) As part of any provider interview process or proposal clarification process initiated by FACFC, which FACFC deems necessary to make a final selection.
- d) If it becomes necessary to revise any part of this RFP, FACFC will post those revisions, amendments, etc., to the FCAFC website.

FACFC is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source other than the Internet Q&A process described in this RFP. Any attempts at prohibited communications by providers may result in the disqualification of those providers' proposals.

## **1.6 Contract Period**

A contract will be negotiated for the period beginning July 1, 2023, and ending June 30, 2024. FACFC may extend a contract for services related to this RFP process upon mutual consent of the parties and contingent upon the availability of funding and successful contract performance of the contractor.

## **1.7 Termination Clause**

FACFC may terminate any contract entered into when it is determined by FACFC in its best interest to do so, by giving at least thirty (30) days advance notice, in writing, to the Contractor. The Contractor shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of termination.

# **SECTION II: SCOPE OF WORK**

## **2.1 Program Requirements**

All providers are required to comply with the federal, state, and local regulations associated with the Part C, Early Intervention program. The following websites are resources that provide information about the policies, regulations, and laws related to the Ohio Early Intervention program.

**Rules are located on the following website:**

<https://codes.ohio.gov/ohio-administrative-code/chapter-5123-10>

## **2.2 Service Components**

The principal goals of the Early Intervention Service Coordination System is to assist families with children who have a diagnosed developmental delay or disability with obtaining the necessary services to mitigate the effects of the delay or disability and to promote the confidence and competence of parents to meet the needs of their child.

**Service Coordination** (Refer to the rule on DODD website)

Early Intervention service coordination contractors shall ensure that each child in early intervention is assigned one service coordinator, who will serve the family as the Early Intervention Service Coordinator, as soon as possible after program referral, but in enough time to complete service coordination activities in the timelines required. In addition, early intervention service coordination contractors shall ensure that service coordinators meet the qualifications as required in rule 5123-10-4 of the Administrative Code and meets the responsibilities of the Early Intervention Service Coordinator 5123-10-02 (N): Listed the responsibilities from rule as well as some local responsibilities such as data entry.

- Serving as the single point of contact for the child's family for carrying out the activities described in paragraphs (N)(2) to (N)(15) of this rule.
- Assisting the parent of the child in obtaining access to needed early intervention services and other services identified in the individualized family service plan, including making referrals to providers for needed services and scheduling appointments for the child and the child's family.
- Coordinating the provision of early intervention services and other services (such as educational, social and medical services that are not provided for diagnostic or evaluation purposes) that the child needs or is being provided.
- Coordinating evaluations and assessments
- Facilitating and participating in the development, review, and evaluation of individualized family service plans
- Conducting referral and other activities to assist families in identifying available early intervention service providers.
- Coordinating, facilitating, and monitoring the delivery of needed early intervention services and other services identified in the individualized family service plan to ensure that the services are provided in a timely manner.
- Conducting follow-up activities to determine that appropriate early intervention services are being provided.
- Informing families of their rights and procedural safeguards as set forth in rule [5123-10-01](#) of the Administrative Code
- Coordinating the funding sources for needed early intervention services in accordance with rule 5123-10-03 of the Administrative Code and other services identified in the individualized family service plan.
- Facilitating the development of a transition plan to preschool, school, or, if appropriate, other services in accordance with paragraph (L) of this rule
- Coordinating the information gathering and completion of the child outcomes summary information to assess the child's development at the initial individualized family service plan meeting, annual individualized family service plan meeting, and at the time of the child's exit from the early intervention program.

- Providing follow-up, after obtaining the parent's consent, to a professional referral source on form EI-14 ("Professional Referral Follow-Up," July 2019) within sixty calendar days after receiving the early intervention program referral
- Referring the child and the child's family to "Help Me Grow Home Visiting" and other programs in which the parent is interested and for which the child and family may be eligible after obtaining parent permission.
- Documenting the performance of the activities described in paragraphs (N)(1) to (N)(14) of this rule and any other early intervention program activities.
- Service coordination is based on building ongoing relationships between families and their Service Coordinator.
- Service coordination activities must be individually determined, responsive to the preferences of the family and the family's changing circumstances, and be provided in everyday routines, activities, and places.
- Service Coordinators work in partnership with families, supporting and recognizing them as the central decision-makers about their family.
- Home visits shall be voluntary, confidential, culturally sensitive, and respectful of the family.
- All demographic and service activity must be collected and entered into the EIDS statewide data system within 7 days of when it occurs.

## 2.3 **Responsibilities**

### **Provider**

- Provide all services within the contract terms.
- Follow all rules and regulations governing the implementation and provision of Early Intervention services.
- Provide invoices and reports according to the guidelines established by FACFC.
- Permit site visits from FACFC staff in order to monitor files, financial records, and program implementation.
- Provide documentation as requested by FACFC staff for desk reviews and other monitoring and compliance purposes.
- Ensure compliance with federal, state, and local guidelines for Early Intervention funding sources and program policies.
- Collect data and provide programmatic and fiscal reports as required/requested by FACFC.
- Maintain fiscal records in accordance with standard accounting practices.
- Complete and maintain eligibility documents in client files.
- Coordinate activities with other vendors, when applicable.
- Provide program intake and referral services.
- Maintain Early Intervention Service Coordinator and Supervisor credentials as determined by DODD in accordance with 5123-10-04 (C) and 5123-10-04 (D).
- Provide service coordinators for Parents Rights calls/meetings, evaluations/assessments and IFSP meetings.

- Ensure Early Intervention Service Coordinators attend and participate in Team Meetings with providers.
- Complete required EIDS data entry and monitor EIDS data entry for accuracy and timeliness on a regular interval.
- Ensure the signatures are obtained electronically or face to face in a timely manner.
- Monitor EIDS reports to ensure compliance.
- Attend Systems meetings with FACFC.
- Establish and/or maintain written agreements with all subcontractors.
- Participate fully in any program evaluation conducted by FACFC or a consultant hired by FACFC or the Ohio Department of Developmental Disabilities (DODD), including the following requirements:
  - Timely submission of any and all required data
  - Obtaining releases of information, if required
  - Completing all evaluation reports
  - Meeting with evaluators
- Cooperate with FACFC regarding any reports due to the State.
- Ensure that any certification or licensure requirements, including EI personnel standards, are met.
- Ensure that all staff attend and complete required trainings.
- Ensure that families receive services at the times and places that are most convenient and helpful to them, in addition the services must be in their native language (if not English) or another mode of communication (i.e. sign language or Braille).
- Maintain client records as required in EI rule.
- Assist with Outreach activities within the community to identify eligible children.

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- Provide ongoing technical assistance regarding eligibility, allowable activities and implementation of program and policies.
- Monitor and review program performance in relation to stated program goals.
- Act as the local authority regarding eligibility questions and the handling of grievances.
- Act as a liaison between the County and DODD.
- Process invoicing and reimbursements.

### **Section III: Proposal Format and Submission**

#### **3.1 Proposals Submission Information and Application Acceptance Criteria**

The proposal must be prepared and submitted in accordance with instructions found in this Section. The proposal submission must be comprised of:

The providers' total proposal submissions must be received by FACFC complete no later than 4:00 p.m. on May 1, 2023.



**Proposals must be sent to:**  
**Fairfield County Family, Adult, and Children First Council**  
**Attention: Dumitru Sabaiduc**  
**831 College Ave, Suite C**  
**Lancaster, Ohio 43130**  
**Dumitru.Sabaiduc@fairfieldcountyohio.gov**

All proposal submissions must be received, complete, at the above address, via email, mail or hand delivery by the above date and time. Materials received separately from a provider's proposal submission will not be added to the proposal nor considered in the review and scoring process. Materials received after the date and time as stated above will not be included in any previous submissions, nor will they be delivered. FACFC is not responsible for proposals incorrectly addressed or for proposals delivered to any location other than the address specified above.

For hand delivery on the due date, providers are to deliver the proposals to the address specified above. **FACFC is not responsible for any proposals delivered to any address other than the address provided above.**

#### **Application Acceptance Criteria:**

Please ensure the criteria is followed and address the following narratives in your application:

- a) Was the applicant's application received by the deadline as specified?**
- b) Did the applicant provide a statement verifying that the applicant has completed background checks on those in the organization who may be directly involved with children as part of the proposed programming, including a description of the organization's process for conducting background checks?**

### **3.2 Program Narrative**

Please refer to the Service Components and the Program Requirements as a guide for preparing the proposal narrative, which must contain the following components:

- c) DODD requires 100% compliance in meeting the three (3) major compliance areas: 45-day timeline, timely receipt of services, and transition components. To achieve this level of compliance multiple layers of monitoring are needed. Please respond to the following statements:**
  - Describe the steps service coordinators will take to self-monitor each of the 3 major compliance areas to maintain 100% compliance.
  - Describe what steps your administrative team will implement to assure 100% compliance with the three (3) major compliance areas noted above. Include reports and other tools that will be

utilized to monitor compliance including how and when the reports will be used. Define who will be responsible for monitoring and evaluating program compliance and how needed changes will be addressed.

- Describe how you will ensure quality services are provided to families and how supervision and training will be utilized for continuous quality improvement.

**d) Responsibilities of an Early Intervention Service Coordinator**

- Describe the steps your administrative team will implement to ensure that the Responsibilities of the EISC are being met and that files are maintained.

**e) Responsibilities of Clinical Manager/Staff Supervision**

- Describe the other duties the clinical manager is responsible for within your agency.
  - Describe the percentage of FTE dedicated to SC supervision.
- Describe what reflective and administrative supervision will consist of for EISC Supervisors and EISCs
- Provide a detailed plan for how your agency will address staff vacancies due to turnover, medical leave, or any other planned or unplanned absences to ensure that no interruption of service occurs for participants.
  - Describe how caseloads will be distributed.
  - Describe other means of support that may include filing, data entry, etc.
- Include how replacement staff will meet the training and credential requirements.
- Describe the actions you will take to ensure supervisors and service coordinators have a positive work environment and maintain a positive, strengths-based attitude toward the work they do and the families they serve.

**f) History and Experience of Provider**

- Describe the programs/services the organization provides that meets the stated requirement of a minimum of five years' experience providing services to infants and toddlers with developmental delays or medical conditions and their families. Include the number of children served meeting this criterion and a description of the program. This is not applicable if the organization is a current Part C provider - continue to 4.b.
- Include a Table of Organization for this project.
- Include, in the proposal, a summary of qualifications for existing staff and job descriptions for program positions that are currently vacant.

**If not currently providing EI service coordination, please complete the following:**

- a) Timelines for implementing a fully functional Early Intervention Service Coordination program.
  - Activities needing to be accomplished.
  - Timelines for completing the activities.
  - Responsible person.

- g) Describe any relevant and current accreditations, standards and/or certifications that the applicant possesses?
- h) Describe experience providing services and support to families with children under age three (3)?
- i) Discuss a sustainability and retention plan to ensure that 4 FTEs Service Coordinators will be able to always serve children and families?
  - Address plans when a staff member leaves
  - Address high caseload issues
  - Address barriers related to COVID-19

### 3.3 Program Budget

The budget for the program must reflect efficient administration and good management practices. Anticipated expenditures shown on the budget must be reasonable and in line with those of similar bidders providing comparable services.

The budget form is attached. This form **must** be used to list all costs of the services proposed. No other budget format will be accepted.

Complete a budget for the period of July 1, 2023, to June 30, 2023 using the Service Coordination Grant Agreement SFY23 Budget. The budget may include administrative expenses not to exceed 10% of the program related costs. The budget format allows for comments on each line item if needed.

A budget narrative must be attached. The narrative should include how the costs were determined and how it supports the provision of service coordination. A justification of how administrative costs for the organization are calculated is required.

#### **Acceptable Use of the Early Intervention Funds:**

##### **A. Personnel**

All staff paid through this contract must be included in the personnel section with the FTE identified.

##### **B. Other Direct Costs**

Other direct costs section of the budget should include costs associated with providing service coordination such as rent, supplies and mileage.

##### **C. Equipment**

Costs for equipment must be justified as needed to provide or support service coordination. Any equipment purchased for staff being paid less than 100% must be prorated to the FTE of the position unless other justification is provided and approved.

**D. Contracted Services**

Any services such as interpretation that is sub-contracted to support the provision of Part C service coordination.

**Funding Restrictions:**

- A.** Funds may not be used for building, construction, or to purchase or renovate property.
- B.** Funds may not be used to supplant existing federal, state, or local funds.
- C.** The funding for State Fiscal Year (SFY) 2024 is contingent upon the availability of funds for that time.
- D.** Funds cannot carry over from one fiscal year to the next.