

REQUEST FOR PROPOSALS (RFP)

RFP Number: DMR-RFP-POLI- 71

The Ohio Department of Developmental Disabilities (DODD), Division of Policy and Strategic Planning, is requesting proposals for:

**Ohio Early Intervention: Principles of Special Instruction
Training Modules**

For the Period: **State Fiscal Year 2020 – March 1, 2020 through June 30, 2020**

State Fiscal Year 2021 - July 1, 2020 through June 30, 2021

RFP Issued: January 13, 2020
Inquiry Period Begins: January 13, 2020
Inquiry Period Ends: January 20, 2020
Proposals Due: Feb 17, 2020 at 8:00 am

Submit Proposals via e-mail to:

Ohio Department of Developmental Disabilities
DMRProcurement@dodd.ohio.gov

This RFP consists of five (5) parts and two (1) attachments, totaling twenty (20) consecutively numbered pages. Please verify that you have a complete copy.

Please submit all inquiries about this RFP through the State Procurement web site at www.ohio.gov/procure. Please refer to Part Three of this RFP, "General Instructions", for instructions on submitting inquiries through the State Procurement web site. All responses to inquiries submitted by Proposers will be posted on the State Procurement website for viewing by all prospective Proposers.

PART ONE: STRUCTURE OF THIS RFP

PARTS

Part One	Structure of this RFP
Part Two	Information on requested services
Part Three	General Instructions
Part Four	Evaluation of Proposals
Part Five	Contract Award

ATTACHMENTS

Appendix 1 – Standard Affirmation and Disclosure Form

- Standard Affirmation and Disclosure Form must be signed by an authorized official of Proposer's organization and must be included for any proposal to be scored

Appendix 2 – Contractor Information Form

- Contractor Information Form must be completed and submitted with the proposal.

PART TWO: SERVICES REQUESTED INFORMATION

I. MISSION & GUIDING PRINCIPLES

The Ohio Department of Developmental Disabilities (DODD) is responsible for overseeing a statewide system of services and support for people with developmental disabilities and their families. The mission of DODD is continuous improvement of the quality of life for Ohio's citizens with developmental disabilities and their families.

DODD will:

- Create less complex service delivery, with fair and logical payment systems that are federally compliant
- Continue to be good stewards of limited resources
- Provide quality outcomes through a combination of people and processes
- Design service delivery models in response to choices made by the people served, in alliance with community supports
- Develop a system-wide vision and long-range strategic plan by listening to our funding partners, constituents and stakeholders

II. PURPOSE

In response to early intervention stakeholder requests, the Ohio Department of Developmental Disabilities (DODD) proposes to develop and provide professional development specifically for Ohio interventionists providing special instruction. DODD is seeking proposals from qualified contractors to provide the content necessary for the DODD training team to develop three competency based asynchronous courses:

- Principles and practices for peer mentoring of first year developmental specialists
- Principles of special instruction
- Cognitive and social and emotional development of infants and toddlers with developmental delays and/or disabilities

These courses will be grounded in adult learning and instructional design principals, which are essential for adult "students" to successfully change practices and build new competencies. These courses will provide competency-based implementation level professional development for developmental specialists who are certified by DODD and provide special instruction to Ohio families via the Individualized Family Service Plan (IFSP). These courses must align with the following:

- Division for Early Childhood (DEC): <https://www.decdocs.org/position-statement-personnel-standa>,
- Position statement on special instruction: <https://www.decdocs.org/position-statement-role-of-special>, Code of ethics (<https://www.decdocs.org/member-code-of-ethics>,
- Mission and key principles of early intervention: (https://ectacenter.org/~pdfs/topics/families/Finalmissionandprinciples3_11_08.pdf),
- OAC 5123-10-02 and IDEA-Part C. <https://ohioearlyintervention.org/early-intervention-rules-2019>

The DODD training team will develop the online course using the content provided by the successful bidder.

III. BACKGROUND

DODD serves as the lead agency for Ohio's Part C Early Intervention (EI) program under the Individuals with Disabilities Education Act (IDEA). DODD certifies the developmental specialists who provides special instruction to Ohio families via the Individualized Family Service Plan (IFSP) as defined in 34 CRF 303.13(b)(14). Research studies demonstrate that a professional's formal education and specialized early childhood training influence child outcomes. Information available to those new to the field as well as ongoing professional development is critical to providing specific program-based information, current research, evidenced-based practices and individual or program supports. This RFP seeks proposals from interested persons and agencies to develop content for three competency based asynchronous courses.

IV. SCOPE OF WORK AND DELIVERABLES

This project will support infants, toddlers with developmental delays and/or disabilities, and their families by ensuring developmental specialists have consistent training and information on federal regulations, state rules, and evidenced-based EI services and supports via the IFSP process.

This project will address consistency of EI provider approaches to intervention when providing special instruction via the IFSP to ensure alignment with IDEA and the requirements of Ohio Administrative Code 5123-10.

Developmental specialist means a professional trained to develop and implement strategies and interventions, which may include but are not limited to, the special instruction identified in the Individuals with Disabilities Education Act, 34 C.F.R. part 303 (September 2011) as follows:

- a) Design of learning environments and activities that promote a child's acquisition of skills in a variety of developmental areas, including cognitive processes and social interaction
- b) Curriculum planning, including the planned interaction of personnel, materials, and time and space, that leads to achieving outcomes identified in an individualized family service plan
- c) Providing families with information, skills, and support related to enhancing the skill development of a child and
- d) Working with a child to enhance the child's development.

The scope of work for the developmental specialist includes the following:

- developmental screenings
- developmental evaluations and assessments, with expertise in the cognitive and social emotional development of infants and toddlers
- family assessments, teaming
- IFSP development and implementation
- delivery of special instruction, including the use of family centered practices, adult learning theory
- use of curricula
- ongoing data and program monitoring
- relevant requirements found in OAC 5123:10.

The developmental specialist uses the Division of Early Childhood (DEC) Code of Ethics (<https://www.dec-sped.org/position-statements>) to guide their professional behavior. DODD proposes to support developmental specialists who hold a 5-year certification and have successfully completed the principles of special instruction mentoring module to provide mentoring to developmental specialists who hold a 1-year certification.

The contractor will successfully obtain DODD professional development units for developmental specialists for each course developed under this contract (<https://ohioearlyintervention.org/credentialing/developmental-specialists>)

The contractor will describe in detail how they will create the deliverables in the “technical approach” of their response.

Deliverable 1: Participate in monthly Check-in

Contractor will have an initial check-in 30 days from the award of this contract and then on a monthly basis thereafter. In state fiscal year 2020 this will include four (4) calls and in state fiscal year 2021 a total of five (5) calls.

The contractor will provide DODD with draft content to review, and in coordination with DODD will solicit feedback from the *EI Stakeholder Group* and *Supporting Ohio’s Developmental Specialist Workgroup*. The check-ins will also allow DODD and the contractor to clarify and provide feedback to ensure the content aligns with all relevant regulations, rules, and professional best practices.

The maximum budget amount for this deliverable is \$2,000.00 in FY20 and \$2,500.00 in FY21.

Deliverable #2 Principles and practices for peer mentoring of first year developmental specialist’s course

Develop content for an asynchronous competency based-course on mentoring new professionals using University of Toronto’s four phases of mentoring framework. (<https://www.studentlife.utoronto.ca/mpp/four-phases>). Included in this module will be the development of a “tool-kit” for new mentors. The course must include a formal assessment of the participants’ competency related to the course objectives.

The initial storyboard will be due to DODD by April 10, 2020. The completion/Live date for this deliverable is May 31, 2020.

The maximum budget amount for this deliverable is \$11,000.00.

Deliverable #3 Principles of Special Instruction course

Develop content for a competency based asynchronous course that increases the confidence and competence of the certified developmental specialist to provide special instruction via the IFSP process that aligns with the developmental specialists professional homes (DEC, ZERO to THREE), is reflective of evidence-based practices, including the mission and key principles of early intervention, and adheres to Ohio EI rules and federal regulations (IDEA). The course must include a formal assessment of the participants’ competency related to the course objectives. The course objectives are:

- Conducting evaluations and child assessments: knowledge and application of state requirements, evaluate/assess in all developmental domains, but with expertise in the cognitive and social emotional processes, ability to engage the family and child in the evaluation and assessment process, knowledgeable of the purposes and differences of eligibility and assessment activities, familiarity with a variety of assessment tools, ability to modify and adapt materials, use clinical opinion, use a data driven decision making process to interpret and communicate results and next steps, and communicate parent rights related to eligibility and assessment
- Conducting and/or participating in the family directed assessment: knowledge and application of state requirements, family-systems theory, using information from the family directed assessment to identify potential family focused outcomes and strategies, use a data driven decision making process to interpret and communicate results and next steps and understand parent rights related to the family directed assessment
- Participating as an EI team member: understand the roles and responsibilities of the evaluation and assessment and IFSP teams and related state requirements, fully participate in team meetings by sharing and exchanging knowledge and expertise, joint problem solving, coaching, and communicate using adult learning principles
- IFSP development and implementation: use family centered capacity building practices, knowledge and application of state requirements, use assessment information and input from the family to assist the IFSP team with developing functional child and family focused outcomes that reflect the priorities and concerns of the family, promote family confidence with supporting their child's development, communicate parent rights related to IFSP development and implementation
- Evidence based special instruction via the IFSP in natural learning environments: promote the mission of supporting the parents and other caregivers as the primary agents of change for the child (family centered services); focus on the family's priorities for their child and family, use parent mediated routines based interventions, share expertise in ways that build on what families and caregivers are already doing and use a data driven decision making process to document and communicate progress in an honest and sensitive manner consistent with OAC 5123-10
- Culturally competent and trauma aware provider: be aware of and responsive to cultural, linguistic, and socio-economic diversity as well as the impact of trauma related to the child and family
- Curricula: identify and use a variety of developmentally appropriate curriculum
- Ethical practice: abides by DEC code of ethics <https://www.decdocs.org/member-code-of-ethics>.

The course outline and objectives are due to DODD by April 17, 2020. The draft storyboard is due to DODD by May 10, 2020 and the final storyboard is due to DODD by June 30, 2020. The maximum budget for this work in fiscal year 2020 is \$3,000.00.

The completion /live date for this course is October 31, 2020. The maximum budget for the work to complete this deliverable in fiscal year 2021 is \$40,000.00.

Deliverable #4 Deeper dive into the cognitive and social and emotional processes of infants and toddlers with disabilities: implications for assessment and program planning of special instruction

Develop content for a competency based asynchronous course that increases the confidence and competence of the certified developmental specialist to:

- Understand how social-emotional and cognitive development interrelated processes are and how this impacts the developing brain, lifelong learning, social relationships and interactions, and independence, program planning and provision of special instruction
- Understand the difference between social emotional delays and mental health disorders, and when to refer to or team with other specialists (e.g., mental health providers)
- Participate in the initial and ongoing assessment of the infant and toddler's cognitive and social emotional development and communicate its impact on relationships, family life, and the child's overall developmental trajectory
- Identify, implement, and teach the child's caregivers evidence-based strategies that support the child's cognitive and social and emotional development; supporting the child and caregiver(s) to establish positive and rewarding relationships with others
- Identify and implement curricula that may be used for initial and ongoing assessment for program planning

The course must include a formal assessment of the participants' competency related to the course objectives.

The course storyboard will be due to DODD by May 30, 2020. The maximum budget for this work in fiscal year 2020 is \$1,000.00.

The completion /live date for this course is October 31, 2020. The maximum budget for the work to complete this deliverable in fiscal year 2021 is \$16,000.00.

V. MINIMUM QUALIFICATIONS OF CONTRACTOR

The contractor must be able to demonstrate subject matter expertise in:

- Principles of adult learning theory and have experience teaching adult learners
- IDEA Part C, and the intent of IDEA part C
- The role of the developmental specialist providing special instruction via IFSP
- Thorough understanding of the mission and key principles of early intervention services in natural environments, and the research and literature used to develop these principles
- Experience in developing content for competency web-based asynchronous trainings and sample of one training must be included in response (link to the training is acceptable)

The lead course content developer must hold a minimum of a master's degree in early childhood, special education, or related field. The lead content developer must show evidence of publications about early intervention, special education, and/or early childhood within the past three (3) years in peer-reviewed journals. Must include a curriculum vitae with proposal submission.

Contractor has completed or is willing to complete five (5) online orientation trainings:

- Introduction to Early Intervention Services (EI-064), or its successor
- Early Intervention Mission and Key Principles (EI-068), or its successor
- Family-Centered Practices self-paced webinar (EI-069), or its successor
- The Individual Family Service Plan (IFSP): It's All about the Process, or its successor
- Parents' Rights and Procedural Safeguards in Early Intervention

Contractor shall not be subject to an "unresolved" finding for recovery under Section 9.24 of Ohio Revised Code

VI. ETHICAL AND CONFLICT OF INTEREST REQUIREMENTS

No contractor or individual, company or organization seeking a contract shall promise or give to any DODD employee any item of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.

No contractor or individual, company or organization seeking a contract shall solicit any DODD employee to violate any of the conduct requirements for employees.

Any contractor acting on behalf of DODD shall refrain from activities that could result in violations of ethics and/or conflicts of interest. Any contractor or potential contractor who violates the requirement and prohibitions defined Section 102.03 or Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by DODD to enter into a contract.

PART THREE: GENERAL INSTRUCTIONS

The following sections provide a calendar of events, details on how to respond to this RFP and how to get more information about this RFP. All responses must be complete and in the prescribed format.

I. CALENDAR OF EVENTS & ON-LINE INFORMATION

The schedule for this RFP is given below and is subject to change. DODD may change this schedule at any time. If DODD changes the schedule before the Proposal Due Date, it will do so through an announcement on the State Procurement web site area for this RFP at the following link: <http://procure.ohio.gov/proc/index.asp>. The web site announcement will be followed by an addendum to this RFP, which also will be made available through the same State Procurement web site.

It is each prospective Proposer's responsibility to check the State Procurement web site's question-and-answer area for this RFP for current information and the calendar of events scheduled through award of any contract.

Other than by adherence to the RFP Inquiry process, set forth below, no contact related to this RFP shall be made with DODD until a contract award is announced. Notwithstanding this prohibition, DODD, at its sole discretion, may request additional information as part of the review process outlined below.

Firm Dates

RFP Issued:	January 13, 2020
Inquiry Period Begins:	January 13, 2020
Inquiry Period Ends:	January 20, 2020 at 8:00 am
Proposal Due Date:	February 17, 2020 at 8:00 am

Estimated Dates

Contract Award Notification:	March 2, 2020
Issuance of Purchase Order:	To be determined

II. PROPOSAL FORMAT

Proposals must be prepared in accordance with instructions in this section. The proposal must clearly outline how each of the deliverables of Part 2 Section IV will be completed and with the time frames specified in that same section.

To be accepted, a proposal must include a technical proposal and a cost proposal as described in this section, contain all the information specified for each of the categories listed in this section, and meeting the requirements of this section. Proposals will not exceed 20 pages minus resume and curriculum vitae.

A. Technical Proposal

- a. Transmittal letter includes:
 - Identifies the bidder
 - The name, title, address, and telephone number of the proposer's contract person with authority to answer questions concerning the RFP

- The name, title, address, telephone number, and email address of the proposer's contact person with authority to execute a contract on behalf of the proposer.
- b. Organizational experience including:
- Information on the background of the firm or individual, including background information of any subcontractor(s)
 - Information on knowledge of IDEA, DEC, Mission and Key Principles of Early Intervention and special instruction
 - Information on experience developing content for competency based online courses
 - Any prior experience relevant to this RFP (includes current contact names and phone numbers for these references), and a list of similar projects currently underway by the proposer or by any subcontractor(s) as well as completed over the past three (3) years. The Evaluation/Selection Review Committee will consider these additional references and may contact each of these sources.
- c. Technical approach and work plan that indicates how the proposer plans to address the purpose, objectives and deliverables, within the timeframes as stated in this RFP including:
- A procedure for reporting the status of the project, including work completed
 - A proposal for how coordination will occur and how information will be shared with DODD
 - A chart indicating the names of staff and staff hours/activities/tasks linked to the responsibility of each of those individuals involved in each deliverable of the project
 - Samples of previous related projects specifically provide one sample or link to a competency based asynchronous courses that the proposer built.
- d. Personnel Qualifications:
- Must include names, resumes, education, and experience of personnel listed in the table of organization/personnel chart for this project (including any subcontractors), and fully explain how their education and experience is relevant to the sections of this RFP
 - DODD shall require a clause in the resulting contract regarding key personnel that any person identified as critical to the success of the project may not be removed without reasonable notice to DODD
 - One Project Manager shall be named on behalf of the proposer. All correspondence shall be directed through this named individual.
 - Two (2) references from current or past trainees on how the training developed enhanced and/or changed their practices
 - The lead course content developer must hold a minimum of a master's degree in early childhood, special education, or related field. The lead content developer must show evidence of publications about early intervention, special education, and/or early childhood within the past three years in peer-reviewed journals. Include a curriculum vitae.

B. Cost Proposal

The cost proposal must indicate the total cost for the entire project and a separate cost breakdown for state fiscal year 2020 and 2021 for the following deliverables outlined in of Part 2 Section IV.

Below are the not to exceed budget amounts the Agency has identified for each deliverable based on the work to be completed within in each fiscal year.

State Fiscal Year 2020	
Deliverable 1	\$2,000.00
Deliverable 2	\$11,000.00
Deliverable 3	\$3,000.00
Deliverable 4	\$1,000.00
Total Budget (SFY2020): \$17,000.00	
State Fiscal Year 2021	
Deliverable 1	\$2,500.00
Deliverable 3	\$40,000.00
Deliverable 4	\$16,000.00
Total Budget (SFY2021): \$58,500.00	

Travel cost must be included within the cost of the deliverables. Travel is not to be listed separately. For purposes of this RFP, travel includes all modes of transportation (airfare, tax, car rentals, etc.), lodging expenses, meals, and cost of communications by phone, mail, e-mail, or fax.

III. PROPOSAL SUBMITTAL

Proposals must be submitted in the following manner:

- **Proposals must be submitted via e-mail by no later than February 17, 2020 at 8:00 a.m. to DMRProcurement@dodd.ohio.gov.** Subject of email should be: **Ohio Early Intervention: Principles of Special Instruction Training RFP**
- All pages must be numbered consecutively using the format “Page [#] of [total number of pages]” (e.g., Page 2 of 20);
- Standard Affirmation and Disclosure form completed and submit with proposal;
- Contractor Information form completed and submit with proposal;

No proposals or corrections/additions to submitted proposals will be accepted after the Proposal Due Date. Proposals that are submitted after the Proposal Due Date will not be scored.

Proposals that are not submitted in the format requested will not be scored. Proposals that do not contain all the required information will not be scored.

All costs incurred in the preparation of the Proposal shall be borne by the Proposer alone, and DODD shall not contribute, in any way, to the cost of the preparation of the Proposal.

Any and all documents developed by the Proposer during this project will be provided to DODD upon request and will become the property of DODD, and the Proposer shall not assert any claims arising under copyright or otherwise inconsistent with the transfer of ownership of such documents.

All information submitted by the Proposer will be considered public information unless the proposer specifically demonstrates, in writing, which information it considers to be proprietary. “Proprietary information” is information which, if made public, would put the proposer at a

disadvantage in the market place and trade in which the proposer is a part. Consequently, an assertion of “proprietary” information must be clearly identified, and the basis of the assertion must be included. It is not adequate for the bidder to simply state that disclosure of the information will put it at a disadvantage in the market place. DODD will make the final decision as to whether information is “public” or “proprietary”.

DODD reserves the right to:

- Accept or reject any and all Proposals and/or bids if DODD determines that it is in the best interests of the State to do so
- Rebid this RFP, requesting new Proposals from qualified firms
- Waive or modify minor irregularities in Proposals received
- Negotiate with Proposer(s), within the requirements of this RFP, to best serve the interests of the State of Ohio
- Require the submission of modifications or additions to Proposals as a condition of further participation in the selection process
- Fund any Proposal in full or in part; any assignments of work by DODD under the scope of this RFP will be made dependent on need and the availability of adequate, specific funding
- Not make an award at the end of the evaluation process; this RFP is not to be interpreted or construed to guarantee that one or more Proposers submitting responses will be awarded contracts
- Adjust the RFP Calendar of Event dates for whatever reason it deems appropriate.
- Contact Proposer to clarify any portion of the Proposer’s submittal

If, during the review process, DODD determines that it is necessary to make further distinctions between certain Proposers, DODD may request certain selected Proposers to interview or make a presentation to staff and reviewers. The Proposer shall bear the cost of travel to any scheduled interview.

In accordance with federal and state statutes and DODD policy, no person shall be excluded from participation or subject to discrimination in the RFP process based on race, color, age, sex, national origin, military status, religion, or disability.

IV. INQUIRIES

From the issuance date of this RFP, until a contract is awarded to a proposer, there may not be communications concerning the RFP between any supplier who expects to submit a proposal and any employee of DODD involved in the issuing of the RFP. The only exception is provided through the submission of written requests for clarification/interpretation via the state procurement website during the inquiry period.

Prospective Proposers may make inquiries or seek clarifications regarding this RFP any time during the inquiry period listed in the RFP Calendar of Events. To make an inquiry, prospective Proposers must use the following process:

1. Access the State Procurement web site at <http://www.procure.ohio.gov>.
2. From the Navigation Bar at the top, select “for Suppliers”.
3. Under the title “Bid Opportunities”, select “All Opportunities”.
4. Enter the RFP Number found on Page 1 of this document as the “Document/Bid Number”.
5. Click the “Search” button.
6. Select this RFP.

7. On the document information page, click the "Submit Inquiry" button.
8. On the document inquiry page, complete the required "Personal Information" section by providing the following:
 - a. First and last name of the prospective Proposer's representative who is responsible for the inquiry;
 - b. Name/Company/Business of the prospective Proposer;
 - c. Representative's business phone number; and
 - d. Representative's e-mail address.
9. Type the inquiry in the space provided, making certain to include the following:
 - a. A reference to the relevant part of this RFP;
 - b. The heading for the provision under question; and
 - c. The page number of the RFP where the provision can be found.
 - d. Enter the Security Number.
10. Click the "Submit" button.

Prospective Proposers submitting inquiries will receive an immediate acknowledgement by e-mail that their inquiry has been received. **The prospective Proposer who submitted the inquiry will not receive an e-mail response to the question but will need to view the response on the State Procurement web site where it will be posted for viewing by all prospective Proposers.**

Prospective Proposers may view inquiries using the following process:

1. Access the State Procurement web site at <http://www.procure.ohio.gov>.
2. From the Navigation Bar at the top, select "for Suppliers".
3. Under the title "Bid Opportunities", select "All Opportunities".
4. Enter the RFP Number found on Page 1 of this document as the "Document/Bid Number".
5. Click the "Search" button.
6. Select this RFP.
7. On the document information page, click the "View Q & A" button to display all inquiries with responses submitted to date.

DODD will try to respond to all properly posed inquiries within 48 hours, excluding weekends and state holidays. DODD will not respond to any inquiries received after 8:00 a.m. on January 20, 2020. Prospective Proposers who attempt to seek information or clarifications verbally will be directed to reduce their questions to writing in accordance with the terms of this RFP and state purchasing policy. No other form of communication is acceptable and use of any other form of communication or any attempt to communicate with DODD staff or any other agency of the State to discuss this RFP may result in the Proposer being deemed ineligible.

PART FOUR: EVALUATION OF PROPOSALS

I. EVALUATION PROCESS

DODD’s evaluation process of responses submitted to this request may consist of up to four distinct phases:

1. DODD’s initial review of all proposals for timely submission;
2. An evaluation committee review of the proposals for defects and scoring;
3. DODD’s request for more information (clarifications, interviews, presentations, and/or demonstrations); and,
4. Negotiations or best offer requests

At its sole discretion, DODD will determine whether phases three and/or four are necessary under this RFP, reserving for itself the ability to eliminate or add phases three or four at any time during the evaluation process. DODD may add or remove sub-phases to phases 2 through 4 at any time if DODD believes doing so will improve the evaluation process.

II. PROPOSAL EVALUATION CRITERIA

In the proposal evaluation phase, DODD staff or reviewers selected by DODD (the committee) will rate proposals submitted with less than 20 pages (not including resumes and curriculum vitae) in response to this RFP based on the following criteria and weight assigned to each criterion:

Organizational Experience (up to 39 points)	
<i>Max Points</i>	Evaluation Criteria
12	Described in detail the bidder’s current knowledge of IDEA (up to 3 points), DEC (up to 3 points), Mission and Key Principles of Early Intervention (up to 3 points), and special instruction (up to 3 points).
3	Information on the background of the bidder’s experience and expertise teaching adult learners through content development of competency-based web modules (up to 2 points); including background information of any subcontractor(s) (up to 1 point).
9	Description of the bidder’s experience in conducting similar projects and the capacity to perform the service and deliverables. The description must include how the bidder meets the qualifications specified in this RFP (up to 3 points), including knowledge of adult learning (up to 3 points), and early childhood education (up to 3 points).
15	Sample of previous related projects; specifically provide one sample or link to a training provided by the bidder for adult learners in the early childhood field.
Technical Approach (up to 7 points)	
6	Describe in detail how the bidder will create the deliverables in the project; including identification of the objectives (up to 2 points), strategies (up to 2 points) and methodology (up to 2 points) to complete each deliverable.
1	Table of organization or chart indicating the names of staff and staff hours/activities/tasks linked to the responsibility of each of those individuals involved in each deliverable of the project.

Personnel Qualifications (up to 50 points)	
<i>Max Points</i>	<i>Evaluation Criteria</i>
2	Bidder has completed or is willing to complete the five courses specified in Section V (Minimum Qualifications of Contractor) of this RFP
2	A list of 2 references from current or past trainees on how the training developed/provided enhanced and/or changed their practices.
15	Must include resumes of each person/contractor working on this contract that includes the following information: names (up to 3 points), education (up to 3 points), and experience development subject content (up to 3 point), teaching adults (up to 3 points) and fully explain how their education and experience is relevant to the sections of this RFP (up to 3 points)
1	Identification of one project manager for this project.
30	Identification of the lead course content developer who must hold a minimum of a master's degree in early childhood, special education, or related field. (up to 5 points) The lead content developer must show evidence of publications about early intervention, special education, and/or early childhood within the past three years in peer-reviewed journals. (up to 20 points) Include a curriculum vitae. (up to 5 points)
Cost (up to 4 points)	
4	Provide a per deliverable price not to exceed the maximum budget per deliverable amount listed in the RFP.

PART FIVE: CONTRACT AWARD

I. CONTRACTUAL REQUIREMENTS

Any contract(s) resulting from this issuance of this RFP are subject to the terms and conditions as provided in the personal services contract. The information contained in the RFP and in the proposal submitted by the selected contractor shall be considered part of the contract.

Payments for any and all services provided pursuant to the contract are contingent upon the availability of state and federal funds.

All aspects of the contract apply equally to work performed by any and all subcontractors.

The Contractor, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFP. The Contractor, and any subcontractor(s), agrees to be bound by the same standards of confidentiality including federal and state statutory and regulatory requirements that apply to the employees of DODD and the State of Ohio.

Before a contract can be awarded, an Affirmative Action Program Verification Form must be completed using the Ohio Business Gateway Electronic filing website (<https://ohiobusinessgateway.ohio.gov>). Contractor must have an approved Affirmative Action plan recorded with the State of Ohio Department of Administrative Services.

II. CONTRACT AWARD PROCESS

It is DODD's intention to award one or more contracts under the scope of this RFP and as based on the RFP Calendar of Events schedule, so long as DODD determines that doing so is in the State's best interests and DODD has not otherwise changed the award date.

Any award decision by DODD under this RFP is final. After DODD makes its decision under this RFP, all Contractors will be notified (in writing or by phone, at DODD's discretion) of the final evaluation and determination as to their Proposals.

DODD will issue a notice of contract award to the selected Contractor(s) and finalized contract terms and conditions will be forwarded for signature. Contract will include RFP and attachments and the Contractor's accepted proposal. Once executed copies of the contract are submitted by the Contractor(s) and pending any further approvals that may be required (e.g., State Controlling Board), DODD will fully execute the contract.

Once the contract is fully executed, DODD will issue a purchase order (PO). DODD will issue to the Contractor(s) one (1) copy of the signed instrument and one (1) copy of the PO for its/their files.

Unless otherwise negotiated and included in the executed contract/scope of work, the selected contractor(s) shall be bound by all outlined services, policies and procedures as contained in the contractor's submitted and evaluated proposal.

Contractor may commence work upon receipt of a state issued purchase order.

The selected contractor(s) shall be compensated based on deliverables listed in the RFP. The

personal services contract issued will further specify the timelines for completion of each deliverable and payment structure.

III. NUMBER OF AWARDS

DODD anticipates making at least one award depending on programs' needs and the fit of the Contractor(s) to the scope of this RFP.

IV. FUNDING APPROVAL THRESHOLD

If contractual expenditures with the selected Contractor(s) will exceed \$50,000 in spending under any contract that results from this RFP, or that otherwise exceed \$50,000 in aggregate spending across all contracts between the contractor and DODD, the contract will be subject to the approval of the State of Ohio Controlling Board.

**Appendix 1: Executive
Order 2019-12D**

Governing the Expenditure of Public Funds for Offshore Services

No Contract Funds May be Spent Offshore

Executive Order 2019-12D “Governing the Expenditure of Public Funds for Offshore Services” prohibits the use of any public funds within the control of an executive agency to purchase services which will be performed outside of the United States. The Executive Order can be found at the following website:

<https://governor.ohio.gov/wps/portal/gov/governor/media/executive-orders/2019-12d>

To be considered by the DODD, a bid response must be accompanied by an Affirmation and Disclosure in the form attached to this RFP.

STANDARD AFFIRMATION AND DISCLOSURE FORM -EXECUTIVE ORDER 2019-12D
Governing the Expenditure of Public Funds on Offshore Services

By the signature affixed hereto, Contractor affirms, understands and will abide by the requirements of Executive Order 2019-12D. Both Contractor and any of its subcontractors shall perform no services under any contract with the Department of Developmental Disabilities outside of the United States.

The Contractor shall provide all the name(s) and location(s) where services under any contract with the Department of Developmental Disabilities will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Contractor to sanctions. If the Contractor will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Name/Principal location of Contractor:

(Name) (Address, City, State, Zip)

2. Name/Principal location of subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

3. Location(s) where services will be performed by Contractor or by subcontractors if different from principal location(s):

(Address, City, State, Zip)

(Address, City, State, Zip)

4. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor or subcontractors if different from principal location(s):

(Address, City, State, Zip)

(Address, City, State, Zip)

Contractor affirms that Contractor and all subcontractors shall immediately disclose to the Department of Developmental Disabilities any change or shift in location of services performed by Contractor or subcontractors after execution of any Contract with the Department. On behalf of the Contractor, I am duly authorized to execute this Affirmation and Disclosure form and have read and understand that this form is a part of any Contract that Contractor may enter into with the Department and is incorporated therein.

By: _____
Contractor Signature

Printed Name and Title

Date: _____

Appendix 2: Contractor Information Form

The Contractor Information Form must be filled out and returned with a bid response.

CONTRACTOR NAME: _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

AUTHORIZED CONTACT NAME: _____

PHONE NUMBER: _____ **EMAIL:** _____

1. Identify all of contracts currently with the State of Ohio (including DODD).

Total # of Contracts: _____

State Agency: _____ Amount: _____

Contracted Services: _____

Duration of Contract: _____

(Attach additional sheets if necessary.)

2. Provide current employee information on both a nationwide basis (including Ohio), and Ohio's based operations.

NATIONWIDE

OHIO

Total # of Employees: _____

Percent of Women: _____

Percent of Minorities: _____

3. Provide OAKS Supplier ID or Tax Identification Number: _____

4. If your billing address is different than mailing address above, please provide below:

Contractor Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Authorized Signature

Date