

REQUEST FOR QUALIFICATIONS (RFQ)
CERTIFIED PROVIDER
FOR
REMOTE SUPPORT SERVICES FOR THE
WOOD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

The Wood County Board of Developmental Disabilities is soliciting applications from qualified certified providers interested in providing Remote Support Services for the Wood County Board of Developmental Disabilities. Provider(s) with relevant experience and qualifications are encouraged to submit an application.

Remote Support Services will be provided within TwinTech. TwinTech is a supportive technology model home that was opened in Wood County, Ohio in August 2019. The goal of this project was to expand knowledge, awareness, and utilization of remote supports and assistive technology within Wood County. Since its inception, over 200 people have toured the home from 12 different counties in Ohio. Eight trial stays were also completed in the home, where individuals had the opportunity to have a real-life experience with remote supports. In 2022, the Wood County Board of Developmental Disabilities is expanding the project and moving it to a new location in Bowling Green, Ohio. The expansion will include a contract with a remote supports provider, the addition of more assistive technology, and increased collaborative projects using the home. One of the biggest collaborative projects will be with the Wood County Educational Service Center's Living Classroom, which will be housed in the home. The Living Classroom will utilize the home during school hours. Tours will continue to be offered during the week. Overnight trial stays will continue to be offered over the weekends and during times when school is not in session.

The purpose of the RFQ process is to identify the most qualified provider for the TwinTech Model Home. The Board reserves the right to make the selection based solely on the qualifications submitted without conducting a formal interview process. This application process is not subject to public bidding under O.R.C. 307.86(D). The provider ultimately selected by the Board will provide trial remote support services for individuals, as directed by the Board. The Wood County Board of Developmental Disabilities and the selected provider will follow the Free Choice of Provider rule should the individual choose to utilize and purchase remote supports or assistive technology.

A complete package of this RFQ including the required application can be obtained from the Wood County Board of Developmental Disabilities website www.woodcountydd.org or by contacting Rhonda Kendall Wood County Board of Developmental Disabilities at rkendall@woodcountydd.org, or by calling 419-352-5115. Copies will also be available for pick up in Administrative Offices, Entrance A, located at 1921 East Gypsy Lane Road, Bowling Green, Ohio.

1. RESPONSES:

- a. Questions and responses must be submitted in writing and addressed to the Board in care of Rhonda Kendall, rkendall@woodcountydd.org
- b. All questions must be submitted in writing by June 1, 2022 by 4:30 p.m. All questions will receive a response within two (2) business days. No questions will be accepted verbally and beyond the time listed.

2. SCOPE OF SERVICES:

Required Provider Deliverables:

Provide remote support equipment, including installation, to be used within the model home.

Provide consultation for assistive technology (AT) purchases for the model home.

Provide remote support monitoring services for overnight stays as scheduled, primarily Friday-Sunday, in accordance with the ISP.

Attend in-person/virtual individual team meetings as necessary for overnight stays.

Provide technical assistance to the end user related to remote support equipment installed in the home.

Participate with tours as scheduled by responding via 2-way communication device during tours.

Maintain DODD certification for remote supports/Assistive Technology Consultation or Support.

Collaborate with the Wood County Educational Service Center Living Classroom as needed.

Collaborate with transition programming through the Wood County Board of Developmental Disabilities.

3. REVIEW AND PROVIDER SELECTION SCHEDULE:

The schedule is as follows:

Issuance of RFQ – **May 2, 2022**

Final date to submit questions – **June 1, 2022**

Application due – **June 10, 2022**

Selection of providers for interviews – **June 15, 2022**

Interviews of Selected Providers – **June 28, 2022 through July 1, 2022**

Proposed Provider notification (board action required) – **Week of August 15, 2022**

Contract Commencement – **October 1, 2022**

4. LOCATION:

The Wood County Board of Developmental Disabilities desires to expand the use of remote support services and assistive technology throughout the county. A model home will be located at 909 Klotz Road, Bowling Green, OH 43402. The county board will own and maintain the property.

Tours available upon request.

5. REQUIREMENTS:

Minimum: Certified Provider(s) by Ohio Department of Developmental Disabilities in Remote Supports.

Preferred: Certified Provider(s) by Ohio Department of Developmental Disabilities in Assistive Technology Consultation or Support or ability/willingness to obtain by the beginning of the contract.

6. SELECTION PROCESS:

From a review of the applications received, the Wood County Board of Developmental Disabilities intends to evaluate and possibly invite one or more provider(s) to be interviewed before making a final selection for services. The Board will notify selected provider(s) of the date and times of any interview. The Board reserves the right to select provider(s) based solely on application received.

The provider(s) selected based on qualifications will then enter into a contract with the Wood County Board of Developmental Disabilities. The annual contract amount will be \$10000.00 which, for 2022, will

be pro-rated from October 1, 2022 to December 31, 2022 to cover costs for equipment, consultation, and remote support monitoring as needed.

7. APPLICATION PACKET REQUIREMENTS:

A. Application Content: Each Submittal shall be organized in the following order:

1. Cover Letter:

The cover letter shall include:

- Summary why the Provider believes they are the most qualified;
- The statement that, to the best of the Provider's abilities, all information contained in a complete and accurate application;
- A statement granting the Board and its representatives' authorization to contact any references; and
- At least one copy of the cover letter must have the original signature of the CEO or Authorized Representative of the provider agency.

2. Completed Application

3. Supporting Documentation including:

- a. Letters of Reference from multiple stakeholders, minimum of three (3)
- b. Evidence of Current DODD Provider Certification

B. Submittal Documents – Format

Application and supporting documents can be submitted electronically to Rhonda Kendall at rkendall@woodcountyydd.org or in total, two (2) hard copies of the completed application and supporting documents are to be submitted to the Wood County Board of Developmental Disabilities in a sealed envelope labeled with Provider(s) name.

The sealed envelope in which the applications are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "WCBDD Remote Support Provider Qualifications Packet".

Upon submission of the electronic application, you will receive an e-mail confirmation of receipt. If you do not receive an e-mail confirmation within one business day, please call Rhonda Kendall at 419-352-5115.

It is preferred that the application be typed.

Applications shall be delivered electronically, mailed/delivered to the following addressee on or before 4:30 p.m. local time on Friday June 10, 2022.

ATTN: Rhonda Kendall
Wood County Board of Developmental Disabilities
1921 East Gypsy Lane Road
Bowling Green, Ohio 43402

Late applications will not be accepted.

C. Modifications and withdrawal: Provider may modify their application by submitting a new application at any time prior to the scheduled closing time for receipt of application. The revised application must state it supersedes and replaces the previous statement of interest. Applications may be withdrawn by written request if received from the Provider prior to the scheduled closing time for receipt of application.

8. RESERVATION OF RIGHTS:

- A. The Board reserves the right to reject all providers, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.
- B. Nothing in this document shall require the Board to proceed with a contract for services.

9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION:

A. The Board reserves the sole right to (1) evaluate the applications submitted; (2) waive any irregularities therein; (3) reject any or all applicants submitting applications, should it be deemed in the Board's best interest to do so; (4) to make selection based solely on qualifications without an interview process; (5) to negotiate a contract with the provider it believes can best meet the needs of the program.

END DOCUMENT

Application for Remote Support Services

1. Provide a brief narrative regarding your agency's history & mission.

2. Describe any experience in providing remote support model facilities.

3. Describe your agency's process for initiating remote support services for an individual.

4. Describe any experience in providing assistive technology for individuals with intellectual/developmental disabilities.

5. Name of the CEO and/or Authorized Representative of the agency.

6. Location of main and branch offices.

7. How many individuals are you currently serving with remote supports?

8. Provide a brief narrative describing your staffing plan to meet the deliverables and timelines identified within this RFQ. Include a backup plan.

Supporting Documentation

- a. Letters of Reference from multiple stakeholders, minimum of three (3)
- b. Evidence of Current DODD Provider Certification
- c. Supporting information for the questions if you wish to provide it.

Directions

Please send completed application and supporting documentation to rkendall@woodcountydd.org by June 10, 2022. If you wish to submit a paper copy, please include 2 copies of the application and supporting documentation and send via mail postdated no later than June 10, 2022, to:

*Wood County Board of Developmental Disabilities
C/O Rhonda Kendall
1921 East Gypsy Lane Road
Bowling Green, OH 43402*

Paper copies may also be submitted in person at the above address, entrance "A" by June 10, 2022.