

JEFFERSON COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MANAGEMENT PROPOSAL REQUEST

Operations of an Intermediate Care Facility for Individuals with Intellectual Disabilities

FOR

The Jefferson County Board of Developmental Disabilities
256 John Scott Hwy., Steubenville, OH 43952

EXPLANATION OF REQUEST

Notice to Offerors

DATE

02/28/2025

The Jefferson County Board of Developmental Disabilities (hereinafter JCBDD) currently owns the license for an 8, 8 and 7 bed Intermediate Care Facility known as Shaffer Plaza Home A, B and C. The homes are individually licensed and located at 256 John Scott Hwy. Steubenville Ohio 43952. The homes and beds are owned by the Jefferson County Board of DD. In addition, JCBDD also has 4 beds on-hold with the State.

JCBDD is currently accepting proposals for the future management of the day-to-day operations of Shaffer Plaza. The goal is to have a provider with a proven track record that specializes in services designed to keep quality services to individuals with complex needs for all three licensed homes. Even though the homes are individually licensed, the JCBDD will select one provider for the Shaffer Plaza Homes, A, B and C.

All individuals accepted into the licensed beds must be eligible for residential services from the Intermediate Care Facility for Individuals with Intellectual Disabilities (ICFIID) and the chosen provider must be certified by the Ohio Department of Health to provide ICFIID services.

The Provider will manage, supervise, and operate the ICF-IID in accordance with Ohio Administrative Code Chapters 5123-2 and 5123:2-7. The resident care shall be provided in accordance with each resident's Person-Centered Plan and shall ensure that the needs of each resident are met in accordance with 42 Code of Federal Regulations (CFR) Subpart D and Ohio Administrative Code (OAC) 5123:2-3-03 and all other applicable federal and state laws, as now in force or as hereinafter amended. Care for the residents shall include:

- 1) Staffing meeting the requirements of 42 CFR 483.430, OAC 5123:2-3-04 and the agreement:
- 2) Active Treatment as required in 42 CFR 483.440, OAC 5160-3-05;
- 3) Behavior Management meeting the requirements of 42 CFR 483.450, OAC 5123:2-2-06;
- 4) Health Care Services meeting the requirements of 42 CFR 483.460, OAC 5123:2-6;
- 5) Housing meeting the requirements of 42 CFR 483.470 and applicable state and local standards, and the requirements of the agreement;
 - a.) Provider will fund repairs to the home, furniture, and appliances resulting from damage from individuals receiving services and/or Provider's staff or contractors
 - b.) Provider shall make no alterations or additions to the property or physical structure without the expressed written consent of JCBDD
- 6) Food and nutrition meeting the requirements of 42 CFR 483.480;
- 7) Transportation services defined as transportation to and from the facility in accordance with OAC 5123:2-1-03;
 - a.) The Provider will ensure adequate vehicle supply to provide transportation services to meet the recreational, leisure, medical, and shopping needs of individuals served.
- 8) Related support services and other services necessary for the health, safety, and welfare of an individual with IDD, as set forth in the Resident's Person-Centered Plan OAC 5123:2-3-03.
- 9) Bill all services and supports to Medicaid at the allowable per diem rate.

For purposes of this Management Proposal Request, JCBDD will receive proposals at the office of the Jefferson County Board of Developmental Disabilities, Administration Building, 250 John Scott Hwy., Steubenville, Ohio 43952, until 1 pm, on March 21, 2025. The purpose of these proposals shall be furnishing a proposal for the operations of Shaffer Plaza ICFIID in accordance with specifications listed above.

By order of the Jefferson County Board of Developmental Disabilities, Michael Zinno, Superintendent.

The following forms must be completed and submitted with your proposal or on company letterhead.

PROPOSAL FORM

Staffing

Describe what your table of organization and oversight structure will look like. Describe what you will do to maintain consistent staffing and meet the staffing needs of the home. Include items like staffing ratios, full-time vs part-time employees, delegated nursing, hourly rates and shift hours (8,10, 12-hour shifts). Describe what a possible transition time frame looks like and how current employees of Shaffer will be handled. In addition, we have a history of constant understaffing. Please describe how you will be able to change that and maintain quality staffing.

PROPOSAL FORM

County Benefits

Describe how the County will benefit by establishing a contract with your company. Possible expansion into other areas of DD services. Behavioral health. What additional expertise would your company bring into Jefferson County.

PROPOSAL FORM

Service Delivery/Time Frame

Describe specific delivery service that you will offer. Describe how often and what type of recreational activities you plan on providing.

PROPOSAL FORM

Financial Plan

Describe your financial plan in detail including your operation costs, billing procedures, staffing ratios, overhead costs, etc. Specifically include costs associated with day-to-day delivery of services. Describe examples of what cost will be the responsibility of JCBDD and what cost are your responsibility. Describe your auditing process and how you will maintain accurate financial records.

PROPOSAL FORM

Resources

Describe the specific resources you envision will be needed in order to be successful.

PROPOSAL FORM

Collaboration and Reporting

JCBDD has a long history and vested interest in Shaffer. Describe your ideas for a successful collaborative effort with the board and how a transition can occur with little or no notice from the residents. Shaffer is the only ICF in Jefferson County, please describe how you can ensure services to challenging individuals. Describe how the referral process will work between JCBDD and your company. Describe your plan on working with parents and guardians. Are you willing to provide references of parents/guardians of similar facilities?

PROPOSAL FORM

Measures

Describe your current experiences, models and successes related to a traditional ICFIID model. Describe results from past DODD, Department of Health and CARF (If applicable) reviews related to these sites. Describe any accolades, awards and/or citations and recommendations related to these sites. Describe historical data around MUI's/UI's of similar size ICF's.

PROPOSAL FORM

REFERENCES

A. COMPANIES

1. Firm Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

2. Firm Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

3. Firm Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

PROPOSAL FORM
EXPERIENCE RECORD

The offeror is required to state, in detail, what work of a character similar to that included in the proposed contract they have done, to give references and such other detailed information as will enable the Owner to judge this responsibility experience, skill and financial standing. Proposals from Contractors inexperienced in this particular type of work may not be considered.

Offeror: _____

Address: _____

Authorized Signature: _____

Title: _____

Explanation of Delivery

The Jefferson County Board of Developmental Disabilities:

Will receive proposals at the office of the Jefferson County Board of Developmental Disabilities, Administration Building, 250 John Scott Hwy., Steubenville, Ohio 43952, until 1pm, on March 21, 2025. Proposals received after that time will not be accepted.

The purpose of these proposals shall be to furnish a proposal for OPERATIONS OF AN INTERMEDIATE CARE FACILITY FOR INDIVIDUALS WITH INTELLECTUAL DISABILITIES in accordance with specifications, which will be available in the administrative office of the Jefferson County Board of Developmental Disabilities, 250 John Scott Hwy. Steubenville, Ohio 43952. The proposal shall be on vendor's letterhead. Proposals must be signed by a responsible officer of the company and submitted in a sealed envelope marked Jefferson County Board of Developmental Disabilities OPERATIONS OF AN INTERMEDIATE CARE FACILITY FOR INDIVIDUALS WITH INTELLECTUAL DISABILITIES.

By order of the Jefferson County Board of Developmental Disabilities, Michael Zinno, Superintendent.

Withdrawal of Proposal

Offerors may withdraw their proposals at any time prior to the award of the contract.

Award of Contract

The Owner may award a contract to the offeror whose proposal is determined to be the most advantageous to the residents of Shaffer Plaza, taking into consideration the evaluation factors and criteria developed by the Owner.

Rejection of Proposals

- a. The Owner reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the proposal; fails to meet the terms and conditions of the proposal, including but not limited to, the standards, specifications, and requirements specified in the proposal; or submits prices that the Owner considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the Owner.
- b. The Owner reserves the right to reject, in whole or in part, any proposal that the Owner has determined, using the factors and criteria the Owner develops.
- c. The Owner may conduct discussions with offerors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the proposal.

Vendor Acceptance

The Offeror shall submit a signed Vendor Acceptance form and submit with your proposal. The Vendor Acceptance form must be signed by a legally authorized representative.

Termination of Negotiation

The Owner may terminate negotiations with an offeror at any time during the negotiation process if the offeror fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If the Owner terminates negotiations with an offeror, the Owner shall negotiate with the offeror whose proposal is ranked the next most advantageous to the county, according to the factors and criteria developed by the Owner.