



**RICHLAND COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

MANAGEMENT PROPOSAL REQUEST

**Operations of a Multi System Youth Home
Intermediate Care Facility for Individuals with Intellectual Disabilities**

FROM

FOR

**The Richland County Board of Developmental Disabilities
314 Cleveland Ave., Mansfield, OH 44902**

EXPLANATION OF REQUEST

Notice to Offerors

AD DATES06/13/2022

The Richland County Board of Developmental Disabilities (hereinafter RCBDD) currently owns the license for an 8 bed Intermediate Care Facility known as the Cherry Hill Home. This home is located at 786 Ferndale Rd. Mansfield, OH. 44907 and is owned by the Pediatric Development Center, Inc. (housing board). Due to the increased needs to keep youth involved with multiple agencies in Richland County, the Richland County Board of Developmental Disabilities is interested in partnering with a respective provider that specializes in serving youth with multiple/complex needs. This partnership would entail RCBDD maintaining the licensed beds while the provider would manage the educational, employment and support services and other day to day operation to children and young adults with developmental disabilities and other complex needs. Further, it would require the provider to collaborate and engage with the Ohio Rise Program for any individuals that meet the program criteria.

The goal of RCBDD is to provide necessary services to youth who are in jeopardy of being placed out of county due to their unique needs and circumstances. With a current maximum capacity of 5 youth ages 14 – 21 years of age, our goal is to have a provider that specializes in services designed to keep these youth in their county while working with all necessary entities (family, schools, county agencies) to help the youth learn the appropriate skills of community living. The remaining four licensed beds may be reserved for respite needs of other individuals deemed appropriate or expansion of services if the support needs of all individuals allows for such expansion.

The female youth currently residing in the Multi System Youth Program shall be eligible for residential services from Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) and the chosen provider must be certified by the Ohio Department of Health to provide ICF/IID services. Furthermore, the nature and extent of the disabilities of the selected youth will require additional supplemental services as the current per diem reimbursement rates will not meet the youth's complex needs. All youth for this program will be selected by both the RCBDD and provider with the ultimate decision being made by the RCBDD.

The financial plan attached to this Management Proposal Request shall take into account how many staff will be expected along with all room and board costs, vehicle leasing, rent and utilities and any other ancillary services the provider feels will be necessary to provide and maintain excellent services to these youth. Being that these are specialized services with unique clientele, only those companies that have a proven track record and can meet the needs listed above shall apply.

For purposes of this Management Proposal Request, RCBDD will receive proposals at the office of the Richland County Board of Developmental Disabilities, Administration Building, 314 Cleveland Ave., Mansfield, Ohio 44902, until 10:30 am, Ohio Standard Time, on Friday, July 15, 2022. The purpose of these proposals shall be to furnish a proposal for OPERATIONS OF A MULTI SYSTEMS YOUTH HOME in accordance with specifications, which will be available in the Administrative office of the Richland County Board of Developmental Disabilities, 314 Cleveland Ave. Mansfield, Ohio 44902 or log on to www.rnewhope.org

A contract will be awarded to the agency that meets all qualifications, experiences and is voted on by the Richland County Board of Developmental Disabilities Multi System Youth Project Team.

By order of the Richland County Board of Developmental Disabilities, Michele Giess, Superintendent.

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

PROPOSAL FORM

Model/Structure

Describe the model structure that you would build for an Intermediate Care Facility serving multi system youth within Richland County. Describe how you will meet the needs of the individuals served. Describe what the structure will look like. Describe what you will need for this model to be successful. 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.

PROPOSAL FORM

County Benefits

Describe your plan for servicing the various Richland County Agencies and how the County will benefit by establishing a contract with your company. How will you support the Richland County Board of Developmental Disabilities with carrying out its mission/vision?

PROPOSAL FORM

Service Delivery

Describe the specific delivery service that you will offer Richland County and how you will embed your agency and those that will be served within the county. Describe which agencies you foresee engaging with. Describe how you will develop these relationships. Describe what additional resources you feel your agency will need to successfully deliver services.

PROPOSAL FORM

Financial Plan

Describe your financial plan in detail including your operation costs, billing procedures, staffing ratios, overhead costs, etc. Pay close attention to explanation of request to determine specific costs. Specifically include costs associated with day to day delivery of services. 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 successfully serve multi system youth within an Intermediate Care Facility structure.

PROPOSAL FORM

Collaboration and Reporting

The Richland County Board of Developmental Disabilities will have a strong and vested interest in this multi system youth program. It is expected that the board will maintain the licensure for the beds, referral oversight and direct reporting to vested agencies. Describe your ideas for a successful collaborative effort with the board.

PROPOSAL FORM

Measures

Describe your current experiences, models and successes related to serving individuals who are engaged with multiple systems (DD, Children's Services, Juvenile Court, Mental Health, etc.). Describe results from past DODD, Department of Health and CARF reviews related to these sites. Describe any accolades, awards and/or citations and recommendations related to these sites.

PROPOSAL FORM

RESPONSE

Is your company currently involved with any acquisitions/mergers that may change the financial conditions of your company during the term or any renewals of this contract?

PROPOSAL FORM
REFERENCES

This form must be completed and submitted with your proposal package on company letterhead, or on form provided.

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: _____

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.

This image shows a blank sheet of white paper with horizontal dashed lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no other markings or text on the page.

Offeror: _____

Address: _____

Authorized Signature: _____

Title: _____

Explanation of Delivery

The Richland County Board of Developmental Disabilities:

Will receive proposals at the office of the Richland County Board of Developmental Disabilities, Administration Building, 314 Cleveland Ave., Mansfield, Ohio 44902, until 10:30 am, Ohio Standard Time, on **Friday, July 15, 2022**. Proposals received after that time will not be accepted.

The purpose of these proposals shall be to furnish a proposal for OPERATIONS OF A MULTI SYSTEMS YOUTH HOME in accordance with specifications, which will be available in the Administrative office of the Richland County Board of Developmental Disabilities, 314 Cleveland Ave. Mansfield, Ohio 44902 or log on to www.rnewhope.org. 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 Richland County Board of Developmental Disabilities OPERATION OF A MULTI SYSTEMS YOUTH HOME.

By order of the Richland County Board of Developmental Disabilities, Michele Giess, 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 county, 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.