FRANKLIN COUNTY FAMILY AND CHILDREN FIRST COUNCIL

**REQUEST FOR PROPOSALS (RFP)**

**FOR**

EARLY INTERVENTION SERVICE COORDINATION

MAY 2021

Dear Prospective Bidder:

The Franklin County Family and Children First Council (FCFC) is accepting proposals from organizations that will provide Early Intervention Service Coordination to children birth to three and their parents.

The Franklin County Family and Children First Council will have approximately $1,850,000 of Part C and State General Revenue allocated for the purchase of Part C HMG services for the time period beginning July 1, 2021 and ending June 30, 2022. FCFC may extend a contract for services related to this RFP process for up to two additional 12 month periods 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 a minimum of five years’ 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.

***Schedule***

RFP IssuedMay 3, 2021

Bidders’ Conference **May 10, 2021 at 10 am**

 **https://zoom.us/j/91508115604?pwd=SzNERFRjeVhEWmxoT1RhNnlQOHlTUT09**

Letter of Intent Due – REQUIRED May 14, 2021

Deadline for Submission of Written Questions May 24, 2021 by Noon

**Deadline for Submission of Proposals June 1, 2021 by Noon**

Intent to Award June 18, 2021

Work Begins July 1, 2021 (estimated)

**Please refer to the following website to access the Request for Proposals (RFP), including the proposal guidelines at** <https://www.escco.org/FCFCEarlyInterventionRFP.aspx> and/or <https://www.franklinfamilyfirst.org> under upcoming events

An electronic copy of the RFP can be obtained at <https://www.escco.org/FCFCEarlyInterventionRFP.aspx> and/or <https://www.franklinfamilyfirst.org> under upcoming events or by sending an e-mail requesting an electronic copy to **FCFC-RFP@escco.org** . A link to the RFP will also be available at the Bidder’s conference.

**PLEASE refer to the complete Request for Proposals (RFP) for specific guidelines regarding how to submit a proposal for this program.**

Thank you,

Julie Buzard, Interim Executive Director

Franklin County Family and Children First Council

FRANKLIN COUNTY FAMILY AND CHILDREN FIRST COUNCIL

**REQUEST FOR PROPOSALS (RFP)**

**For**

EARLY INTERVENTION SERVICE COORDINATION

**MAY 2021**

1. **Background Information**

Early Intervention (EI) is a program mandated through the Individuals with Disabilities Act (IDEA) codified at 20 U.S.C. section 1400 and through federal regulations codified at 34 C.F.R. Parts 300 and 303 and Chapter 5123-10 of the Administrative Code and through any changes included in the Individuals with Disabilities Improvement Act (IDEIA). 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 (through IDEIA) 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 in order to serve participating families.

Early Intervention Central Site is responsible for coordinating the following activities: Child Find efforts, referral process, assigning cases to providers, monitoring of the EIDS data system, and compliance measures. The Central Coordination Site works with providers to ensure compliance with federal and state regulations and to verify that quality services are provided to families. Early Intervention Service Coordination is a program operated by the Franklin County Family and Children First Council.

The Early Intervention Service Coordination system is supported through two funding sources at this time: State General Revenue Funds (GRF) and Part C federal funds under the Individuals with Disabilities Education Act (IDEA). EI Service Coordination is locally administered by the Franklin County Family and Children First Council.

Please refer to the attachment section of the RFP to obtain the scope of services and other information pertinent to preparing a response to this RFP.

1. **General Information**

***Letter of Intent - REQUIRED***

Prospective bidders who want to receive updates regarding addenda or clarifications of response to this RFP are **required** to submit a Letter of Intent by **4:00pm on May 14, 2021**. All questions submitted prior to the Bidders’ Conference will be answered at the Conference. After the Bidders’ Conference, all questions and answers will be forwarded to entities that have submitted a Letter of Intent. In order to ensure that all prospective bidders have equal access to the information, questions submitted after 12:00 pm on the date identified in the RFP schedule (May 24, 2021) will not be answered due to the length of time required to research responses. The Letter of Intent **DOES NOT** commit the bidder to submit a proposal.

E-mail a Letter of Intent addressed to:

**Franklin County Family and Children First Council**

Julie Buzard, Interim Executive Director

2760 Airport Dr. Suite 130A

Columbus, OH 43219

RE: Letter of Intent for RFP Title: Help Me Grow RFP

**E-mail:** **FCFC-RFP@escco.****org**

The Letter of Intent must include the name, title, address, telephone number, e-mail address, and fax number of its contact person. A form has been provided in the attachment section of the RFP. FCFC will acknowledge receipt of the Letter of Intent by e-mail and will direct all correspondence regarding addenda to or clarification of this RFP to the contact person indicated on the form. FCFC is NOT responsible for malfunction of an e-mail account.

***Bidders’ Conference***

FCFC will hold a Bidders’ Conference on the date, time, and at the location identified in the RFP schedule. The purpose of the Bidders’ Conference is to review the requirements of this RFP, to respond to participants’ questions regarding any aspects of the RFP, and to answer any questions posed prior to the Conference. Although attendance at the Bidders’ Conference is not required, **potential bidders are highly encouraged to attend**. **Questions may be posed and answered in this forum that will significantly increase the ability of the provider to submit a competitive proposal.** The Bidders’ Conference is the most effective opportunity for the bidder to gain an understanding of the focus and priorities of the RFP and to ensure that the bidder completely understands the submission requirements and processes. *FCFC staff is prohibited from conducting conversations with individual bidders regarding the RFP between the date of the RFP’s release and the date of the proposal submission deadline.*

***Written Questions***

Following the close of the Bidders’ Conference, all questions from prospective bidders **must be submitted in writing via e-mail *with the RFP title specified in the subject line*** and will be answered, via e-mail, by FCFC with both the question and the answer disseminated to all bidders who have submitted a Letter of Intent. Written responses to all questions received by FCFC will be posted only **once** during the open RFP period. Questions submitted in writing following the bidder’s conference through the May 24, 2021 at noon deadline will be answered and disseminated to bidders by 4:00pm on May 25, 2021. In order to ensure that all prospective bidders have equal access to the information, questions submitted after the deadline will not be answered.

### *Proposal Submission*

For your proposal to be considered, the following must be received NO LATER THAN 12:00 noon on Tuesday, June 1, 2021:

The following three attachments need to be emailed to FCFC-RFP@escco.org by the deadline above:

 Attachment One:

* + Transmittal Form
	+ Partnership Agreement (If applicable)
	+ Subcontractor Agreement (If applicable)
	+ Project Narrative (*seven* page maximum)

Attachment Two:

* + Budget Documents in Excel

Attachment Three:

Program Attachments

* + - Table of Organization for the Agency
		- Resumes, Vitae, and Licenses (If applicable) for Existing Staff
		- Job Descriptions for Vacant Positions

**The bidder is responsible for ensuring the proposal is received prior to the deadline. Bidders are encouraged to consider the risk of technical difficulty and factor it into the timeline for submission.**

A return email will be sent confirming receipt of the proposal when received.

Proposals may NOT be delivered by facsimile transmission.

**No extensions of time will be given**. Proposals will be reviewed as received and **must be complete** at the time of submission. All proposals and accompanying documents will become the property of FCFC and will not be returned. All documents submitted to FCFC as part of your proposal become public information if a contract is awarded and will be available for review and inspection to anyone submitting a request to do so. FCFC does not encourage the submission of confidential or proprietary information in response to this RFP. The submission of a proposal will be considered by FCFC as constituting an offer to perform the services indicated for the stated program costs.

Required Documents will be submitted during the contracting process for the organizations recommended for funding.

1. **Considerations**

This RFP does not constitute an offer. Acceptance of proposals for review does not commit FCFC to award a contract, nor is FCFC liable for any costs incurred in the preparation of proposals. FCFC reserves the right to award contracts to a single bidder, multiple bidders, or to reject any and all proposals or parts of proposals received. If FCFC elects to initiate contract negotiations, these negotiations cannot involve changes in FCFC requirements or the bidder’s proposal which would, by their nature, affect the basis of the source selection and the competition previously conducted. FCFC reserves the right to negotiate services and costs on any and all proposals or to cancel this RFP in part or in its entirety. Final contracts will be subject to applicable rules and regulations under the funding requirements.

**Proposals submitted in response to this RFP must comply with the specifications stated herein. Failure to adhere to the formatting requirements may result in the proposal being determined non-responsive and may result in the elimination of the proposal from consideration.** At the option of the Franklin County Family and Children First Council, any or all aspects of the successful proposal(s) will become contractual obligations if acquisition action ensues. Failure of the successful bidder to accept these obligations in the contract may result in cancellation of the award.

Final approval of a contract for these services depends on the availability of funds and the continued authorization of funds under current legislation.

1. **Contract Award**

FCFC will issue a letter of intent to award to the selected bidder(s) and will notify unsuccessful bidders as soon as they have been eliminated from consideration.

In the event that federal or state funds become unavailable, the contract shall be cancelled in accordance with the RFP and standard contract provisions. Until the selected bidder receives a fully executed and approved written contract from FCFC, there is no legal and valid contract, in law or in equity.

1. **Payment Process**

**Payment will be made based on ensuring capacity to provide required services, not by cost reimbursement or line-item reimbursement. Actual expenditures must be reported quarterly to the FCFC on provided forms. At the end of the contract period, approved expenditures must meet or exceed total income under the contract. Any income under the contract not justified by approved expenditures is required to be returned.**

The provider must certify that claims made to FCFC for payment of purchased services are for actual services rendered to eligible individuals and are for the completion of contracted performance standards/measures.

#### Payment for services provided will be made upon submission of an invoice to FCFC by the 15th day following the month of service and reports as required. Invoices received after the 15th day following the month of service will reflect negatively on vendor’s contract performance and may be disallowed. Invoices may be submitted only for services provided during the effective dates of the contract and must reflect the approved fixed unit cost for each unit of service. Units of service provided before or after the dates specified in the contract are not eligible for payment.

All claims for payment must be made in a timely manner. Any invoice received by FCFC more than 30 calendar days after the last date of the contract period is subject to nonpayment.

1. **Protest**

A provider may protest the decision resulting from the review of this RFP by following the guidelines listed.

1. FCFC shall consider a **written** protest that is received by FCFC within five (5) business days of the date of the letter notifying the bidder that the proposal submitted was not accepted. The following should be included in the Notification of Protest:
	* Name, address, telephone number, email address, and fax number of protester
	* RFP name
2. The provider must then submit, within five (5) business days of the Notification of Protest, a formal protest in writing that must include a detailed statement of the grounds for the protest including copies of relevant documents.
3. The written protest in A and B above must be emailed to Franklin County Family and Children First Council at:

FCFC-RFP@escco.org

Subject Line: Notification of Protest

# Attachments

1. Program Requirements – Revised Rules
2. Service Components
3. Responsibilities
4. Proposal Format
5. Program Budget
6. Budget Documents
7. Transmittal Form
8. Letter of Intent
9. Required Documentation
10. Proposal/Required Documentation Checklist
11. SFY 22 Actual Numbers Served

**Program Requirements**

All providers are required to comply with the federal, state, and local regulations associated with the IDEIA Part C and 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>

**Service Components**

The principal goals of the Early Intervention Service Coordination System are to provide assistance to pregnant women having a prenatal diagnosis and 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.

Providers are required to provide an Early Intervention Service Coordinator to participate in each evaluation and assessment.

**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](https://codes.ohio.gov/ohio-administrative-code/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
* Initial contact must be made with the family within 48 hours of the initial referral
* All demographic and service activity must be collected and entered into the EIDS statewide data system within 7 days of when it occurs.

**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 FCFC
* Permit site visits from FCFC staff in order to monitor files, financial records, and program implementation
* Provide documentation as requested by FCFC 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 FCFC
* Maintain fiscal records in accordance with standard accounting practices and provide FCFC with specified financial reports designed to verify and analyze expenditures
* Complete and maintain eligibility documents in client files
* Client files must be maintained in an electronic format
* Coordinate activities with other vendors, when applicable
* 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 on the day event took place.
* Monitor EIDS reports to ensure compliance
* Attend Clinical Manager meetings as scheduled and held by FCFC/EI
* Establish and/or maintain written agreements with all subcontractors
* Participate fully in any program evaluation conducted by FCFC or a consultant hired by FCFC 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 FCFC 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 Child Find activities within the community to identify eligible children

#### *Franklin County Family and Children First Council*

* Provide ongoing technical assistance regarding eligibility, allowable activities and implementation of program and policies
* Provide program intake and referral services
* 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
* Provide a Franklin County Early Intervention Manual

**Proposal Format – Service Coordination**

The Franklin County Family and Children First Council (FCFC) reserves the right to disqualify all proposals that do not comply with the following instructions:

* Follow the format *EXACTLY* as outlined in this RFP
* All components of the Proposal and Required Documentation should be held together by *binder clips* at the upper left corner
* *Include PAGE NUMBERS on EVERY page of the proposal and required documentation*
* All pages should be ONE (1) sided
* *Do not* submit the Proposal or Required Documentation with paper clips or in binders, folders, or any format that will make photocopying difficult
* All documents requiring signature should be signed in *BLUE* ink
* Minimum font size is Times New Roman 12

***Transmittal Form***

The proposal must include the Transmittal Form, signed in blue ink by the individual authorized to bind the bidder legally to fulfill the program requirements.

***Statements of Cooperation***

If, in the design of the proposal, more than one agency/business will be providing services, the bidder must identify if the other party(ies) will be a partner or a subcontractor and submit a Partnership or Subcontractor Statement. These are **NOT** letters of support.

1. **Partnership or Subcontractor Agreement – If Applicable**

If the program is designed as a partnership, the proposal will not be reviewed or considered for funding unless it is accompanied by a Partnership Agreement signed by an authorized representative of the partner organization that verifies the partnership and includes the following:

* Outline of the relationship between the partners
* Clear definition of the role that each partner will assume in the implementation of the project
* Name and contact number for the authorized representative in order to confirm the details of the relationship

# *Project Narrative* – 7 page maximum

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

1. **ODH requires 100% compliance in meeting the three (3) major compliance areas: 45 day timeline, timely receipt of services, and transition components. In order 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 in order 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
2. **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 electronic files are maintained.
3. ***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.
	+ Describe in detail how the CM will manage a caseload and perform supervisory duties.
* 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
1. **History and Experience of Provider** – Complete for *each* entity (bidder or subcontractor)
	* + - 1. 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 criteria and a description of the program. This is not applicable if the organization is a current Part C provider - continue to 4.b.
				2. Include a Table of Organization for this project (not included in 7 page limit)
				3. Include, in the proposal, a summary of qualifications for existing staff and a copy of their Early Intervention Service Coordination Credential or EI supervisor credential and job descriptions for program positions that are currently vacant (not included in 10 page limit)

**If not currently providing EI service coordination, please complete the following (additional two page limit):**

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

**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, 2021 to June 30, 2022 using the Service Coordination Grant Agreement SFY22 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.

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

* + - * A budget that defines any one time start up costs
			* An annual, 12 month budget

A training on completion of the budget form will be offered during the Bidders’ Conference.

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

1. **Personnel**

All staff paid through this contract must be included in the personnel section with the FTE identified. All staff with 10% or more of their time on this project that also are paid with other funding, must provide time and effort documentation.

1. **Other Direct Costs**

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

1. **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.

1. **Contracted Services**

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

 **Funding Restrictions:**

1. Funds may not be used for building, construction, or to purchase or renovate property.
2. Funds may not be used to supplant existing federal, state, or local funds.
3. The funding for State Fiscal Year (SFY) 2022 is contingent upon the availability of funds for that time period.
4. Funds cannot carry over from one fiscal year to the next.



**\*\*\*All organizations submitting a Letter of Intent will receive the budget in an excel document**

**TRANSMITTAL FORM**

# FRANKLIN COUNTY FAMILY AND CHILDREN FIRST COUNCIL

# 2760 Airport Dr. Suite 130A

**Columbus, Ohio 43219**

## FAX: 614.351.2010

**TO: Julie Buzard, Interim Executive Director, Franklin County Family and Children First Council**

**RFP: Help Me Grow**

The does not discriminate in its employment practices

 (Agency/Organization)

with regard to race, color, religion, sex, sexual orientation, age, disability, national origin, Vietnam-era veteran’s status, ancestry, health status, or need for health services.

* Our agency/organization is a legal entity registered with the State of Ohio.
* Our tax status is .
* Our tax ID # is: .
* Our agency/organization is willing to accommodate on-site visits to our facilities and any facilities of our subcontractors and/or partners by FCFC and/or its designees.
* Our agency/organization will comply with Title VI and any other requirements of the funding source.
* Our agency attests that funds awarded as a result of this RFP will not be used to supplant existing federal, state, or local funds.

The following individual(s) prepared this proposal: .

Our agency/organization will welcome announced and unannounced visits by the FCFC staff and/or their designees at all of our facilities.

This proposal does not deviate from the specifications and requirements of the RFP. Should any occur, a detailed explanation is attached.

**By signing this form, I do hereby affirm that all of the information provided is accurate.**

 (Signature) (Date)

 (Agency/Organization) (Title)

 (Address)

 (City, State, Zip)

LETTER OF INTENT TO SUBMIT A RESPONSE TO A

**REQUEST FOR PROPOSALS (RFP)**

# FRANKLIN COUNTY FAMILY AND CHILDREN FIRST COUNCIL

# 2760 Airport Dr. Suite 130A

**Columbus, Ohio 43219**

## FAX: 614.227-9867

**\*\*\* PLEASE PRINT CLEARLY OR TYPE \*\*\***

TO: Julie Buzard, Interim Executive Director, Franklin County Family and Children First Council

FROM: Director/President/CEO: Phone:

 (NAME)

 E-mail Address:

RE: Letter of Intent for RFP Title: Early Intervention

 intends

 (Agency/Business)

to submit a proposal in response to the Request for Proposals indicated above. Please direct all correspondence to the

contact person identified below.

Name: Title:

Address: Apt/Ste/Fl:

City: State:  Zip:

Telephone Number: Fax Number:

E-mail Address:

Submission of this form by May 14, 2021 at **4:00pm** will ensure your inclusion in the notice list for correspondence regarding addenda to or clarification of this RFP. After the Bidders’ Conference, all subsequent questions and answers will be forwarded upon receipt of the Letter of Intent. Failure to submit a Letter of Intent will result in the provider’s exclusion from this list, which will result in missing notification of significant information regarding this process.

(Signature) (Date)

 (Agency) (Title)

# Required Documentation Needed at Contract Negotiation

* Current list of names and addresses of the bidder’s Board of Directors
* Letter of Authorization from the bidder’s Board of Directors or other appropriate entity identifying the individual who is empowered to sign a contract, including his/her title
* A *COPY* of the bidder’s most recent independent audit of financial statements and auditor’s opinion and management letter addressing internal controls or the bidder’s most recent financial statement – Do NOT submit a bound original – THIS MUST BE A *ONE-SIDED COPY* OF THE *ENTIRE* DOCUMENT
* Current Certificate of Liability Insurance
* COMPLETE copy of the bidder’s Articles of Incorporation
* Most recent Certificate of Continued Existence
* Equal Employment Opportunity (EEO) policy statement – can be copied from handbook
* Copy of Current Worker’s Compensation Certificate showing risk number
* SIGNED Declaration Regarding Material Assistance/Non Assistance to a Terrorist Organization for Government Business and Funding Contracts (HLS 0038) – THIS MUST BE SUBMITTED BY EACH BIDDER (<http://www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf>)
* SIGNED W-9 - THIS MUST BE SUBMITTED BY EACH BIDDER (<http://www.irs.gov/pub/irs-fill/fw9.pdf>)

Proposal/Required Documentation Checklist

Agency: Date:

*PART ONE – PROPOSAL:*

1. **Transmittal Form**
2. **Partnership or Subcontractor Statement** (If applicable)
3. **Project Narrative: 7 page maximum**
	1. Monitor
	2. **\_\_\_\_\_\_** Responsibility of Early Intervention Service Coordinator
	3. **\_\_\_\_\_\_** Responsibility of Clinical Manager/Staff Supervisor
	4. History and Experience
4. Budget Documents
5. **Program Attachments**
6. Table of Organization for the Project
7. Resumes, Curricula Vitae, Credential Certificates and Licenses (If applicable) for Existing Staff
8. Job Descriptions for Vacant Positions

**Proposal/Required Documentation Checklist**

Agency: Date:

***PART TWO – REQUIRED DOCUMENTATION:***

**Submit the *COLLATED* original and ONE (1) electronic version:**

1. Current list of names and addresses of the provider’s Board of Directors
2. Letter of Authorization from the provider’s Board of Directors or other

appropriate entity identifying the individual who is empowered to sign a

contract, including his/her title

1. A *COPY* of the agency’s most recent independent audit of financial

statements and auditor’s opinion and management letter addressing

internal controls or the agency’s most recent financial statement – Do NOT

submit a bound original – THIS MUST BE A *ONE-SIDED COPY* OF THE

ENTIRE DOCUMENT

1. Current Certificate of Liability Insurance
2. Articles of Incorporation
3. Most recent Certificate of Continued Existence
4. Equal Employment Opportunity (EEO) policy statement
5. COPY of Worker’s Compensation Certificate showing risk number
6. SIGNED Declaration Regarding Material Assistance/Non-Assistance to a

Terrorist Organization for Government Business and Funding Contracts

(HLS 0038) – REQUIRED OF EACH VENDOR

(<http://www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf>)

1. SIGNED W-9 – REQUIRED OF EACH VENDOR

(<http://www.irs.gov/pub/irs-fill/fw9.pdf>)

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| **Franklin County Early Intervention Service Coordination** |
| **SFY 21 Actual Part C Cases By Month** |
|  |  |
|  | **Number of Current Part C IFSP’s** |
| **July** | 1,142 these have been updated from targets and actuals |
| **August** | 1,098 |
| **September** | 1,080 |
| **October** | 1,074 |
| **November** | 1,069 |
| **December** | 1,080 |
| **January** | 1,063 |
| **February** | 1,050 |
| **March** | 1,078 |
| **April** |  |
| **May** |  |
| **June** |  |