



Request for Quotation (RFQ) – Autism Consultant

The ESCCO/OCALI seeks an **Autism Consultant** to work with the Autism Center at OCALI.

Release Date: Monday, July 31, 2017

Deadline: Monday, August 14, 2017 at 12:00 p.m. EST.

Who Are We?

The Ohio Center for Autism and Low Incidence (OCALI), a project of the Educational Service Center of Central Ohio, is an organization that serves families, educators, and professionals working with students with autism and low-incidence disabilities, including autism spectrum disorders, multiple disabilities, orthopedic impairments, other health impairments, and traumatic brain injuries.

Based on a respect for individuals with autism and low incidence disabilities and our belief in their right, need, and desire to achieve their full potential, OCALI's mission is to build state and system-wide capacity to improve their outcomes through leadership, training and professional development, technical assistance, collaboration, and technology.

What Is Our Work?

The Autism Center at OCALI serves as a clearinghouse for information on research, resources, and trends to address the autism challenge. The center offers training, technical assistance, and consultation to build professional and program capacity to foster individual learning and growth.

Statement of Purpose

The purpose of this Request for Quotation (RFQ) is to obtain competitive offers and qualifications from individuals interested in providing consulting services for the Autism Center at OCALI.

Intellectual Property

The ESCCO on behalf of OCALI is the sole owner of all content and materials developed under this RFQ. OCALI retains the distribution rights to any content or materials to exercise as it deems appropriate. Selected evaluators may not use, reuse, distribute, publish, or base derivative works upon such materials without the express, prior written consent of the ESCCO.

Request for Quote – Scope of Work

Serve as an **Autism Consultant** for the **Autism Center** at OCALI including:

- Provide presentations and technical assistance working with identified State Support Team regions as requested by the OCALI Autism Center Program Director
- Provide consultation services to customers through collaboration on OCALI Autism Center contracts
- Attend meetings as requested
- Provide technical assistance to identified District Autism Teams
- Collaborate on development of materials and web-based resources
- Serve as subject matter expert for ASHA on behalf of OCALI

Requirements for Proposal Quote

Please submit the following as part of the official quote (organize and label sections accordingly):

1. Technical Proposal
 - a. Cover page, including name, title, contact information, biography, and proposal summary signed by the respondent;

- b. Capacity: Supporting documents, including, but not necessarily limited to, staff resumes and two professional letters of recommendation, to demonstrate the candidate's skill and prior success in providing similar services
 - c. Narrative response illustrating the Contractor's qualifications and/or background and how the Contractor would use their expertise to meet the deliverables and objectives outlined in the Scope of Work
2. Cost Proposal
- a. Pricing structure – outline pricing for services required to meet the requirements of the scope of work including itemized quote.

PLEASE NOTE:

- *Responses must follow the prescribed format or they shall be deemed non-responsive. Incomplete or late responses may be removed from consideration.*
- *The cover page must be signed by the respondent.*
- *Proposals should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide complete presentation.*
- *Any proprietary material submitted with the proposal that is considered confidential by the bidder must specifically be so identified, and the basis for such confidentiality must be specifically set forth in the proposal.*
- *Submission of quote does not constitute any type of binding Agreement or Contract between ESCCO/OCALI and respondent.*
- *ESCCO/OCALI assumes no responsibility for any cost incurred in developing a response to this RFQ.*
- *ESCCO/OCALI reserves the right to accept or reject responses to this RFQ at its sole discretion.*
- *ESCCO/OCALI's decision is final with respect to the awarding of this Contract.*

Proposal Submission

Email electronic copies of the quote Kim Finnerty, kim_finnerty@ocali.org. Please label clearly in the subject line to clarify if it is a response to the RFQ. The quote must be received by **Monday, August 14, 2017 by 12:00 pm.**

If submitting hard copies, a print version may be U.S. mailed or delivered to:

OCALI
Autism Consultant RFQ
c/o Kim Finnerty
470 Glenmont Avenue
Columbus, Ohio 43214

Questions about this RFQ should be submitted in writing to Kim_Finnerty@ocali.org by **3:00 pm on Friday, August 4, 2017.** Please use the subject line OCALI Transition RFQ.

RFQ Process Schedule

Activity	Date
Release of RFQ	Monday, July 31, 2017
Final Date for Receipt of Questions by 3:00 pm	Friday, August 4, 2017
Final Date for Official Responses to Questions	Wednesday, August 9, 2017
Proposals Due by 12:00 pm EDT	Monday, August 14, 2017
RFQ Award Announced	Wednesday, August 16, 2017

Duties

Contractor shall hold himself/herself/itself available to render, and shall render at the request of the ESCCO/OCALI, the services set forth in the scope of work above for the benefit of the ESCCO/OCALI. Contractor shall devote such time as may be reasonably required to perform Contractor's duties under the contract. Contractor will maintain, for the duration of the Contract, any certificate or license required by law to perform the services required by this RFQ.

Contractor shall perform all services with reasonable care, skill, and diligence as would normally be provided by an experienced consultant and in accordance with industry standards.

Other Requirements Include

Contractor must provide a W-9 with a valid EIN or be registered with the Ohio Secretary of State.

Contractor must complete the Standard Affirmation & Disclosure Form to abide with Executive Order 2011-12K affirming no services of the contractor or its subcontractors under this Contract will be performed outside the United States.

Contractor shall secure professional liability insurance and any other insurances required by law.

At the Contractor's sole cost, Contractor shall maintain a comprehensive knowledge regarding technologies required to meet the terms of the contract. Contractor shall, at all times during the term of this Contract and at Contractor's own expense, comply with all applicable federal, state, and local laws, rules and regulations, and shall maintain in force all licenses and permits required for performance under this Contract.

Contractor shall be responsible for the purchase and use of all equipment necessary to perform the Services, except that ESCCO/OCALI may elect to provide Contractor access to a computer and/or computer network in order to facilitate Contractor's secure access to, and provision of, information related to the performance of Contractor's duties and to facilitate communication with ESCCO/OCALI. Any access to or use of ESCCO/OCALI computers or computer networks shall be subject to all ESCCO/OCALI policies governing such use by ESCCO/OCALI employees.

Finding for Recovery

Contractor represents that he/she/it is not subject to any unresolved findings for recovery resulting from an audit conducted by the Auditor of State between January 1, 2001 and the present time. Contractor further represents that neither the Contractor nor any of its principal officers are listed in the Auditor of State's database of persons' subject to such findings.

Evaluation

At its discretion, the ESCCO/OCALI is not required to select the Contractor that submits the lowest cost proposal for providing the services. Instead, the ESCCO/OCALI intends to select the Contractor submitting the proposal deemed by the ESCCO/OCALI to be in the ESCCO/OCALI's best interest. In making its selection, the ESCCO/OCALI may consider any other information, including information not requested in this RFQ or not included in the proposals received.

In the event the ESCCO/OCALI is unable to negotiate a satisfactory contract with the top ranked Contractor, the ESCCO/OCALI may terminate negotiations with that Contractor and enter into negotiations with the Contractor submitting the proposal ranked next best. This RFQ is not and shall not be construed as an offer of a contract by the ESCCO/OCALI. Any contractual arrangement will be evidenced solely by a Contract authorized by the ESCCO/OCALI.

Notification

All applicants will receive notification of the awarded contract by Wednesday, August 16, 2017. Notification will be sent to the primary contact by email.

The ESCCO/OCALI reserves the right to reject any and all proposals where the contractor takes exception to the terms and conditions of the RFQ or fails to meet the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in the RFQ.

The ESCCO/OCALI reserves the right to reject, in whole or in part, any and all proposals where the ESCCO/OCALI, taking into consideration factors including but not limited to, price and the results of the evaluation process, has determined that award of a contract would not be in the best interest of the ESCCO/OCALI or the state.

- Past performances as reflected by the evaluations of previous clients with respect to factors such as control of costs, quality of work, meeting of deadlines, and other similar factors;
- The services offered are not in compliance with the requirements, specifications, and terms and conditions set forth in the RFQ;
- Pricing offered is considered to be excessive in comparison with existing market conditions or exceeds the available funds of the state; or
- It is determined that award of a contract would not be in the best interests of the state.

The ESCCO/OCALI may award a contract in whole or in part to one or multiple contractors. Notice of any potential partial and/or multiple party award(s) shall be provided in the RFQ.