



## **Request for Quotation (RFQ) – Consultant to serve as Project Coordinator**

The ESCCO/OCALI seeks a quotation for a **consultant to serve as Employment First Transition Framework Project Coordinator** for the ***Employment First Transition Framework and State Level Alignment and Training*** project with the Lifespan Transition 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 Lifespan Transitions Center at OCALI offers resources, training, technical assistance, and consultation to support the successful transition of individuals with autism and complex disabilities throughout their school careers and into their adult lives. Resources address community living and employment.

### **Statement of Purpose**

The purpose of this Request for Quotation (RFQ) is to obtain competitive offers and qualifications from consultants interested in serving as the Project Coordinator for the Employment First Transition Framework Project with the Lifespan Transition 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**

Consultant serving as the Project Coordinator for the ***Employment First Transition Framework and State Level Alignment and Training*** project with the Lifespan Transition Center at OCALI will:

- Develop, plan, and implement the 2017-18 TEAM MAP to Employment professional development series in up to 3 cohorts in on-site meetings, webinars, and technical assistance
- Travel throughout Ohio to provide training, technical assistance, and attend meetings
- Assist the Project Manager to complete other deliverables associated with the Employment First contract as requested
- Respond to emails and phone calls for information and technical assistance on TEAM MAP to Employment and other Realizing Employment First for Youth Activities.

### **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 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](mailto: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  
Consultant – OCALI Transition 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](mailto: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.

