



Request for Quotation (RFQ)

The ESCCO/OCALI seeks a quotation for a consultant to serve as Project Coordinator for the *What Works for Work: Evidence Based Transition Practices and Predictors for Youth Success* project with the Lifespan Transition Center at OCALI

Release Date: Tuesday, December 6, 2016
Deadline: Tuesday, December 20, 2016 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.

Further, we believe that families, as well as professionals, play a critical role in promoting the highest possible achievement of each child. To that end, we see connection and partnership with families as vital to the success of each individual at school and in the community.

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 What Works for Work project with the Lifespan Transition Center at OCALI.

Contact Information

Contact: Sheila Smith
Role: Assistant Director
Email: Sheila_smith@ocali.org
Phone: 614.410.0338
Address: OCALI
470 Glenmont Ave.
Columbus, Ohio 43214

Elements of Response

Responses to the RFQ must include a comprehensive description of the applicant's qualifications.

Responses must include all of the elements below in the following order:

- Cover Page including primary contact name, title, and mailing address; biography and proposal summary
- Names, title, and experience of Key Personnel who will provide services
- Resume of Key Personnel
- Minimum of two (2) professional references/letters of recommendation from current or previous clients
- Evidence of successful service of similar size, scope, and complexity
- Hourly labor rates for services
- Narrative response illustrating 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
- Itemized quote outlining services and cost associated with such services with authorized signature and date. An electronic signature is acceptable.
- Overall cost of products/services

Responses must follow the prescribed format or they shall be deemed non-responsive. The cover page must be signed by the respondent. The entire proposal must not exceed 20 double spaced pages using Arial 11-point font.

Submission

Email electronic copies of completed responses and all necessary attachments to:

Sheila Smith, Assistant Director, OCALI
sheila_smith@ocali.org

A print version may also be mailed or delivered to:

OCALI
What Works for Work RFQ
470 Glenmont Avenue
Columbus, Ohio 43214

- Incomplete or late responses may be removed from consideration.
- ESCCO/OCALI reserves the right to interview respondent prior to awarding the contract.
- 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.
- Questions about this RFQ should be submitted in writing to sheila_smith@ocali.org by 12:00 p.m. EST, Tuesday, December 13, 2016. Please use the subject line Project Coordinator, What Works for Work RFQ. Note: Responses to questions received will be shared with all applicants via email and posted at www.ocali.org.

Key Dates and Deadlines

Tuesday, December 6, 2016

- Release of RFQ – **Project Coordinator** for the ***What Works for Work: Evidence Based Transition Practices and Predictors for Youth Success*** project with the Lifespan Transition Center at OCALI

Tuesday, December 6, 2016 – Tuesday, December 13, 2016 at 12:00 p.m. EST

- Inquiry Period

Tuesday, December 20, 2016

- Responses to RFQ due by 12:00 p.m. EST

Friday, January 7, 2017

- Applicants will be notified of the status of their RFQ

Monday, January 9, 2017

- Awardee's Contract start date

Friday, December 29, 2017

- Awardee's Contract end date

Contract Dates

January 9, 2017 – December 29, 2017

Scope of Work and Contractor Duties

Consultant serving as Project Coordinator for the ***What Works for Work: Evidence Based Transition Practices and Predictors for Youth Success*** project with the Lifespan Transition Center at OCALI will:

- Plan and implement the 2017 What Works for Work: Evidence Based Transition Practices and Predictors for Youth Success professional development series for up to 2 cohorts of teams in on-site meetings and webinars.
- Travel throughout Ohio to provide training, technical assistance and attend meetings related to the work.
- Assist the Project Manager in completing other deliverables associated with the What Works for Work contract as directed.
- Respond to emails and phone calls for information and technical assistance to cohort team members.
- Coordinate with the project Data Consultant to develop data collection systems, communicate progress, and create recommendations for future professional development.
- Coordinate with the Project Manager to develop required quarterly progress reports for the grant funder.

Contractor shall hold himself/herself 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

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 comprehensive knowledge regarding evidence-based practices and systems practices leading to positive outcomes for students.

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

Selection of Contractor will be based on the following criteria:

- Contractor's commitment to the Scope of Work
- Narrative response describing the Contractor's competence to perform the required services as indicated by the training, education, and experience of the Contractor's personnel, especially the training, education, and

experience of the employee(s) who would be assigned to perform the services

- Ability in terms of workload and availability of qualified personnel to perform the required services competently and expeditiously
- Narrative response describing how Contractor would use its expertise to meet the deliverables and objectives outlined in the Scope of Work
- Evidence of successful implementation of services provided within the last 12 months that are similar to those outlined in the Scope of Work
- References: Past performances as reflected by the evaluations of previous clients with respect to factors such as control of costs, quality of work and meeting of deadlines; and other similar factors
- Additional equipment and/or services offered beyond those listed in the RFQ
- Labor rates for services
- Overall cost of products/services

Additional considerations:

- Ohio-based business OR business located outside Ohio but with a local office

Discussions and/or negotiations may be conducted with Contractors who submit proposals for the purpose of clarification and/or correction, including any revisions that may occur during negotiations, to assure full understanding of and responsiveness to the requirements, terms and conditions and specifications of the RFQ. Contractors shall be accorded fair and equal treatment in any clarification and/or correction and/or negotiation process.

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 Friday, January 7, 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 and meeting of deadlines; and other similar factors
- The supplies and/or services offered are not in compliance with the requirements, specifications, and terms and conditions set forth in the RFQ; or
- 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.