

Ohio Department of Developmental Disabilities
Grant Opportunity

Request for Proposal (RFP)

Building Group Employment Supports Capacity – SFY 25
July 1, 2024- June 30, 2025

Proposals must be submitted by 12:00pm 6/6/2024
Proposals received after this time will not be scored.

All proposals and correspondence must be sent
to DODD.Grant.Applications@dodd.ohio.gov

DODD Mission & Guiding Principles

The Ohio Department of Developmental Disabilities is committed to improving the quality of life for Ohioans with developmental disabilities and their families.

DODD will:

- Create less complex service delivery, with fair and logical payment systems that are federally compliant
- Continue to be good stewards of limited resources
- Provide quality outcomes through a combination of people and processes
- Design service delivery models in response to choices made by the people served, in alliance with community supports
- Develop a system-wide vision and long-range strategic plan by listening to our funding partners, constituents and stakeholders

Project Background

Adult Day and Employment Services have evolved rapidly in Ohio in the past few years. Provider organizations are changing programs and practices as they respond to multiple and complex demands from federal and state authorities, advocacy organizations, and people with disabilities and their families. To build on our progress, the Ohio Department of Developmental Disabilities convened a representative group of planners to help us design strategy steps going forward.

The Blueprint for Adult Day and Employment Services Work Group worked in 2020/21 to create recommendations to make necessary improvements, updates and changes to adult day support services and competitive, integrated employment supports.

The “DODD Blueprint Proposal Improving Adult Day Support Services, Transportation Services, and Strengthening Competitive Integrated Employment Outcomes” was published in July 2021. From this planning document, Blueprint Implementation Teams were formed. Since then, two Blueprint proposals have been created to address changes needed to Adult Day and Employment Supports.

The Blueprint work continues through the established Rule and Waiver, Communications, and Training/TA Implementation Teams, and through two quality improvement initiatives for Adult Day and Employment Supports.

The next phase of the Blueprint work includes building capacity for our Group Employment Supports service to increase access and utilization of this service.

Purpose

DODD is seeking proposals from eligible applicants to work with a selected Subject Matter Expert (SME) to develop a business model that will support expanded capacity within the HCBS waiver service, Group Employment Supports. This grant will require the development of an implementation plan with identified goals and milestones. The overall objective of this RFP is to

support DODD-certified providers as they expand their organizational structures and fiscal strategies to incorporate Group Employment Supports into the vision of their organization.

Eligible Applicants & Minimum Qualifications

Any agency provider in Ohio that is certified by DODD, pursuant to OAC 5123:2-2-01, in Group Employment Supports may apply to participate.

Contractor shall not be subject to an “unresolved” finding for recovery under Section 9.24 of Ohio Revised Code or currently under suspension or proposed revocation by the Ohio Department of Medicaid or the Ohio Department of Developmental Disabilities.

Scope of Work

In order to support the above stated purpose of the project, grantees will complete the following deliverables:

Business Plan

Selected providers will be matched with a Subject Matter Expert (SME) and will then bring together key organizational staff, including executive leadership teams, families and individuals with disabilities, board members, and other stakeholders, to develop an integrated business plan that details the mission, vision, structure, and financial sustainability of their organization as they incorporate Group Employment Supports into their service delivery model. The business plan should include the following:

1. An outline of steps taken to develop relationships with businesses in the community.
2. A framework or template for drafting contracts with businesses.
3. Written strategies that have been used to support people with complex needs to be included in this service.
4. Written strategies that describe how Group Employment Supports can be individualized to meet the needs of the person and assist them to move forward towards their outcomes.
5. Specific training needed for DSPs and front-line supervisors to ensure success for those receiving this service.
6. How to acclimate to the work setting and comply with both the provider and businesses rules and regulations.
7. An outline or description of steps describing how to set up financial systems to meet the needs of the business and the provider agency.
8. A description of how people served, families, and staff will be involved in the creation and sustainability of Group Employment Supports including how the agency is preparing people, families, and staff for the expansion of Group Employment Supports.

The groups, guided by the SMEs, will come together for at least one on-site visit and a minimum of one time per month for remote technical assistance. Provider agencies will work with designated SMEs to develop a presentation on their business plan. This presentation will be shared with other stakeholders within the DODD system.

Deliverable Total: \$25,000

Budget

Provider agencies will work with SMEs to develop a comprehensive budget that will support their business plan and include individualized financial and programmatic strategies designed to assist the business as they expand capacity for Group Employment Supports.

Deliverable Total: \$15,000

Implementation Timeline & Milestones

The Implementation Timeline is a written document that outlines milestones that the provider agency must accomplish to implement their comprehensive, integrated business plan. The provider agency should also include the progress made during the grant period in this document. The Timeline and Milestones document should be created in a presentation format that will allow providers to communicate their business plan and financial strategies in order to educate providers on this process.

Deliverable Total: \$20,000

The Business Plan, Budget, and Implementation Timeline & Milestones documents shall be submitted to DODD for approval and shall remain the property of DODD at the end of the grant period.

The total grant agreement amount to each provider: \$60,000

Grant recipients will be required to meet quarterly with a designated Community Life Engagement Project Manager to discuss successes, barriers, questions, and plans for the next quarter. **The Business Plan and Budget must be completed by January 31, 2025 and expenses submitted by February 28, 2025.**

Funding

- **Funding Source:** This grant is funded with state dollars.
- **Funding Methodology:** All proposals that meet the eligibility requirements will be scored; the highest scoring proposals will be funded until the total available funding for the project is awarded.
- **Project Period:** July 1, 2024 – June 30, 2025
- **Payment:** Grant payments are made when deliverables and activities are completed and sufficiently demonstrated in submitted support documentation.

Submission Process & Deadlines

Grant proposals, the Grant Application Form, and any other required documentation identified in this RFP must be **received** electronically in the DODD.Grant.Applications@dodd.ohio.gov inbox no later than 12:00pm, 6/6/2024. Grant documents received after 12pm will not be considered as part of the application. **Subject lines of emails must contain the applicant's organization name and the project name identified on the front page of this RFP.**

Timelines

Stage	Details
RFP Webinar	5/13/2024 at 1 pm
Requests for Clarification due to DODD	5/20/2024
Clarification from DODD due	5/27/2024
Proposals due to DODD	6/6/2024 at 12:00pm
Estimated Notification of Award	6/20/2024
Estimated Start Work Date	7/1/2024

Communications Prohibited

From the issuance date of this RFP, until a grant is awarded, there may not be communications concerning the RFP between any applicant who expects to submit a proposal and any employee of DODD involved in the issuing of the RFP or other person who is in any way involved in DODD's design and implementation of this project.

The only exceptions to this prohibition are communications provided through the inquiries process (described below), negotiations initiated by DODD after scores are finalized, and interviews conducted by DODD (as described below). DODD Grants Management may communicate with applicants in order to assist with technical difficulties, discuss the status of the applicant's OAKS ID prior to award, and inform applicants when proposals are received.

Inquiries

Prospective proposers/applicants may make inquiries or seek clarifications about the requirements contained in this RFP. To ensure an open bid process is maintained, all inquiries regarding this RFP must be:

1) provided in writing only via email to DODD.Grant.Applications@dodd.ohio.gov. Inquiries must be received by 5/20/2024. DODD will post responses to properly posed inquiries electronically by 5/27/2024 on the Grant Opportunities page of DODD's website (<https://dodd.ohio.gov/wps/portal/gov/dodd/about-us/grant-opportunities/>). Subject lines of emails must contain the applicant's organization name and the project name identified on the front page of this RFP.

2) made during an open call/webinar to be hosted on May 13, 2024 at 1:00pm. To participate in this call, please [register here](#).

Recordings of any webinars or video conferences hosted by DODD for this RFP will be posted to the Grant Opportunities page of DODD's website.

Selection Process

Proposals will be selected using a competitive process. DODD shall not consider grant proposals that do not include all of the required documents identified in this RFP. **All required documents must be clearly labeled by the applicant, or they may not be considered.** DODD shall not consider proposals received after the submission deadline, or for any other requirement identified in this RFP that is not met. Proposals eligible for review shall be scored in accordance with the procedures set forth in this RFP. All proposals will be reviewed and scored by a Proposal Review Committee, which shall include at least two representatives from DODD.

DODD reserves the right to negotiate with applicants **after scores are finalized** by the Proposal Review Committee. Any information provided when negotiating shall not change finalized scores for any applicant. Any negotiated terms must fall within the scope of this RFP.

Other Requirements

Interview

Applicants may be requested to participate in an interview as part of the evaluation process. DODD reserves the right to select from responding applicants for interviews and may not interview all applicants submitting proposals. The applicant shall bear the cost of travel to any scheduled interview.

Proposal Costs

Costs incurred in the preparation of this proposal and any subsequent grant agreements are to be borne by the applicant. DODD will not contribute in any way to the costs of preparation. Any costs associated with proposal review interviews will not be DODD's responsibility.

Proprietary Information

All proposals submitted shall become the property of DODD and will be public record. Proposals should not include information the applicant considers to be proprietary.

Contractual Requirements

1. Any agreements resulting from the issuance of this RFP are subject to the terms and conditions provided in the grant agreement. The information contained in the RFP and in the proposal submitted by the selected applicant are incorporated in and fully a part of the grant agreement.
2. Payments for all services provided pursuant to the grant agreement are contingent upon the availability of state and federal funds.
3. DODD reserves the right to award additional funds to Grantees to expand or extend projects selected for funding as a result of this RFP.
4. All aspects of the grant agreement apply equally to work performed by all subcontractors.
5. The grantee, and any subcontractor, will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in

the RFP. The grantee, and any subcontractor, agrees to be bound by the same standards of confidentiality, including federal and state statutory and regulatory requirements that apply to the employees of DODD and the State of Ohio.

Travel Costs

For RFPs requiring the submission of a project budget, travel cost should be encompassed within the cost of the deliverables. Travel is not to be listed separately. For the purposes of this RFP, travel includes all modes of transportation (airfare, taxi, car rentals, etc.), lodging expenses, the cost of communications (by phone, mail, e-mail or fax), and meals. When developing the project budget, applicants shall refer to the mileage reimbursement rates set forth by the [Ohio Office of Budget and Management](#). For lodging, meals & incidentals, applicants shall refer to the rates set forth by the [U.S General Services Administration \(GSA\)](#).

Unallowable Costs

All costs charged to grants awarded as a result of this RFP shall be in accordance with state and federal law, which includes costs determined as unallowable per Title 2 of the US Code of Federal Regulations, Part 200 (OMB Uniform Guidance). Specific unallowable costs are highlighted below, but shall not be construed as an exhaustive list:

Asset & Equipment: Asset and equipment costs should not be included in grant proposals. DODD will not contribute to the cost of asset and equipment purchases. Equipment is defined as any item (e.g. furnishing, IT device, machine, vehicle) with a per unit cost greater than \$1,000.

Food: DODD shall not reimburse costs related to the purchase of food. Applicants who wish to purchase food for an event or meeting shall not charge these costs to the grant and shall not incorporate food costs into their proposed grant budget.

Stipends & Gift Cards: DODD shall not reimburse grantees for gift cards or stipends paid to volunteers, program participants, etc. Applicants who wish to provide gift cards or stipends shall not charge these costs to the grant and shall not incorporate these costs into their proposed grant budget.

State of Ohio Supplier ID

DODD cannot issue a grant agreement to any organization that does not have a State of Ohio Supplier ID. Applicants must first obtain an Ohio ID by going to the following link: <https://ohid.ohio.gov/wps/portal/gov/ohid/create-account/>. Next, applicants must go to Ohio Pays to register as a supplier at <https://ohiopays.ohio.gov/getting-started/02-how-to-register/02-how-to-register> . Once both of these steps have been completed, the applicant will receive a supplier ID.

If a Supplier ID is not available prior to the submission of this grant application, the organization is encouraged to include proof with the submitted proposal that demonstrates the request to obtain a Supplier ID. It is the organization's responsibility to inform DODD of the

Supplier ID as soon as one is obtained by emailing DODD.Grant.Applications@dodd.ohio.gov and identifying the project name and year in the subject line of the email. In the event that a Supplier ID is not provided in a timely manner, DODD reserves the right to withdraw the organization's grant application from consideration or rescind a notice of award.

Ethical and Conflict of Interest Requirements

1. No grantee or individual, company, or organization seeking a grant shall promise or give to any DODD employee any item of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.
2. No grantee or individual, company, or organization seeking a grant shall solicit any DODD employee to violate any of the conduct requirements for employees.
3. Any grantee acting on behalf of DODD shall refrain from activities that could result in violations of ethics and/or conflicts of interest. Any grantee or potential grantee who violates the requirements and prohibitions defined here or of Section 102.03 or of Section 102.04 of the Ohio Revised Code is subject to termination of the grant or refusal by DODD to enter into a grant.

Obligation

Neither this RFP nor any applications received in response to this RFP shall create any obligation on the part of DODD to enter into an agreement with any applicant. The award of any agreement as a result of this RFP shall be at the sole discretion of DODD. DODD may amend, modify, withdraw, or terminate this RFP at any time.

Assurances

Compliance with Federal, State, and Local Laws

The Grantee shall comply with all applicable federal, state, and local laws and regulations in the conduct of the work hereunder.

Drug-Free Workplace

The Grantee agrees to comply with all applicable state and federal laws regarding a drug-free workplace. The Grantee shall make a good faith effort to ensure that all of its employees, while working on state property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

Equal Employment

Pursuant to Ohio Revised Code Section 125.111, the Grantee and any subcontractor, and any person acting on its behalf, will not discriminate, by reason of race, color, religion, sex, age, disability, national origin, sexual orientation, veteran status or ancestry against any person qualified and available to perform the work under this Agreement.

Ethics Laws

The Grantee, and any subcontractor, is currently in compliance and will continue to comply with the requirements of Ohio Ethics law as provided in Chapter 102 of the Ohio Revised Code and Executive Order 2019-11D.

Election Laws

The Grantee, and any subcontractor, is currently in compliance and will continue to comply with Ohio Elections law, Divisions (I) and (J) of Section 3517.13 of the Ohio Revised Code.

Findings for Recovery

The Grantee, and any subcontractor, is not subject to an "unresolved" finding for recovery under Section 9.24 of the Ohio Revised Code. If this warranty is deemed to be false, this Agreement is void and the party who is subject to the finding must immediately repay to the other party any funds paid under this Agreement.

Health Care Laws

Neither the Grantee nor its employees are excluded from participation under any federal health care programs. The Grantee shall notify the Department of any exclusions or other adverse action within five (5) business days of learning of such exclusion or adverse action.

Prohibition of the Expenditure of Public Funds for Offshore Services

No State Cabinet Agency, Board or Commission will enter into any agreement to purchase services provided outside of the United States or that allows State data to be sent, take, accessed, tested, maintained, backed-up, stored, or made available remotely outside (located) of the United States, unless a duly signed waiver from the State has been attained. Notwithstanding any other terms of this Agreement, the State reserves the right to recover any funds paid for services the Grantee, or their Subcontractor, performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights or remedies provided to the State in the Agreement.

Further, no State agency, board, commission, State educational institution, or pension fund will make any purchase from or investment in any Russian institution or company. Notwithstanding any other terms of this Agreement, the State reserves the right to recover any funds paid to Grantee for purchases or investments in a Russian institution or company in violation of this paragraph. The provisions of this paragraph will expire when the applicable Executive Order (2022-02D) is no longer effective.

The Grantee must complete the attached Standard Affirmation and Disclosure Form (2019-12D & 2022-02D) affirming the Grantee understands and will meet the requirements of the above prohibition. During the performance of this Agreement, if the Grantee changes the location(s) disclosed on the Affirmation and Disclosure Form, Grantee must complete and submit a revised Affirmation and Disclosure Form reflecting such changes.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Covered Subcontractor Transactions

The prospective grantee certifies, by submission of this proposal or contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Proposal Checklist

The following items must be **clearly labeled** and received by DODD by the deadline established in the RFP in order to be eligible for scoring:

- Completed Grant Application Form
 - Applicants registered as non-profit organizations must also include a copy of the Form 990 currently filed with the Internal Revenue Service.
 - *Reminder: A State of Ohio Supplier ID is required in order to receive an award.*
- Completed Standard Affirmation and Disclosure Form
- Letter of support by the head of the applicant organization. The letter shall include:
 - A description of why the organization is being supported to apply for this grant.
 - How this project supports the vision for the future of your organization.
- Project Timeline
- Proposal submissions not to exceed 10 pages, not including required forms.

Project Proposal

The Project Proposal must include a:

- 1) Description of the activities & deliverables planned for the project
- 2) Project timeline

Applicants should incorporate the following into the proposal:

- Agency name, letter of support from the head of the organization, project lead within organization, mission/vision statement, service structure, service area, total served, and other pertinent information.
- A detailed description of how the organization will build and expand in the area of Group Employment Supports as it relates to the benefiting people served in the developmental disabilities service system including:
 - A description of the current organizational structure and how it will support this type of change.
 - A description of the current business model and governance structure and how it lends itself to a successful business model change.

- Outline how this project would align with the organization's current strategic plan.
- A thorough description of who will benefit from capacity building for Group Employment Supports, including estimated number of people impacted, outcomes, and return on investment.
- Timelines for completion of each action step identified in the plan.
- A description of the long-term sustainability plan for expansion of Group Employment Supports.
- How the organization will build capacity of staff and the people they serve related to Group Employment Supports.
- A description of the data collection method to indicate how the expansion of Group Employment Supports has assisted people to gain skills, have experiences that assist in moving towards outcomes, and move along their path to community employment.

Scoring

Each application will be evaluated on a scale of 0-5 by the following criteria:

- Clarity (20%): Assessing clarity includes how easily can the scoring team understand what outcome(s) the project is trying to achieve, the activities and deliverables that will be completed during the project period, and the resources (e.g. people, funding, etc) required to complete this work.
- Impact (25%): To assess the impact of the project, the scoring team should understand how the activities and deliverables identified in the proposal relate to the desired outcomes, the population targeted in your proposal, the estimated number of people served, etc.
- Budget (25%): The evaluation of the budget includes a clear description of the resources needed to complete the proposed project, whether the costs are reasonable and clearly justified, and whether the budget includes any costs identified as "unallowable" in this RFP?
- Return on Investment (30%): Looking at the impact and proposed budget, what is the assessed return on investment of this proposed project?

Applications not to exceed 10 pages, not including required forms. DODD reserves the right to deduct points for proposals that exceed the page limitations set forth in this RFP.