

St. Louis Office for Developmental Disability Resources

REQUEST FOR PROPOSAL:

The St. Louis Office for Developmental Disability Resources (DD Resources) is seeking proposals from organizations to provide the administrative oversight and monitoring services for the Pre-Employment (Habilitation) program.

Closing Date: Submit an electronic copy in PDF format no later than 5:00 p.m. on Thursday, December 22, 2016.

Submit To: dgoldbaum@stlidd.org

**Richard Goldbaum
Interim Executive Director**

Questions regarding the RFP can be directed to Richard Goldbaum at (314) 421-0090, extension 337.

I. Purpose and Scope

DD Resources is seeking an organization to assume the role as the administering agency for the Habilitation program. The selected organization will oversee all administrative and monitoring services required to operate the program.

The organization selected for this project will demonstrate its ability to:

- Process annual service requests from St. Louis Regional Office and DD Resources case managers.
- Implement an efficient billing and tracking system for issuing payments to the independent habilitation providers.
- Process over 200 payments per month for approximately 275 families that use this service each fiscal year.
- Periodically contact the independent providers of the service to ensure that the program is implemented as intended and that the independent providers are paid by the families at the rate determined by DD Resources.
- Provide financial and program status updates to DMH and DD Resources as requested.
- Meet program outcomes as determined by the organization, DMH and DD Resources.
- Implement a fraud review process.
- Assume responsibility for the administration of the Habilitation service no later than February 15, 2017.

II. Background

Habilitation Services are defined as Short-Term Temporary Training for the individual with the disability. During the training time, the family/primary caregiver should take a break from the day-to-day care of the person with the disability. The training for the individual should be related to daily living skills such as eating, shopping, dressing, or other skills related to pre-employment.

This program receives joint funding from DMH (\$302,455) and DD Resources (\$209,383) for a total FY16/17 award of \$511,838. This funding is for the payment of habilitation services as well as administrative expenses associated with operating the program. As of September 20, 2016, \$207,509 has been expended.

III. Instructions to Applicants

A. Proposal Content Requirements: All proposals must be submitted in the following format and include all of the required information.

1. Applicant information: On a cover sheet to the proposal, provide official name, address, phone number, and email address of the applicant, as well as the name of the principal contact person and the name and title of the person authorized to execute the contract.
2. Qualifications: Identify the key individuals who will have primary responsibility for the implementation and management of this project, and state their relationship to the organization. Include experience with similar engagements, as well as the extent of time to be spent on this project, and job responsibilities.
3. Bid: Provide a “not to exceed” bid of the projected administrative expenses required to operate this program.
4. Signature of Responsible Persons: Proposals must be signed by an authorized individual(s) of the applicant organization and include the name, title, address, telephone number and email address of the individual(s) with authority to negotiate and contractually bind the organization.
5. Proposals Guidelines: Proposals must be completed within the guidelines of the RFP. All proposals received will be considered to be in final form. Supplemental information will not be considered after the deadline for submission of proposals unless requested by DD Resources.

Closing Date: **Submit an electronic copy** in PDF format no later than 5:00 p.m. on Thursday, December 22, 2016. All proposals received will be considered in final format.

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6. The final report will be presented for recommendation to the full board.
7. If there are any unforeseen circumstances and/or events that exceed the scope of this RFP, prior DD Resources approval is necessary for any timeline and/or cost changes.

IV. Review of Proposal

- A. The Interim Executive Director may request a meeting with those organizations best representing the needs as described in this RFP.
- B. The Interim Executive Director will forward to the full Board a recommendation regarding which proposal should receive the award.
- C. Proposals will be reviewed by DD Resources in accordance with the following weighted criteria:
 1. The proposed approach to the scope of work
 2. The level of experience of the individual(s) identified to work on this project
 3. The organization's experience with similar projects
 4. The total proposed cost of operating the program