

REQUEST FOR PROPOSALS

Proposals for adult physical therapy training/services by the Portage County Board of Developmental Disabilities (herein after referred to as the Board) will be accepted at the Board's Dennis M. Coble Administration Building, 2606 Brady Lake Road, Ravenna, Ohio 44266 until 10:00 a.m. Eastern Standard Time (EST) on May 9, 2018.

All proposals received by 10:00 a.m. Eastern Standard Time on May 9, 2018 will be opened and tabulated starting at 10:00 a.m. EST in the Conference Room of the Dennis M. Coble Administration Building, 2606 Brady Lake Road, Ravenna, Ohio 44266.

Specifications for the proposal may be obtained at www.portagedd.org/files/ptrfp2018.pdf or by contacting Diane Cotton, Director of Business Management, at dianec@portagedd.org.

Each proposal shall contain the full name of every person and company interested in the same and must be sealed in an envelope and endorsed with the identification "PT PROPOSAL."

The Board reserves the right to reject any and all proposals.

Gina Brown, Superintendent

Advertisement in Paper: April 23, 2018

Pre-Proposal Meeting: May 2, 2018 10:00 am

Proposal Due: May 9, 2018 10:00 am

Portage County Board of Developmental Disabilities

REQUEST FOR PROPOSAL

for

Physical Therapy Services For Adults

Proposals are to be addressed and delivered to the office of:

Portage County Board of Development Disabilities
2606 Brady Lake Road
Ravenna, Ohio 44266

ATTN: Diane Cotton, Director of Business Management

dianec@portagedd.org

Until 10:00 a.m. on May 9, 2018, at which time The Portage County Board of Developmental Disabilities will cease accepting proposals.

INTENT

The Portage County Board of Developmental Disabilities (Board) is seeking proposals for Physical Therapy services at an hourly rate for Board-eligible adults as identified in the individual service plan (ISP) for the period June 1, 2018 through May 31, 2019.

SCOPE of SERVICES

1. The successful vendor will serve as the Trainer/Provider of Habilitative Physical Therapy Services according to the needs of the program participants as specified in the ISP and rules and regulations for provision of such services. Referrals will be made by the Board Superintendent or his/her designee. These services will take place in the individual's home or other natural settings through coaching/training the family, guardian, direct care staff or other supports to carry out strategies during the individual's daily routines.
2. The successful vendor will participate as a member of the adult's interdisciplinary team and will attend meetings as requested by the applicable Service and Support Administrator. The vendor will also provide written reports of services provided in compliance with Medicaid standards.
3. The successful vendor will provide professional services by a Licensed Physical Therapist Assistant with the oversight of a Licensed Physical Therapist or by a Licensed Physical Therapist as required by the state of Ohio. Services will be provided according to the ISP designated needs of the individual and rules and regulations for the provision of such services as referred by the Superintendent or his/her designee. The estimated number of hours needed for Physical Therapy services is between 0-25 hours/week. This is not guaranteed but based on the needs as determined by the individual's ISP.
4. The successful vendor will bill the Board monthly on an hourly fee for services based on program needs and the supporting ISP outcomes. The days and times will vary depending on caseload. The actual number of hours per week will be decided by a Licensed Physical Therapist based on service needs, in conjunction with the Board Superintendent or his/her designee. Services and billing will be categorized as follows:

 Licensed Physical Therapist Services
 Licensed Physical Therapist Assistant Services
5. The successful vendor will be responsible for discipline-specific evaluation/assessment tools.
6. The Board will not be responsible for providing specialized equipment.
7. The successful vendor will provide and maintain documentation in compliance with the Department of Developmental Disabilities (DODD) rules and regulations and Medicaid requirements.

8. The successful vendor will be required to have staff travel throughout Portage County, Ohio.
9. Travel costs and time shall be the responsibility of the vendor and shall be incorporated into the service hourly rate and not billed separately to the Board.
10. Documentation time shall be incorporated into the service hourly rate and not billed separately to the Board.
11. The successful vendor will be required to enter into a contractual agreement with the Board.

VENDOR INSURANCE

The vendor shall be responsible for maintaining insurance coverage in force for the life of the awarded contract of the kinds and adequate amounts listed below. The insurer shall provide the Portage County Board of Developmental Disabilities with the Certificates of Insurance signed by an authorized representative of the insurance company at the inception of the contract.

Professional Liability Insurance: The vendor shall carry Professional Liability Insurance. A per occurrence limit of \$1,000,000 is required.

Workers Compensation: The Vendor shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with limits as set forth by law.

Commercial General Liability Insurance: The Vendor shall carry Commercial General Liability Insurance. A per occurrence limit of \$1,000,000 is required. The Aggregate limit will not be less than \$2,000,000. Any deviations less than the limits noted above must be identified.

HIPAA COMPLIANCE

The successful vendor must abide by Federal HIPAA regulations, state laws and Board Policy regarding confidentiality.

PRE-PROPOSAL MEETING

A pre-proposal meeting will be held in the Board Dennis M. Coble Administration Building, 2606 Brady Lake Road, Ravenna, Ohio 44266 on May 2, 2018 at 10:00 a.m. to allow vendors to ask questions and receive clarification on the services.

PROPOSAL REVIEW AND EVALUATION

Proposals will be reviewed based on each vendor's responsiveness to the terms and conditions of the RFP, their compliance with the stated specifications and hourly rates proposed. The award shall be made to the vendor whose proposal "best meets" the needs of the Portage County Board of Developmental Disabilities. Factors considered shall include but not be limited to the vendor's demonstrated financial stability, managerial ability, operational ability, support and resources available to best serve the Portage County Board of Developmental Disabilities. Only proposals from financially responsible organizations/vendors, as determined by the Board shall be considered.

The vendor will include a completed proposal contact information and summary sheet (Attachment A) with their proposal.

The Portage County Board of Developmental Disabilities reserves the right to waive formalities in proposal process and/or proposals, and/or to reject any and all proposals.

AWARD AND DELIVERY

The Portage County Board of Developmental Disabilities plans to award a contract to the successful vendor at the May 16, 2018 Board meeting. Notification will be officially provided by May 18, 2018.

DATE SUMMARY

Pre-Proposal Meeting:	May 2, 2018 at 10:00 a.m.
Proposal Deadline:	May 9, 2018 at 10:00 a.m.
Board Meeting to Accept Proposal:	May 16, 2018

ATTACHMENT A

PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES PHYSICAL THERAPY PROPOSAL CONTACT AND SUMMARY INFORMATION FORM

The successful vendor will provide a detailed proposal description along with this completed form.

Hourly Rate for Licensed Physical Therapist Services \$ _____

Hourly Rate for Licensed Physical Therapist Assistant Services \$ _____

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Federal ID Number: _____

I certify that I am authorized to negotiate on behalf of the above named firm for purposes of this proposal request.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____