

TO: Potential Proposers

FROM: Montana Department of Public Health and Human Services
Disability Services Division
Developmental Disabilities Program

SUBJECT: Request for Proposals for Services

DATE: April 3, 2007

The State Of Montana, Department of Public Health and Human Services (Department), is seeking interested entities to provide in communities throughout Montana the following services for persons with developmental disabilities.

- 1) Part C family education and support (Part C), and
- 2) general fund family education and support (FES).

Case management services will be procured through a separate RFP process after a supplemental was issued on March 30, 2007. Subsequently, timelines for the case management RFP were adjusted and information requested for proposals was redefined.

Each of these services are to be provided through separate contract with the Department's Developmental Disabilities Program (DDP). The contracts are to be awarded on a competitive basis through a Request for Proposals process as required by 45 CFR Part 92 Subsection 92.36© & (d), 45 CFR Part 74 Subsections 74.43 and 74.44 and the Department of Public Health and Human Services policy published June 1, 1998.

The term for delivery of the contracted services will be from July 1, 2007 to June 30, 2008. Three one-year extensions of the contract may be available pending satisfactory performance during the initial term. The Request for Proposals (RFP) is attached and contains the information necessary for participating in the competitive process for selection of a contractor.

The Department has issued a notice requesting any party interested in providing one or more of these services notify in the manner requested the DDP by 5:00 pm on March 30, 2007 of the intent to submit a proposal or proposals in response to this request for proposals.

REQUEST FOR PROPOSALS
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
DISABILITY SERVICES DIVISION
DEVELOPMENTAL DISABILITIES PROGRAM

TO PROVIDE
PART C FAMILY EDUCATION AND SUPPORT (PART C),
AND
GENERAL FUND FAMILY EDUCATION AND SUPPORT (FES),

FOR PERSONS WITH DEVELOPMENTAL DISABILITIES
AND THEIR FAMILIES LIVING IN
COMMUNITIES THROUGHOUT MONTANA

March 2007

REQUEST FOR PROPOSALS

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I. GOALS OF THIS REQUEST FOR PROPOSALS

The services to be contracted for include

- Part C family education and support, and
- General fund family education and support (FES).

A detailed description of the services to be provided appears in Section II. These services, the number of persons currently in these services and the location of service provision are detailed in Section X.

Funds available are those appropriated by the Montana legislature. These services may be funded from the State General Fund, Medicaid under the Home and Community Based Waiver, Medicaid Targeted Case Management and Part C Early Childhood Education funds. The mix of funds is dependent upon the services being provided and the eligibility of the persons being served. The contractor is expected to meet all requirements of any funding source.

Any entity which has or can demonstrate the ability to deliver one or more of the fiscal and requested services and meet system requirements may submit a proposal or proposals to provide one or more of the services as specified in this RFP.

The term of the contracts is to be for a period of one year and will be in effect from July 1, 2007 through June 30, 2008. The contract may be extended for three (3) one (1) year periods if the parties agree to the extension and any necessary changes by prior to the end of the contracting period.

II. RFP PROCESS GENERAL INFORMATION FOR PROPOSERS

A. Compliance with Terms

Compliance with the terms of the RFP is necessary for the submission of a responsive proposal and for the performance of any of the proposed contracts.

The RFP contains the instructions governing the proposals to be submitted, the descriptions of the tasks to be performed, and the requirements necessary to undertake performance. The Department, acting through an evaluation committee and other personnel, will determine a proposer's compliance with the requirements of the RFP.

B. RFP Schedule

THE SPECIFIC DATES BY WHICH CERTAIN ACTIVITIES OR UPON WHICH CERTAIN EVENTS ARE TO OCCUR MUST BE SPECIFIED IN THIS PROVISION.

The following is the 2007 schedule of events for implementation of this RFP.

- 1) issue RFP - March 19;
- 2) notice of intent to propose due from potential proposers - March 30;
- 3) written questions due - April 6;
- 4) written answers distributed - April 13;
- 5) proposals due - April 19 at 5:00pm; and
- 6) intended contract award - May 14.

The department within its discretion may change any or all of the dates specified in this provision.

C. Principal State Personnel And Addresses

The procurement official responsible for the conduct of this RFP process is:

Jackie Emerson
Developmental Disabilities Program
Disability Services Division
Department of Public Health and Human Services
111 Sanders, Room 305
P.O. Box 4210
Helena, MT 59604-4210
Telephone: (406) 444-2995
Fax: (406) 444-0230;
E-mail: jemerson@mt.gov

Any and all communications of any proposer with the Department relating to this RFP must be directed to the procurement official.

The program staff that is the liaison for the purpose of administering the contract to be entered into is:

Chet Williams
Developmental Disabilities Program
Disability Services Division
Department of Public Health and Human Services
111 Sanders, Room 305
P.O. Box 4210
Helena, MT 59604-4210
Telephone: (406) 444-2995
Fax: (406) 444-0230;
E-mail: cwilliams@mt.gov

D. Notice Of Intent To Propose

The Department has initiated this request for proposals process through a published and distributed notice requesting that entities that intend to submit a proposal or proposals in response to this RFP give notice to the Department of that intent by 5:00 pm on March 30, 2007.

That notice requires a potential proposer to submit a notice to the Department of intent to propose. The notice must provide the proposer's full name, business purpose and address, expressly state the intention to submit a proposal, and denote which services for which a proposal or proposals will be submitted. The notice must clearly identify this RFP. Failure to submit a notice of intent to propose disqualifies a potential proposer from submitting any proposal.

E. Submission Of Proposals And Rejection Of Late Proposals

A proposer must submit its proposal as directed in this RFP.

A proposer must submit separate proposals for each type of service that it may desire to deliver.(FSSIN and TRIC together will comprise one type of service.)

A proposal must be received in its entirety no later than **April 19 by 5:00 pm.**

A proposal must be directed and addressed to the procurement official specified in Subsection C of this section.

A proposal must be submitted by mail, fax or personal delivery. All pages of a proposal submitted by fax must be received by the required date and time. Submission by e-mail is not permitted.

A proposal must include a statement identifying this RFP request with specificity and any subsequent addenda to this RFP.

6 copies of a proposal must be submitted.

The proposer is solely responsible for the timely delivery of the proposer's proposal. The Department does not waive delivery requirements due to failings in the mode of delivery selected by the proposer.

A proposal received after the date and time specified for submission of proposals is not accepted for consideration regardless of cause. A submitted proposal for which not all pages or attached materials are present at the date and time specified for submission of proposals is not accepted for consideration regardless of cause.

A late proposal is destroyed unless the proposer requests return of the proposal and agrees to pay the costs involved.

F. Withdrawal And Resubmission

A proposer may withdraw a proposal at anytime prior to the date and time the Department designates for the submittal of proposals. A proposal withdrawn prior to the date and time may be resubmitted in a modified form if done so within the time period allowed for submittal of proposals.

G. Compliance With The Terms Of This Request For Proposals

This RFP contains the instructions governing the submission of a proposal, the descriptions of the tasks to be performed, and the requirements necessary to undertake performance. The Department, acting through the designated procurement official, an evaluation committee, a division administrator and other personnel, determines a proposer's compliance with the requirements of this RFP.

The Department, in its discretion, may request:

- 1) further information, clarification or correction of obvious mistakes from any and all proposers at any stage in the RFP process,
- 2) a proposer to correct obvious mistakes or provide needed clarifications in a proposal either before or after the date for submittal.

A proposer may not unilaterally make changes in a submitted proposal after the date for submittal has passed except that the Department may allow, in its discretion, for changes to correct obvious, inconsequential mistakes or inconsistencies.

H. Proposal Format

A proposal must be written in a legible type, be organized by sections in accordance with this RFP, have numbered pages, and have a table of contents.

I. Rejection of A Submitted Proposal As Nonresponsive

The Department may reject any proposal that it determines fails to meet one or more of the requirements of the RFP, is not in the best interests of the Department or that is in any manner incomplete or irregular.

A proposal must meet basic requirements for delivery of services in order to be considered in the selection process.

A proposal may be found nonresponsive at any time during the selection process. Once a proposal is determined to be nonresponsive no further consideration is given in the

selection process to that proposal.

The Department will reject as nonresponsive any proposal when the cost is determined by the Department to be unrealistically low.

A proposal also may be found nonresponsive if it fails to meet the basic criteria for delivery of services. The basic criteria for delivery of services may include but is not limited to: performance of certain services by certain types of professionals or by persons with specified experience; possession of all requisite corporate and individual licensure, certification and other legally necessary requirements and approvals; requisite staffing and facility development and location for delivery to specified consumer populations or geographical areas; and a maximum limit to the costs of performance.

The Department, in evaluating the submitted proposals, first determines whether a proposal is responsive. A proposal may be rejected as nonresponsive and may receive no further consideration, if it: 1) is not presented substantively in the required format, 2) does not contain all the requested information, 3) contains clearly erroneous information, or 4) is deficient in any respect.

J. Proposer's Representations And Commitments

A proposer by submitting a proposal for consideration represents that this RFP has been read and is fully understood and that the submitted proposal is based upon the Proposer's understanding of the specifications, tasks and requirements described in this RFP.

This request for proposals along with the proposer's response to the RFP is to be incorporated into and made a part of the contract. Consequently, the provisions of this RFP and the Contractor's proposal are to be binding upon the Contractor.

The proposer by submitting a proposal agrees that, if it receives and accepts an offer to contract from the Department, it is to be bound by the terms of this RFP, the proposer's response to the RFP and the Department's contract along with any attachments to those documents.

A proposer further represents that it has the ability to deliver the services specified, to perform the tasks and responsibilities in accordance with the time lines presented in this RFP, and to deliver the services at no more than the costs specified in the Department's contract and the proposer's proposal.

K. Notice of Ambiguities, Inconsistencies Or Errors

Notice of any possible ambiguity, inconsistency or error in the RFP discovered by a proposer must be provided in writing to the Department's procurement official for this RFP prior to or at the time of the final date for the submittal of written questions.

L. Interpretations, Corrections Of Or Changes To This RFP

Any interpretation, correction of or change to this RFP made by the Department is to be made by written addendum. Any information provided or received in any other manner that purports to interpret, correct or change this RFP is not binding and may not be relied upon.

Any information received by a proposer that does not originate with the procurement official, is not in writing or is not shared with all proposers is not official, is not part of this RFP and may not be relied upon.

M. Proposers' Conference

A proposers' conference may be held at the discretion of the Department to provide parties interested in submitting proposals the opportunity to seek clarifications from the Department about the process and services.

A proposers' conference will be held if warranted. The decision to hold a conference will be made if more than one proposer indicates a need for such by April 4, 2007. If the need is indicated, the conference will be held on April 6, 2007 at a time and place to be announced.

Any party interested in potentially providing the services to be contracted for may attend the bidders' conference.

N. Presentation

Presentations may be required at a time and place designated by the Department.

O. Availability of Proposals

All proposals will be available for inspection during regular business hours. Please contact the Department's officer responsible for the conduct of this request for proposal process for further details.

P. Questions And Answers And Presentations

Proposers may submit written questions concerning the RFP process and the services to be provided. Written questions must be submitted by the due date for submittal of written questions. Questions submitted to the Department are to be in writing and directed and addressed to the procurement official as specified in Section F. The Department responds in writing to written questions and to questions received at the proposer's conference, if held. The questions and answers are distributed to those entities that have requested this RFP by the date specified in Subsection B of this Section.

Oral questions, other than those presented at the proposer's conference, if held, are not accepted.

Q. Public Access And Confidential Information

1. Public Access

A proposal, inclusive of the information within and attached to the proposal, is submitted for the purpose of evaluation and, if the proposer is successful, is then incorporated into the contract as one of the principal features defining and governing performance. Upon entry into a contractual relationship, the Department has the right to use or disclose the proposal and related information to any extent required by law.

All proposals and other information received in response to this RFP are available to the public, except for trade secrets as defined by the Uniform Trade Secrets Act, Title 30, Chapter 14, Part 4, MCA, corporate financial information, matters of personal privacy, and other confidential information as recognized in Montana law.

All proposals are available for inspection during regular business hours. Please contact the procurement official for further details.

The proposer's conference, if held, and the meeting of the evaluation committee are open to the public for observation.

2. Submission Of Confidential Information

Proposers are discouraged from submitting information for which there is a claim of confidentiality unless it is considered essential for proper evaluation of the application. The Department may not be able to enter into a contract with a proposer, if the proposer has claimed that proposal information is confidential, since the information is likely to be considered public information under Montana law.

The Department rejects as nonresponsive any proposal for which there is a claim of confidentiality for the proposed costs of service delivery or other information that is commonly recognized by the law to not be confidential in nature or, if recognized as confidential, is commonly available to the public based on the public interest in the right to know.

Upon receipt, proposal information is disclosed only to persons participating in the evaluation or contracting process until the proposal has been reviewed and all marked confidential information has been removed. After this review, all remaining proposal materials are open for public inspection and copying. Material marked as confidential may be released at a later date if it is determined that the material is not confidential or that, even if the material is confidential, the public interest in the right to know outweighs the confidentiality interest. In

addition, the Department may release any information for which there is a claim of confidentiality, if the information is available to the public without restriction from another source or has been released to the public otherwise by the proposer.

In order for a proposer to claim that information presented in the proposal is confidential, the following conditions must be met:

- 1) Information for which confidentiality is claimed must be clearly marked and separated from the rest of the proposal.
- 2) An affidavit from the proposer's legal counsel attesting to and explaining the claim of privacy for the information must be attached to the proposal.
- 3) A proposer making any claim for protection of information in a proposal as confidential must indemnify the Department in writing for the retention and costs of legal counsel and all other legal costs and fees necessary for and related to any defense of the claim of privacy.

Documents not meeting all of the requirements for protection from release based on confidentiality are available for public inspection, including copyrighted materials.

R. Costs Of Developing And Presenting Proposal

The cost of developing and presenting a response to this RFP is entirely the responsibility of the proposer and is not reimbursable by the Department.

S. Rights Reserved To The Department

While the Department intends to award a contract, issuance of this RFP and the conduct of the selection process is a discretionary act and does not commit the Department to the award of a contract.

The Department reserves the right to:

- 1) cancel or terminate this RFP process at any time;
- 2) communicate or negotiate at any time with one or more proposers;
- 3) request one or more proposers to clarify their proposal or to supply any additional material deemed necessary to assist in consideration of the proposal;
- 4) reject any or all proposals received; and
- 5) waive any procedural or substantive requirement of this RFP which it determines does not substantively impact in a negative way this RFP process or any or all of the proposers.

The right of the Department to waive a requirement of this RFP does not afford a proposer the right to unilaterally fail to comply with a requirement or to obtain a waiver of a requirement.

III. SYSTEM OVERVIEW

State of Montana's Developmental Disabilities Service System

The State of Montana purchases a variety of services for its citizens with developmental disabilities and their families in communities throughout Montana.

A belief in human dignity, that each person is unique and capable of development, is a cornerstone for the Montana Developmental Disabilities Program. Montana's direction for providing services to persons with developmental disabilities calls for more normal and less institutional program settings, integration with non-handicapped persons, and individual participation in decisions concerning their lives.

A. SERVICE OVERVIEW

This service overview section provides a general description of the DDP services to be purchased.

The specific information regarding the development, operation and funding of the services is intended to assist proposers in preparing responsive proposals. Requirements for the provision of services are also found in the master contract, related contract appendices and the applicable laws, rules, regulations, policies and the contracting guidelines.

CHILD AND FAMILY SERVICES: SERVICE LOCATIONS ARE DEFINED IN ATTACHMENT C OF THIS DOCUMENT. Families who have a child with a disability cope with many challenges in order to keep the family together and raise their child at home. In addition, the early part of a child's life is the most critical stage in terms of development. Montana offers a variety of services to parents/guardians of children with developmental disabilities. These services enable the family to stay together and assist the child in reaching his or her full potential. Currently these services are provided by agencies with headquarters located in Glasgow, Miles City, Billings, Great Falls, Helena and Missoula. Each of these programs provides outreach services in one of five multi-county regions. These services to families are financed through different state and federal funding sources. Services vary in intensity and in the population eligible to be served. The services to be provided are as described in ARM 37.34.604. Services to families include:

PART C FAMILY EDUCATION AND SUPPORT (PART C): Part C Family Education and Support is a program of early intervention services for children with developmental delays and/or disabilities ages 0-36 months. Families with children who meet the eligibility criteria established by the state are entitled to a range of services defined under federal law. Services are delivered as part of an Individualized Family Service Plan (IFSP) developed in cooperation with the family. Services include:

- 1) Family Training, Counseling and Home Visits;
- 2) Special Instruction;
- 3) Speech, Occupational, and Physical Therapy;
- 4) Audiology;
- 5) Psychological Services;
- 6) Family Support Coordination;
- 7) Medical Services (limited);
- 8) Early Identification, Screening, and Assessment Services;
- 9) Health Services (limited);
- 10) Social Work Services;
- 11) Vision Services;
- 12) Assistive Technology; and
- 13) Transportation and related costs.

GENERAL FUND FAMILY EDUCATION AND SUPPORT (FES): State-funded family education and support services provide support coordination, training, support and assistance to families with children up to 21 years of age. Families with adults over 21 years of age may receive the limited and follow-along services described below. Children under the age of 36 months who do not qualify for Part C Family Education and Support Services may be served with General Fund Family Education and Support Services. These services enable the child or adult to remain in the family home and help the family to meet the challenges associated with having a member with a disability. Services are delivered as part of an Individualized Family Service Plan (IFSP) or Annual Service Agreement developed in cooperation with the family. Three levels of service are available depending on the needs of the family and the available resources:

1) **Full Service:** Services, supports and resources are provided in accordance with an IFSP through service coordination provided at a minimum of one staff contact per month. Though not an entitlement, as funding allows, this service does provide access to resource and support funds for the following services:

- a) Family Support Coordination;
- b) Assistive Technology;
- c) Audiology;
- d) Family Education, Counseling and Home Visits;
- e) Nursing Services (limited);
- f) Health Related Services (limited);
- g) Medical Services (limited);
- h) Nutrition Services;
- i) Occupational, Physical and Speech Therapy;
- j) Psychological Services;
- k) Vision Services;
- l) Social Work Services;
- m) Special Instruction; and,
- n) Transportation and related costs.

- 2) Limited Service: Services, supports, and resources are furnished to the family in accordance with an annual agreement which provides one to four staff contacts per year and limited access to monetary resources for resource and support wrap around services.
- 3) Follow-Along Service: Support coordination resources are developed and provided in accordance with an annual agreement for one to four staff contacts per year. No monetary resources are available for wrap around services under the follow-along service option.

B. Regulations

The programmatic rules and policies that govern the delivery of developmental disability community services are available upon request.

C. Philosophy

Montana's community services for persons with developmental disabilities are guided by a set of fundamental principles and basic assumptions. Among these assumptions are:

- 1) All persons are capable of learning something.
- 2) Learning is primarily a function of the characteristics of a person's living and working environment.
- 3) The best way to change inappropriate behaviors is to teach and reinforce appropriate behaviors. Behavioral intervention strategies must recognize the dignity and rights of the person and use the least intrusive and least restrictive means possible to change behavior.
- 4) Persons exposed to normal patterns of daily life at home, at work, and in the community, are more likely to develop culturally appropriate, acceptable and valued behaviors.
- 5) Gainful employment in the community is more desirable than employment in isolated day programs.
- 6) Persons should be integrated in, rather than isolated from, the communities in which they reside.
- 7) Training is one aspect of service delivery. Other aspects include a safe homelike environment, supervision when it is required, recreation and leisure activities, good food, clean well-fitting and appropriate clothing, the dignity of risk, freedom to make choices, community integration, social support, and friends.

Good services are characterized by a balance among all these elements, allowing each person the opportunity to exercise his or her fundamental rights.

The principles above **should** be considered when developing a service proposal, and **must** be adhered to in the provision of services

IV. MINIMUM PROPOSAL REQUIREMENTS

A. Introduction

This section is a key component of this RFP. Final selection of the successful proposer will be based to a large degree on an evaluation of the material called for in this Section. **All proposals must provide at a minimum the information called for in this section. The information that must be included varies depending on the service(s) that the proposer is seeking to provide. The headings for each of the components in this section indicate in parenthesis when the information must be included in any given proposal.** In addition to the specific information requested in this section and discussed above, proposers should address how their proposal will meet service provision requirements outlined in the master contract, contract appendices and administrative rules. Proposers may and should provide other material and information to strengthen the case for final selection of their proposal.

B. Administrative Description (all proposals)

A sound administrative and delivery capacity is essential to the success of service delivery. Describe in detail the administrative structure and capacity to deliver of the proposer. Include the following information:

- 1) the name(s) of the party or corporation submitting the proposal; physical address, telephone number, fax number and e-mail address of the applicant or the organization's corporate office and the name of the director or chief executive;
- 2) employer identification number (EIN);
- 3) a list of the management personnel for the corporation providing services including a description of any experiences or skills for overseeing the management of the organization and the delivery of services;
- 4) proof of incorporation or certified statement of government status;
- 5) verification of workers' compensation coverage for any paid program employee;
- 6) a summary of the corporations' history, with emphasis on experience in delivering developmental disabilities services in general, and the service to be provided in particular. To assist in reference checks regarding past history of organization,

include names, addresses and phone numbers of persons or organizations;

- 7) an organization chart and narrative describing how the services will be organized and supervised, including a description of the role, function and span of control of administrative components, and the location of each full time equivalent employee in the organization's structure;
- 8) a delineation of the services that will be provided directly by the primary corporations' employees and those that will be provided by other service providers;
- 9) a copy of the agreements made with other providers, ensuring the ready availability of the service at the required levels;
- 10) evidence that the corporation has strong ties to the communities in which services will be provided;
- 11) the corporations' mission statements;
- 12) a statement of the principles that guide the organizations' delivery of services;

C. Community Integration And Support (all proposals)

Describe in detail the involvement in, and commitment to, the organization by local community leaders. Proposers that are for-profit organizations, other than contractors of transportation only, must have a local community advisory board. Include the following information:

- 1) evidence that local government, business, professional and education leaders understand and actively support the services;
- 2) if constructing or obtaining a new service site, an awareness and education plan that outlines the steps to be taken to help further neighborhood acceptance of the services;
- 3) an itemized list of any assets, services, or funds to be contributed by the local community to supplement the cost of operation; and
- 4) evidence of the level of consumer satisfaction with the performance of your organization, particularly in the delivery of the services you are proposing to provide.

D. Part C Family Education And Support Services (PART C PROPOSALS ONLY)

SERVICE AREAS are as follows:

Region I, section 1- Garfield, Carter, Custer, Dawson, Fallon, Powder River, Prairie,

Rosebud, Treasure, and Wibaux.

Region I, section 2,- Phillips, Valley, Daniels, Sheridan, Roosevelt, Richland, and McCone.

Region II- Glacier, Pondera, Teton, Cascade, Toole, Liberty, Hill, Chouteau, and Blaine.

Region III, section 1- Judith Basin, Fergus, Petroleum, Musselshell, Wheatland, Golden Valley, Yellowstone (outside of Billings City Limit), Stillwater, Carbon, and Big Horn.

Region III, section 2 - Billings City Limit

Region IV- Lewis & Clark, Powell, Granite, Deer Lodge, Silver Bow, Beaverhead, Madison, Gallatin, Park, Jefferson, Broadwater, and Meagher.

Region V- Lincoln, Flathead, Lake, Sanders, Mineral, Missoula, and Ravalli.

Describe in detail the services that will be provided. Include the following information:

- 1) the proposed service delivery system;
- 2) the staff qualifications which ensure that the State's personnel standards for Family Education and Support Services (Family Support Specialist Certification) will be met;
- 3) the agency's consumer satisfaction evaluation process;
- 4) the agency's public awareness program;
- 5) the agency's system of child find;
- 6) the agency's child and family evaluation and assessment process;
- 7) how the agency ensures that service delivery is family-centered, including a description of the areas in which families are the primary decision makers;
- 8) what information IFSPs will include;
- 9) how all resources which exist in communities and other service systems will be utilized to meet identified needs;
- 10) how required procedural safeguards will be followed, and how families will be informed of those safeguards. Procedural safeguards are as follows:
 - a. parental opportunity to examine, inspect or review records relating to evaluation, assessment, eligibility determination, IFSP development, implementation, complaints dealing with the child, and any other areas involving records about the child or family;
 - b. parental prior notice for matters of eligibility, evaluation, placement, or exchange of personally identifiable confidential information;
 - c. parental prior consent for initial evaluation, initiating the provision of services, and prior to the exchange of personally identifiable confidential information;
 - d. parental right to decline all or some services without losing services they want;
 - e. child right to surrogate parent appointment when appropriate;
 - f. the right to confidentiality of personally identifiable information at the points of collection, storage, disclosure and destruction; and
 - g. parental right to appeal contract decisions regarding services.
- 11) interagency service agreements which support coordination of services with schools, public health services, Head Start, and other appropriate agencies;

- 12) the agency's system for tracking data on all children and families served, including information that assures the system has the capacity to respond in a timely fashion to data requests from the Division;
- 13) how the agency ensures that all facilities used in the provision of services, other than the family's home, meet all applicable licensure requirement and health and safety codes; and
- 14) how the agency ensures that transportation services provided are safe and meet applicable standards.
- 15) how the service delivery system ensures that timetables for Part C services will be met- 2 day referral response, that services are delivered within 30 days of the parent(s) signing the IFSP and/or Part C service(s) scheduled to be provided within the first 30 days, 45 day IFSPs, etc.;
- 16) the process the service delivery system will use to ensure that Part C funds are expended only under "payor of last resort" circumstances; and
- 17) a clear demonstration that your agency understands both the specific requirements and the intent of the Part C federal legislation.

E. FES - Family Education And Support Services (Part C / FES Proposals)

A provider must serve the entire service area, be a qualified Part C provider, and provide Part C services along with FES services.

SERVICE AREAS are as follows:

Region I, section 1- Garfield, Carter, Custer, Dawson, Fallon, Powder River, Prairie, Rosebud, Treasure, and Wibaux.

Region I, section 2,- Phillips, Valley, Daniels, Sheridan, Roosevelt, Richland, and McCone.

Region II- Glacier, Pondera, Teton, Cascade, Toole, Liberty, Hill, Chouteau, and Blaine.

Region III- Judith Basin, Fergus, Petroleum, Musselshell, Wheatland, Golden Valley, Yellowstone (including Billings city limits), Stillwater, Carbon, Big Horn.

Region IV- Lewis & Clark, Powell, Granite, Deer Lodge, Silver Bow, Beaverhead, Madison, Gallatin, Park, Jefferson, Broadwater, and Meagher.

Region V- Lincoln, Flathead, Lake, Sanders, Mineral, Missoula, and Ravalli.

Describe in detail the services that will be provided. Include the following information:

- 1) the proposed service delivery system;
- 2) the staff qualifications which ensure that the state's personnel standards for Family Education and Support Services (Family Support Specialist Certification) will be met;
- 3) the agency's consumer satisfaction evaluation process;
- 4) the agency's public awareness program;
- 5) the agency's system of child find;
- 6) the agency's child and family evaluation and assessment process;

- 7) how the agency ensures that service delivery is family-centered, including a description of the areas in which families are the primary decision makers;
- 8) what information IFSPs will include;
- 9) how all resources which exist in communities and other service systems will be utilized to meet identified needs;
- 10) how required procedural safeguards will be followed, and how families will be informed of those safeguards. Procedural safeguards are as follows:
 - a) parental opportunity to examine, inspect or review records relating to evaluation, assessment, eligibility determination, IFSP development, implementation, complaints dealing with the child, and any other areas involving records about the child or family;
 - b) parental prior notice for matters of eligibility, evaluation, placement, or exchange of personally identifiable confidential information;
 - c) parental prior consent for initial evaluation, initiating the provision of services, and prior to the exchange of personally identifiable confidential information;
 - d) parental right to decline all or some services without losing services they want;
 - e) child right to surrogate parent appointment when appropriate;
 - f) the right to confidentiality of personally identifiable information at the points of collection, storage, disclosure and destruction; and
 - g) parental right to appeal contract decisions regarding services.
- 11) how wraparound (resource and support) services will be provided as written in each child/family IFSP. Wraparound services include assistive technology services, audiology service, support coordination, family education, counseling, and home visits, health services (limited), nursing services(limited), medical services (limited), nutrition services, occupational therapy, physical therapy, psychological services, social work services, special instruction, speech-language pathology, transportation, and vision services;
- 12) as funding allows, how respite services will be provided as written in each child/family's IFSP;
- 13) the process the agency uses to recruit, screen, interview, and maintain a list of potential providers of some wraparound services (habilitation aides, educational aides, respite, etc.), assist the family to select and train wraparound service providers, and monitor and document wraparound service delivery;
- 14) interagency service agreements which support coordination of services with schools, public health services, Head Start, and other appropriate agencies;
- 15) the agency's system for tracking data on all children and families served, including information that assures the system has the capacity to respond in a timely fashion to data requests from the Division;
- 16) how the agency ensures that all facilities used in the provision of services, other than the family's home, meet all applicable licensure requirement and health and safety codes; and
- 17) how the agency ensures that transportation services provided are safe and meet applicable standards.

- 18) how the service delivery system ensures that timetables for Part C services will be met- 2 day referral response, that services are delivered within 30 days of the parent(s) signing the IFSP and/or Part C service(s) scheduled to be provided within the first 30 days, 45 day IFSPs, etc.;
- 19) the process the service delivery system will use to ensure that Part C funds are expended only under “payor of last resort” circumstances; and
- 20) a clear demonstration that your agency understands both the specific requirements and the intent of the Part C federal legislation.

F. Financial Information (include in all proposals)

In order to ensure that expenditure information is in a consistent and readily interpretable form across all proposals, each proposer must submit a proposed annual budget that details how monies are to be allocated to assure appropriate performance of services.

All expenditures must be reasonable and allowable and are not to exceed revenue available.

Federal cost principles are used to determine whether contract costs are reasonable or allowable.

Provide in detail the following information regarding the financial operation of the corporation:

- 1) a description of the financial management plan, accounting practices and billing practices;
- 2) evidence that the proposer has, or can secure, sufficient working capital to maintain a positive cash flow;
- 3) the estimated total amount of capital expenditures to be financed, including as a separate item if needed, an estimate of the cost of group home construction;
- 4) a written commitment from a lending agency to provide the necessary capital financing or, if no agreement exists, an indication in writing from a lending agency that a strong likelihood of financing exists;
- 5) a description of the general terms of any existing or proposed capital financing arrangement; and
- 6) The name, address and phone number of the financial officer or other responsible fiscal person designated by the applicant organization.

G. Local Government Participation (include in all proposals)

Please answer the following questions regarding the level of ongoing and one-time financial support that local government is willing to contribute towards the program's operation:

- 1) Is any local government entity able to provide one-time contributions of public funds towards the delivery of services? If so, how much?
- 2) Is any local government entity able to provide any real property or equipment to support the development and delivery of services? If so, how much?

V. INFORMATION ON CONTRACTUAL TERMS

A. Contract Provisions

The successful proposer must agree to the inclusion in the contract of all the contract provisions which are included in the "Attachment B - Contract" attached to this RFP. In addition, further contract provisions may appear in the final contract based upon requirements of applicable federal and state law.

B. Consideration and Payments

Consideration under the contract will be as specified by the Department based upon the available funding for the services and the cost of services as specified by the successful proposer in its proposal or as specified in best and final negotiations between the parties.

The Department within its discretion may change the consideration during the term of the contract due to reductions in federal or state funding for the services, due to changes in responsibilities that were not contemplated at the time of award of the contract, or due to programmatic changes.

Upon any extension of the term of the contract, the Department provides no assurances that consideration would be increased at that time as requested by the contractor to cover increased costs.

Invoicing will be done in accordance with the practices of the Department.

See the "Consideration and Payments" provision in the "Contract".

C. Incorporations in Contract

The RFP and the accepted proposal, along with any modifications agreed to by the Department, will be attachments to any resulting contract.

D. Subcontracting

The successful proposer will be the prime contractor and will be responsible in total for all work performed under the contract. The contractor may not subcontract without the approval of the Department. All intended subcontractors must be listed in the Proposer's proposal.

The successful proposer is responsible to the Department for the acts and omissions of all subcontractors and of persons directly or indirectly employed by subcontractors, and for the acts and omissions of persons employed directly by the Proposer.

Nothing contained within this document or any contract documents derived from this document will be considered to create any contractual relationship between any subcontractor and the Department.

See the "Assignment, transfer and subcontracting" and "Indemnification" provisions in the "Contract".

E. Indemnification

The Contractor will be required to indemnify the State of Montana in relation to legal liabilities that may arise in the performance under the contract.

See the "Indemnification" provision in the "Contract".

F. Insurance Requirements

The Contractor will be required to maintain at all times during the term of the contract the types of insurance and the amounts of coverage specified in the contract.

See the "Insurance" provision in the "Contract".

G. Additional Contractual Requirements

The Contractor will be required to comply with all additional requirements of the "Contract" inclusive of the following:

- a) All accounting and audit requirements
- b) All record requirements
- c) All property ownership and management requirements
- d) All labor law requirements
- e) All federal law requirements
- f) All civil rights requirements
- g) All confidentiality of private information requirements

H. Availability of Funds

The Department may unilaterally modify or cancel the contract when it determines that the public and other monies for funding the contract are not currently or in the future will not be available.

See the "Availability of Funds" provision in the "Contract".

I. Assignment, Transfer, and Subcontracting

The contractor may not assign, transfer, or subcontract all or any portion of its duties and responsibilities under the contract without the express written permission of the Department and execution of the documents that are appropriate and necessary for the assignment, transfer, or subcontract.

See the "Assignment, transfer and subcontracting" provision in the "Contract".

J. Contract Amendments

The contract may only be amended by written amendment entered into by both parties.

See the "Scope, amendment and interpretation of contract" provision in the "Contract".

K. Contract Extension

The Department in its discretion determines what extensions, if any, may occur to the contract. Contract extensions may only be extended in accordance with the possible terms of extension provided for in the RFP and the contract.

See the "Term of contract and completion date" provision in the "Contract".

L. Montana Law

Any contract resulting from this RFP must be governed by the laws of only the State of Montana.

See the "Choice of law and venue" provision in the "Contract".

M. Venue

Venue for purposes of litigation relating to the RFP and the contract is Lewis & Clark County.

See the "Choice of law and venue" provision in the "Contract".

N. Costs of Litigation

Each party to the contract must pay its own costs and attorney fees incurred as a result of

litigation relating to the RFP and the contract.

See the "Choice of law and venue" provision in the "Contract".

VI. CONTENTS AND FORMAT OF PROPOSAL

A. Contents

A proposal must contain all of the following elements arranged in the following order:

- 1) Transmittal Letter
- 2) Summary
- 3) Description of Service Delivery
- 4) Administration
- 5) Experience
- 6) Resources/Supports
- 7) Financial Management and Information
- 8) Assurances
- 9) Attachments
- 10) Index

The transmittal letter will transmit the proposal and must identify all material and enclosures being forwarded collectively as a proposal to the RFP.

In addition to any items discussed below, **all information requested in Section III must be included.**

B. Summary

The Summary states the principal features of the proposal. The proposer may call attention to those aspects of proposed performance and its organization that it views as its strengths. The proposer should describe how these services will enhance the range and flexibility of services available to persons with developmental disabilities in the community. The executive summary affords an opportunity for the proposer to call attention to the unique strengths of the proposal which make it worthy of final selection.

C. Description Of Service Delivery

This section provides the proposer's plans for service delivery, including the related matters such as coordination with other entities and quality control measures.

D. Administration

This section provides general information about the administrative features of the

proposer's organization.

E. Experience

This section provides information about the proposer's general background, relevant experience, and qualifications necessary for the effective delivery of the required services.

This section must include, but is not limited to the following:

- 1) A description of the primary purpose or goals of the organization;
- 2) A description of all of the services provided by the applicant or organization, including the locations of service sites;
- 3) Resume of key personnel that may be directly involved with the program/project;
- 4) A narrative describing the proposer's experience as it relates to this project;
- 5) Letters of support for your proposal which should demonstrate familiarity with the specifics of the proposal submitted; and
- 6) Any additional information related to the proposer's organization, personnel, and experience that would substantiate its qualifications and capabilities to perform the services described.

F. Resources/Supports

This section identifies the community and organizational features to be used that are necessary to or complementary to the delivery of services.

This section must include, but is not limited to the following:

- 1) Staff skills, experience and knowledge that support the effective and appropriate delivery of services;
- 2) Other agencies or professionals that would support service delivery;
- 3) Assistance from local government; and
- 4) Computer and software capabilities.

G. Financial Management and Information

This section provides the financial information and practices by which the Department can assess the appropriateness, and cost-effectiveness of the proposed services delivery.

H. Assurances

This section provides the Department with the assurances from the proposer that are necessary so that the proposer's organization is legally and otherwise acceptable as a contractor.

Failure to abide by these assurances during the course of contracting is cause for

termination of the contract by the Department.

1) General Assurances

- a) The proposer assures the Department that it will account for expenditures of monies provided through the type of documentation specified by the Department and will maintain an accounting system for its entire operation that is in accordance with Generally Accepted Accounting Practices (GAAP) and other requirements applicable to the expenditure of contract monies.
- b) The proposer assures the Department that it will conduct its business in accordance with all federal and state legal authorities that are applicable to its operation.
- c) The proposer assures the Department that it has not acted in collusion with other proposers or contractors for the purpose of gaining unfair advantages for it or other proposers or for the purpose of providing the services at a noncompetitive price or in a noncompetitive manner.

2) Labor Law Assurances

The proposer assures the Department that it is an independent contractor and that it will maintain necessary and appropriate workers' compensation and unemployment insurance coverage. The proposer assures the Department that it is to be solely responsible for and must meet all legal requirements pertaining to its activities and employees, including payment of all applicable taxes, premiums, deductions, withholdings, overtime and other amounts which may be legally required with respect to the Proposer, as a legal entity, and the employment and use of all persons providing services for the contractor's performance under contract.

3) Assurances for Federal Law Purposes

Federal regulations require that a potential proposer sign and submit with its proposal a form containing a list of assurances that in part or in whole are applicable to a contractor receiving federal funding through this contract.

The Contractor, in addition to the federal requirements specified in this Contract and any attachments to this Contract, must comply with the applicable federal requirements and assurances for recipients of federal grants provided in the federal OMB 424B (Rev. 7-97) form, known as "ASSURANCES - NON-CONSTRUCTION PROGRAMS", and in the Department's "CERTIFICATION OF COMPLIANCE WITH CERTAIN REQUIREMENTS FOR DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES (6-99)". Those assurance documents must be signed by the Contractor and submitted to the Department prior to the signing of this Contract.

A potential proposer must complete the certification which is found in **Section X, Attachment D** and submit it with its proposal.

An organization that is debarred or suspended from receiving federal funds may not submit a proposal for a contract that involves federal funding.

I. Attachments

This section should provide a comprehensive list naming and identifying the attachments to the proposal.

J. Proposal Index

In order to ensure a fair and complete evaluation of the proposal, the proposer **must** submit a detailed proposal index which identifies the location in the proposal, by page and paragraph, of each of the minimum proposal requirements found in **Section IV** of this RFP.

VII. SELECTION PROCESS

A. General Process

The selection of the proposer or proposers to be offered a contract with the Department for the purposes of this RFP is a discretionary act of the Department.

The selection of the proposer or proposers to be offered a contract is the responsibility of the administrator of the division that administers the program of services the contract is in furtherance of.

The procurement official for the Department reviews the proposals initially to determine whether they have been submitted by the required time and date, whether they are in form and content in compliance with this RFP, and whether there are any matters such as claim of confidential material that must be immediately addressed.

The proposals that appear to be responsive are submitted to a proposal evaluation committee to be evaluated in relation to the scored and other criteria. The proposal evaluation committee, in addition to evaluating the scored criteria, may recommend that a proposal be rejected as nonresponsive for either form and content or failure to meet substantive requirements of this RFP.

The proposal evaluation committee, based upon the scores and other information obtained and evaluated by the committee, recommends to the administrator of the division the proposal or proposals to be selected.

The administrator of the division determines which departmental staff are to obtain and evaluate information from references and other sources.

The administrator, based on cost information and on information from references or other sources concerning matters of past performance or fiscal and programmatic integrity, may select a proposer other than the proposer recommended by the evaluation committee.

Section II of this RFP sets forth procedures, criteria, and reserved rights pertinent to the selection process.

VIII. EVALUATION PROCESS

Section II of this RFP sets forth procedures, criteria, and reserved rights pertinent to the selection process.

A. Evaluation Criteria

A proposal that fails to receive the minimum points during evaluation for any one category will receive no further consideration and is considered unacceptable.

B. Selection Criteria

The proposals are to be evaluated based on the following criteria:

- 1) the scores of the various proposals received in the scored process of the evaluation,
- 2) the information concerning past performance and integrity received from references and other sources, and
- 3) the total costs of the proposals.

These criteria are independently evaluated by the Department.

The administrator selects the successful proposer or proposers based on the following results in the evaluation of the criteria:

- 1) the receipt of a high ranked scored evaluation;
- 2) the receipt of overall positive responses and information from references and other sources concerning past performance in respect to the areas and features of intended performance and in respect to integrity; and

- 3) the total cost being at an acceptable amount.

A proposal receiving a high score may not be selected if the Department determines that the cost is unacceptably high.

Consideration is given throughout the evaluation process to the current and long term needs of the developmental disabilities service system including the proposal's content that indicates commitment to the State's direction in service provision, community integration, community involvement and the efficient management and use of taxpayer resources.

C. Information On Past Performances And Other Matters

The Department obtains and relies upon information from references and other sources as to a proposer's past performances in respect to the areas and features of intended performance and in respect to fiscal and programmatic integrity. This information may include the proposer's history of working successfully and cooperatively with the Department and other entities.

D. Proposal Evaluation Committee

A Proposal Evaluation Committee is established by the Department to evaluate all proposals determined to be responsive and to make a recommendation based on the scored evaluation portion of the selection process as to the proposer or proposers to which contracts should be offered.

The Department selects the members of the committee.

The scored evaluation of this RFP is based on the following criteria:

- 1) Proposer's Experience and Capabilities: Possible points **40 points**. Minimum points necessary **25 points**.

This section is an evaluation of information related to the proposer's organization, personnel, and experience that would substantiate its qualifications and capabilities to perform the services described. The evaluation includes:

- * administrative capabilities of the organization in relation to the delivery of services;
- * resources and supports of the organization that can be applied to the delivery of services;
- * experience of organization in delivery of the sought after services or services similar to the sought after services; and
- * qualifications of staff to be assigned to the work.

- 2) Methods and Services: Possible points **40 points**. Minimum points necessary **25**

points.

This section is an evaluation of information presented by the proposer to substantiate the proposer's understanding of the duties and responsibilities and to determine the feasibility and quality of the proposer's proposed performance.

The evaluation includes:

- * appropriateness, quality, and effectiveness of the services as proposed for the delivery; and
 - * resources and supports the organization can obtain from community and other sources that contribute to the development, maintenance and delivery of services.
- 3) Budget: Possible points **20 points.** Minimum points necessary **16 points.**

This section includes an evaluation of the proposed budget to determine whether the proposer has an appropriate budget proposal for purposes of adequate and competent performance of the contractual duties and responsibilities. This section includes evaluation of:

- * whether the budget categories are appropriate and acceptable for performance; and
- * whether the sums designated in the budget are appropriate for the various particulars of performance.

E. Decision

The selection of the successful proposer or proposers is made by the administrator of the division that is seeking services or other person specifically designated by the administrator as the decision maker for this proposal process.

The selection is made after review of the recommendations of the proposal evaluation committee, the information concerning past performance and fiscal and programmatic integrity, and the total costs, along with supporting materials and other information obtained for purposes of the selection process.

F. Notice Letters

Upon a final decision as to the proposer or proposers to be offered a contract for services, the Department provides written notice of that decision to all proposers.

IX. ENTERING INTO A CONTRACT

A. Awarding of Contract

Upon review of and concurrence with the Proposal Evaluation Committee's evaluation and recommendation, the Department selects the most appropriate proposal or proposals and directs the contracting officer to enter into a contract or contracts.

The Department may then enter into best and final offer negotiation if that is in the best interest of the State with the most successful proposer. The Department may enter into best and final offer negotiation with another acceptable proposer if negotiation with the most successful proposer does not prove to be in the State's best interest.

B. Process

Prior to official execution of a contract, no contract or award may be assumed or announced.

A proposer may not commence work or commit funds, incur costs, or in any way act to obligate itself or the Department, as if it were the contractor prior to the award of the contract by the Department and the signing of the contract. All such efforts, costs, and other expenses incurred by a proposer prior to the announcement of the contract award by the Department and the signing of the contract are entirely the proposer's expense and may not be counted as performance or invoiced under any subsequently executed contract.

C. Submission of Necessary Certificates and Forms

1) Mandatory Submission

Contracts will not be issued to a successful proposer that fails to provide the required documentation within the allotted time frame. The contract of a contractor that submits inaccurate information on a form, that in any way misrepresents circumstances relating to the requirements noted below, that fails to appropriately revise a form or certification based on changing circumstances, or that fails to maintain a coverage requirement, is subject to termination by the Department.

2) Federal Forms

Any forms required for the receipt of any federal monies committed to the services to be delivered under the contract, must be completed and submitted by the intended contractor prior to the signing of the contract. The contractor must submit a revised form immediately upon any change in circumstances that effect a substantive change in the information or assurances provided through the then current form.

3) Workers' Compensation Coverage

A certificate of coverage for workers' compensation insurance or, if appropriate, an independent contractor's exemption, must be presented to the Department by the intended contractor prior to the signing of the contract. The insurance coverage or exemption must be maintained at all times during the term of the contract.

4) Insurance Coverage

A certificate of insurance coverage, indicating compliance with the required insurance coverage, must be presented to the Department by the intended contractor prior to the signing of the contract. The insurance coverage must be maintained at all times during the term of the contract.

X. ATTACHMENTS - For Request for Proposals Only

ATTACHMENT A

CONTRACT

(not included in this document)

For Request for Proposals Only

ATTACHMENT B

For Request for Proposals Only

CONTRACT APPENDICES

(not included in this document)

ATTACHMENT C
NUMBERS OF PERSONS, SERVICES DESIRED,
AND LOCATIONS

The number of persons, the services and locations may change as contract negotiations occur. These numbers will change as persons have different service needs or move to different communities. These numbers are the current estimates of services needed for the next biennium based on past contractual agreements and current data.

CHILD AND FAMILY SERVICES:

NUMBERS for Part C: Beginning FY08 contract numbers will remain the same as the ending FY07 contract numbers.

PART C FAMILY EDUCATION AND SUPPORT (PART C) SERVICE AREAS

Part C proposals will reflect these service areas:

<u>SERVICE AREA</u>
<u>Region I, section 1-</u> Garfield, Carter, Custer, Dawson, Fallon, Powder River, Prairie, Rosebud, Treasure, and Wibaux.
<u>Region I, section 2,-</u> Phillips, Valley, Daniels, Sheridan, Roosevelt, Richland, and McCone.
<u>Region II-</u> Glacier, Pondera, Teton, Cascade, Toole, Liberty, Hill, Chouteau, and Blaine.
<u>Region III, section 1-</u> Judith Basin, Fergus, Petroleum, Musselshell, Wheatland, Golden Valley, Yellowstone (outside Billings city limits), Stillwater, Carbon, and Big Horn.
<u>Region III, section 2 -</u> Billings City Limit
<u>Region IV-</u> Lewis & Clark, Powell, Granite, Deer Lodge, Silver Bow, Beaverhead, Madison, Gallatin, Park, Jefferson, Broadwater, and Meagher.
<u>Region V-</u> Lincoln, Flathead, Lake, Sanders, Mineral, Missoula, and Ravalli.

GENERAL FUND FAMILY EDUCATION AND SUPPORT (FES) SERVICE AREAS

NUMBERS for FES: Beginning FY08 contract numbers will remain the same as the ending FY07 contract numbers.

General fund proposals will reflect these service areas:

<u>SERVICE AREA</u>
<u>Region I, section 1-</u> Garfield, Carter, Custer, Dawson, Fallon, Powder River, Prairie, Rosebud, Treasure, and Wibaux.
<u>Region I, section 2,-</u> Phillips, Valley, Daniels, Sheridan, Roosevelt, Richland, and McCone.
<u>Region II-</u> Glacier, Pondera, Teton, Cascade, Toole, Liberty, Hill, Chouteau, and Blaine.
<u>Region III, section 1-</u> Judith Basin, Fergus, Petroleum, Musselshell, Wheatland, Golden Valley, Yellowstone (all), Stillwater, Carbon, and Big Horn.
<u>Region IV-</u> Lewis & Clark, Powell, Granite, Deer Lodge, Silver Bow, Beaverhead, Madison, Gallatin, Park, Jefferson, Broadwater, and Meagher.
<u>Region V-</u> Lincoln, Flathead, Lake, Sanders, Mineral, Missoula, and

Attachment C
Numbers and Locations

Ravalli.

Information for Request for Proposals for FY2008 Contracts

Persons Currently in or Waiting for DD Services

County Name	Individuals, Count Unique	County Name	Individuals, Count Unique
BEAVERHEAD	33	MEAGHER	7
BIG HORN	70	MINERAL	8
BLAINE	33	MISSOULA	439
BROADWATER	17	MUSSELSHELL	16
CARBON	51	PARK	58
CARTER	2	PETROLEUM	1
CASCADE	396	PHILLIPS	24
CHOUTEAU	29	PONDERA	22
CUSTER	136	POWDER RIVER	4
DANIELS	10	POWELL	10
DAWSON	41	PRAIRIE	1
DEER LODGE	66	RAVALLI	136
FALLON	8	RICHLAND	54
FERGUS	72	ROOSEVELT	37
FLATHEAD	318	ROSEBUD	66
GALLATIN	222	SANDERS	51
GARFIELD	4	SHERIDAN	31
GLACIER	41	SILVER BOW	220
GOLDEN VALLEY	2	STILLWATER	23
GRANITE	8	SWEET GRASS	5
HILL	93	TETON	30
JEFFERSON	64	TOOLE	18
JUDITH BASIN	4	TREASURE	2
LAKE	108	VALLEY	55
LEWIS & CLARK	381	WHEATLAND	6
LIBERTY	3	WIBAUX	1
LINCOLN	74	YELLOWSTONE	701
MADISON	16	STATE TOTAL	Sum: 4333
MCCONE	5		

ATTACHMENT D
FEDERAL ASSURANCES

DEPARTMENT CERTIFICATION FORM

CERTIFICATION OF COMPLIANCE WITH CERTAIN REQUIREMENTS FOR DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES CONTRACTORS (June 2007)

The Contractor, **Company Name**, for the purpose of contracting with the Montana Department of Public Health & Human Services, certifies to the Department its compliance, as may be applicable to it, with the following:

- A. That the Contractor does not act in collusion with other contractors for the purpose of gaining unfair advantages for it or other contractors or for the purpose of providing the services at a noncompetitive price or otherwise in a noncompetitive manner.
- B. That the Contractor is an independent contractor; that it maintains necessary and appropriate workers compensation and unemployment insurance coverage; that it is solely responsible for and must meet all labor and tax law requirements pertaining to its employment and contracting activities, inclusive of insurance premiums, tax deductions, tax withholding, overtime wages and other employment obligations that may be legally required with respect to it.
- C. That the Contractor, any employee of the Contractor, or any significant subcontractor in the performance of the duties and responsibilities of the proposed contract, are not currently suspended, debarred, or otherwise prohibited from entering into a federally funded contract or participating in the performance of a federally funded contract.
- D. That the Contractor is in compliance with all of the privacy, electronic transmission, coding and other requirements of the Health Insurance Portability And Accountability Act of 1996 and its implementing rules as may be applicable to the Contractor.
- E. That the Contractor, if receiving federal monies, does not expend federal monies in violation of federal legal authorities prohibiting expenditure of federal funds on lobbying federal and state legislative bodies or for any effort to persuade the public to support or oppose legislation.
- F. That the Contractor, if receiving federal monies, prohibits smoking at any site of federally funded activities that serves youth under the age of 18. This is not applicable to sites

funded with Medicaid monies only or to sites used for inpatient drug or alcohol treatment.

- G. That the Contractor, if receiving federal monies, maintains drug free environments at its work sites, providing required notices, undertaking affirmative reporting, et al., as required by federal legal authorities.
- H. That the Contractor manages any real, personal, or intangible property purchased or developed with federal monies in accordance with federal legal authorities.
- I. That the Contractor, if receiving federal monies, is not delinquent in the repayment of any debt owed to a federal entity.
- J. That the Contractor, if expending federal monies for construction purposes or otherwise for property development, complies with federal legal authorities relating to flood insurance, historic properties, relocation assistance for displaced persons, elimination of architectural barriers, metric conversion, and environmental impacts.
- K. That the Contractor, if expending federal monies for research purposes, complies with federal legal authorities relating to use of human subjects, animal welfare, biosafety, misconduct in science and metric conversion.
- L. That the Contractor, if receiving \$100,000 or more in federal monies, complies with all applicable standards and policies relating to energy efficiency which are contained in the state energy plan issued in compliance with the federal Energy Policy and Conservation Act.

The Contractor is obligated during the duration of the contractual relationship to abide by those requirements pertinent to it in accordance with the governing legal authorities.

Not all of these assurances may be pertinent to the Contractor=s circumstances. This certification form, however, is standardized for general use and signing it is intended to encompass only provisions applicable to the circumstances of the Contractor in relation to the federal and state monies that are being received.

These assurances are in addition to those stated in the federal OMB 424B (Rev. 7-97) form, known as "**ASSURANCES - NON-CONSTRUCTION PROGRAMS**", issued by the federal Office of Management of the Budget (OMB). Standard Form 424B is an assurances form that must be signed by the Contractor if the Contractor is to be in receipt of federal monies.

There may be program specific assurances, not appearing either in this form or in the OMB Standard Form 424B, that the Contractor may have to provide by certification.

This form, along with OMB Standard Form 424B, are to be provided with original signature to the Department's contract liaison. The Department maintains the completed forms in the

pertinent purchase and contract files.

Further explanation of several of the requirements certified through this form may be found in the Department's standard Request For Proposal (RFP) format document, standard contracting requirements document, and set of standard contract provisions. In addition, detailed explanations of federal requirements may be obtained through the Internet at sites for the federal departments and programs and for Office for Management of the Budget (OMB) and the General Services Administration (GSA).

Contractor Name

By: _____ Date _____

_____ as _____
Typed/Printed Name Title

Address

Phone Number

Federal I.D. Number

ATTACHMENT E

CONTRACTING GUIDELINES

(not included in this document)

**INCLUDES INFORMATION ON COMPLETION OF
CONTRACTING INCLUDING INFORMATION FOR BUDGET SHEETS FOR
COMPETITIVE PROPOSALS, NON-COMPETITIVE PROPOSALS AND
CONTRACT NEGOTIATIONS**

RFP LEGAL NOTICES FOR NEWSPAPERS

Notice Requesting Intent to Propose

March 19, 2007

The Developmental Disabilities Program in the Department of Public Health and Human Services will be procuring for the state fiscal years 2008 and 2009 the following services:

- 1) Child and Family Services for children with developmental disabilities or developmental delay:
 - a) Federally-funded Part C Family Education and Support Services
 - b) State-funded Family Education and Support (FES) services (**not** Medicaid-funded Intensive Family Education and Support), and
- 2) Case Management for persons with developmental disabilities.

The Department is seeking to obtain these services through a Request for Proposal process. The Department is requesting parties that are interested in submitting a proposal or proposals to provide one or more of these services indicate that interest through the submission of an Intent to Propose document. The Department will only accept proposals in response to its request for proposals from parties that have submitted an Intent to Propose at the time and in the manner directed by this notice.

The Intent to Propose must be received by the Developmental Disabilities Program by March 30, 2007 at 5:00 pm. Failure to submit this document on time or submitting it with incomplete information disqualifies an interested party from later submitting a proposal in response to the Department's FRP. The Intent to Propose must include the following information:

- a. Proposer's Name and Business
- b. Address
- c. Telephone Number
- d. Fax Number
- e. E-Mail Address
- f. The services which the proposer desires to provide
- g. The projected number of persons to be served (The proposer's projected number of persons to be served may be altered during the contract negotiation phase if the party is the successful proposer.)
- h. The area/region of the state to be served
- i. For case management services, also include the number of full time equivalent (FTE) staff that will be employed to deliver the services in each of the areas proposed. (The proposer's projected number of FTE may be altered during the contract negotiation phase if the party is the successful proposer.)

A brief description of the three types of services being solicited follows:

- 1) **CHILD AND FAMILY SERVICES:** To submit an Intent to Propose document, the proposer must currently be a qualified provider for Part C/FES services.
 - a. **Part C Family Education and Support:** Part C services are federally funded early intervention services for children with disabilities ages 0-36 months. Families with children who meet the eligibility criteria established by the state are entitled to a range of services defined under federal law.
 - b. **Family Education and Support (FES):** *FES services must be provided by a qualified Part C Provider.* State-funded family education and support services provide support coordination, training, support and assistance to families with children up to 21 years of age. Families with adults over 21 years of age may receive limited and follow-along services. Children under the age of 36 months who do not qualify for Part C Family Education and Support Services may be served with General Fund Family Education and Support Services. These services enable the child or adult to remain in the family home and help the family to meet the challenges associated with having a member with a disability.

Intensive Family Education and Support (IFES) services funded with Medicaid monies are NOT included in this RFP.

- 2) **CASE MANAGEMENT SERVICES:** The purpose of case management is to assess, coordinate and assure the delivery of services and supports required by persons with developmental disabilities who are 16 years of age and older. The consumer, in partnership with the case manager, service staff, and significant others, establishes priorities, and participates in the development, implementation and evaluation of an Individual Plan (IP)/Personal Supports Plan (PSP).

Further detailed information concerning these services may be obtained by contacting the Department's Developmental Disabilities Program at Developmental Disabilities Program, Department of Public Health and Human Services, 111 Sanders Room 305, P.O. Box 4210, Helena, MT 59604; Telephone: (406) 444-2995. Documents should be clearly marked as Intent to Propose and be directed to Jackie Emerson in the Developmental Disabilities Program at the above address.

Proposers will be notified by April 4, 2007 of the status of their proposal. The deadline for the submission of proposals is April 19, 2007.