

# REQUEST FOR PROPOSAL

## COVER PAGE

Services solicited:

**STAFF CONSULTATION  
PSYCHOLOGICAL DIAGNOSTIC EVALUATIONS AND/OR ASSESSMENTS  
JUVENILE SEXUAL ABUSE VICTIM/OFFENDER ASSESSMENTS**

**Targeting: Services and activities DESIGNED TO PREVENT OR REMEDY CHILD  
ABUSE, NEGLECT OR DEPENDENCY.**

**Wayne County Children Services Board (WCCSB)**

**2534 Burbank Road  
Wooster, OH 44691  
Phone: 330-345-5340  
Fax: 330-345-1282**

**Contact Person: Deanna Nichols-Stika  
Deanna.Nichols-Stika@jfs.ohio.gov**

**Date of Issue: October 29, 2018  
Due Date: November 26, 2018 at 4:30pm**

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## **BRIEF DESCRIPTION OF THE AGENCY**

WCCSB is a public child welfare agency charged with protecting children and strengthening families in Wayne County, Ohio. Services we provide include, but are not limited to, Intake, Protective, Prevention, Placement, and Volunteer.

## **MISSION STATEMENT**

Wayne County Children Services, in partnership with the community, exists to protect abused and neglected children and to strengthen, preserve, and empower families.

## **BRIEF DESCRIPTION OF REQUESTED SERVICES**

The Wayne County Children Services Board (WCCSB) is soliciting proposals to provide staff consultation, psychological diagnostic evaluations and/or assessments, and juvenile sexual abuse victim/offender assessments effective from January 1, 2019 through December 31, 2019.

## PROPOSAL FORMAT

### **COVER/SIGNATURE SHEET:**

Each proposal must be signed by an authorized representative of the Service Provider and contain names of individuals authorized to negotiate with WCCSB.

### **TABLE OF CONTENTS**

#### **I. PROGRAM SUMMARY/OVERVIEW**

Include a brief, one or two paragraph/s, summary of the proposal.

#### **II. EXPERIENCE**

1. Service Provider must show proof of business registration in the State of Ohio and any necessary licenses. Such documentary evidence MUST accompany the proposal.
2. Service Provider must show proof of professional liability, or other appropriate insurance specifically designed to cover the duties under contract with WCCSB.
3. Service Provider must show proof of qualifications, competence, and experience, including for the staff to be assigned to this proposal.
4. Service Provider must agree that they shall be deemed an independent contractor and neither the Service Provider nor its agents are employees of WCCSB or the State of Ohio. The Service Provider shall hold and save harmless the Wayne County Children Services Board and the State of Ohio from the claims of third parties arising out of any act or omission of the Service Provider.

#### **III. PROGRAM NARRATIVE**

Outline the proposed psychological services, including all of the necessary components, described in the sections that follow:

- Demonstration of Capacity
- Operational Details
- Reporting Requirements

The proposal should include all of these components in the order in which they are outlined in this proposal packet.

##### **1. DEMONSTRATION OF CAPACITY**

Interested Service Providers shall submit with its proposal the capacity to undertake the psychological services for WCCSB in conformity with the requirements of this request for proposals.

Describe the administrative entity and staffing. Include appropriate information such as organizational chart, job descriptions, resumes, corporate papers, Board of Directors, or other items that will help describe the organizational capacity.

## 2. OPERATIONAL DETAILS

### A. TIMEFRAME OF PSYCHOLOGICAL SERVICES

The proposed psychological services shall be for the time-period beginning January 1, 2019, and concluding December 31, 2019. WCCSB will contract for one additional year and will consider an extension of the contract for operation in calendar year 2020, contingent upon funding and performance of the Service Provider.

### B. SCOPE OF PSYCHOLOGICAL SERVICES

WCCSB is requesting pricing for psychological services. Services must be provided at a location in Wayne County. Specifications and all requirements of the Service Provider are outlined in the 2019 WCCSB SAMPLE Psychological Services Contract (attached).

### C. CONFIDENTIALITY

The Service Provider must comply with the confidentiality requirements of the WCCSB.

## 3. REPORTING REQUIREMENTS

The proposal must include an explanation of how the Service Provider will meet the reporting requirements of the psychological services.

### A. MONTHLY FISCAL REPORTING REQUIREMENTS

By the 5th working day of each month, or the first business day thereafter if the date falls on a weekend, the grantee shall report on participant enrollment for the previous month.

### B. FINANCIAL RECORDS

Specifications and all requirements of the Service Provider are outlined in the 2019 WCCSB SAMPLE Psychological Services Contract (attached).

**C. REPORT REQUIREMENTS**

The Service Provider agrees to send the Agency a completed evaluation report within 30 calendar days of the client's final appointment. Failure to meet this deadline will result in loss of payment for services. The assessment/report shall at the outset indicate the dates of scheduled, kept or missed appointments which are the direct "client with Provider" contacts for the basis of the assessment/report.

**IV. CAPACITY BUILDING**

Describe highlights and best practices from previous similar services rendered that the Service Provider has performed, including how WCCSB might assist with enhancing these highlights and overcoming any challenges identified.

**V. BUDGET AND BUDGET NARRATIVE**

Provide a budget narrative to communicate clearly all pricing information relative to performing the duties as described in this request for proposal. The contract cap for professional psychological services is \$50,000.00 Complete the budget form included with this RFP on page 9. The budget shall be based on the actual cost reimbursement and shall not reflect unit pricing.

**VI. OPTIONAL ADDITIONAL INFORMATION**

Proposal may include additional information to supplement the narrative, as deemed necessary.

## **PROPOSAL SUBMISSION**

### **SUBMIT PROPOSALS TO:**

Deanna Nichols-Stika, Executive Director  
Wayne County Children Services Board  
2534 Burbank Road  
Wooster, OH 44691  
Deanna.Nichols-Stika@jfs.ohio.gov

### **NUMBER OF COPIES, IF SUBMITTING VIA EMAIL:**

Submit one (1) original proposal to the email address.

### **NUMBER OF COPIES, IF SUBMITTING VIA MAIL:**

Submit the original proposal and four (4) copies. Original and copies must not be permanently bound and must be without tabs.

### **DUE DATE:**

November 26, 2018 at 4:30pm.

### **ADDITIONAL PROPOSAL SUBMISSION INFORMATION:**

- Proposal must be signed by an authorized representative of the proposing organization.
- Proposal must be clearly written and responsive to this RFP.
- Proposal will become the property of WCCSB.
- WCCSB assumes no obligation, no responsibility, and no liability for costs incurred by the responders prior to the issuance of a contract.
- The RFP is not to be construed as creating a contractual relationship between WCCSB and any Service Provider submitting a response to this RFP.
- WCCSB may require follow-up oral interviews with selected respondents and may require the respondents to participate in negotiations.
- WCCSB reserves the right to reject any or all responses, to modify the scope with one or more of the respondents, and to waive any/all requirements which WCCSB deems to be in its or its employees best interest.
- After evaluation of the responses, WCCSB will make its selection based on the response which best meets the needs of WCCSB, in the sole discretion of WCCSB.

### **ADDITIONAL CLARIFICATIONS:**

WCCSB may, during the contract period of this RFP, make additional resources available to supplement those provided in this initial procurement. Additional resources may be newly developed or become available due to existing

allocations. WCCSB reserves the right to open or reopen negotiations with any selected or non-selected respondent to this RFP without re-issuance of this RFP should an additional resource be identified.

### **EVALUATION CRITERIA**

Evaluation of each proposal will be based on the following criteria:

1. Overall Qualification of the Service Provider
2. Qualifications of Individuals Performing the Services
3. Soundness of Proposal
4. Budget

### **QUESTIONS**

Submit all questions about the proposal to Deanna Nichols-Stika at [Deanna.Nichols-Stika@jfs.ohio.gov](mailto:Deanna.Nichols-Stika@jfs.ohio.gov).

All questions will be addressed as they are received.

### **LIMITATIONS**

***The Wayne County Children Services Board reserves the right to reject any, parts of any, and all proposals, and the right to request additional information or clarification from any respondent. Awarding of any contract will be contingent upon available funding through the Wayne County Children Services Board, and subject to contract language as defined by the WCCSB.***

***Wayne County Children Services Board further reserves the right to amend or adjust program parameters, during the contract period to fit the needs of the client.***

***Proposals received after 4:30 p.m. (using WCCSB computer system time) on November 26, 2018, may not be considered.***

## PROPOSED BUDGET

<b>Item</b>	<b>Service Provider Costs</b>	<b>Estimated Costs/Hour</b>
A.	Staff Consultation	\$
B.	Diagnostic Assessment	\$
C.	Sex Abuse Victim/Offender Assessments	\$
D.	Client "No Show" Fee	\$