

REQUEST FOR INFORMATION

INTRODUCTION

The Ohio Department of Developmental Disabilities [DODD] has established a goal of improving the processes and outcomes for the function of service and support administration [SSA] and Program Management in residential and day program settings and has asked the OPRA/APSI/Superintendents Association Relationship Committee to provide the analysis and recommended tools to achieve the DODD's goal. The OPRA/APSI/Superintendents Association Relationship Committee is issuing this RFI to possibly secure the services of one or more consultants to carry out the work involved in the OPRA/APSI/Superintendents Association Relationship Committee and DODD contract. **Project completion date is June 30, 2011.**

Responses are due in writing by November 29, 2010, and should include the following information:

- Resume, to include work history relevant to the project
- Educational levels
- Publications written
- Training experience
- A narrative that details how your work experience prepares you to successfully complete this project
- References (minimum of three)

**Responses are due to: Mark Davis, President
OPRA
1152 Goodale Blvd.
Columbus, OH 43212**

I. OBJECTIVES

- Improve the practice and methods of SSA and Program Management;
- Attain greater consistency of SSA and Program Management throughout the state;
- Enhance the ability of SSA's and Program Managers to encourage individuals and families in assessment, service planning and service coordination; and
- Distinguish and clarify the roles of Program Managers and SSA's.

II. METHODS

- A Steering Committee, including a representative from OPRA, OSCB, OACB, DODD, APSI and ARC, will select a consultant to conduct the detailed work of the project. From a volunteer pool of county boards, COGS and providers, this

committee will select at least five areas of the state where the SSA and Program Management functions are effective;

- Schedule focus groups of individuals, SSA's and Program Managers in those selected areas with particular emphasis on individual/family engagement in the service planning and delivery process;
- Identify existing training modules which support best practice of SSA and Program Management.

III. GENERAL DELIVERABLES

- Adhere to the work plan that details the execution of the deliverables on this contract, referencing the methods delineated in the Scope of Work with timelines.
- In consultation with families and individuals, identify the elements of existing training modules which use a variety of media tools for delivery and which would serve as a consistent, statewide curriculums promoting best practices identified above. Identify any gaps in the curriculum with a description of what is needed for future curriculum development.
- Issue a position paper distinguishing and clarifying the roles of SSA and Program Manager with recommendations on achieving the most efficient and effective practice for each.
- Identify skills and experiences that are most important for SSA's and Program Managers.
- Recommend policy, rule or statute changes.

IV. DELIVERABLES of the CONSULTANT(S)

- In consultation with families and individuals, submit to the Steering Committee a report of the elements of existing training modules which use a variety of media tools for delivery and which would serve as consistent, statewide curriculums promoting best practices identified above. Identify any gaps in the curriculums with a description of what is needed for future curriculum development.
 - Payment of up to \$30,000 upon approval by the Steering Committee of report on SSA/Program Management Training including:
 - Currently available options with analysis of strengths and weaknesses of available curricula
 - Gap analysis of current curricula options
 - Description of and recommendations for future curriculum development

- Write a position paper acceptable to the Steering Committee that distinguishes and clarifies the roles of SSA and Program Manager with recommendations on achieving the most efficient and effective practice for each.
 - Payment of up to \$20,000 upon acceptance by the Steering Committee of Position Paper
- Submit a report to the Steering Committee that identifies skills and experiences that are most important for SSA's and Program Managers.
 - Payment of up to \$20,000 upon acceptance by the Steering Committee of a Report of identified skills with recommendations connecting these skills with the curricula analysis above
- Submit a report to the Steering Committee that identifies needed policy, rule or statute changes.
 - Payment of up to \$10,000 upon receipt of Recommendations acceptable to the Steering Committee

V. PAYMENT

The CONTRACTOR is required to submit a valid invoice on letterhead for the compensation incurred consistent with this Section. Each invoice shall contain the following information:

- a. a description of the services performed;
- b. itemization of the deliverables completed;
- c. a total for the invoice;
- d. vendor's name and address
- e. an attestation that the information contained in the invoice is accurate and true; and
- f. a signature of an authorizing agent of the Consultant.

OPRA agrees to pay Contractor within thirty (30) days of receipt of funds from DODD, based upon successful completion of each deliverable.

This Contract can only be modified by written/signed agreement of both parties. Any revisions shall be set up as an amendment to this Contract and shall be given to both parties for signature.

OPRA reserves the right to terminate this Contract in the event that the specified services are not provided in a timely and qualitative manner.

This Contract is subject to the availability of funds allocated by DODD to OPRA. If funds designated for this Contract become unavailable during the tenure of this Contract, OPRA's obligations under this Contract expire.

The obligations of the State of Ohio under this Contract are subject to the determination by the Director of the Ohio Department of Developmental Disabilities that sufficient funds have been appropriated by the Ohio General Assembly to the Ohio Department of Developmental Disabilities for the purposes of this contract and to the certification of the availability of such funds by the Ohio Director of Budget and Management as required by Section 126.07 of the Ohio Revised Code.

VI. Reporting Responsibility and Communication during the Engagement

The consultant(s) engaged to perform the study will report directly to a designated liaison from the Project Steering Committee. All communication regarding the work to be performed under this contract will be with the liaison or the Project Steering Committee.

VII. Completion of the project will be subject to the requirements and provisions of the attached contract with the Ohio Department of Developmental Disabilities.