

## Updated Request for Proposals – Audiology Services (MRESC)

The Midwest Regional Educational Service Center is accepting proposals from qualified agencies and consultants to provide Audiology services on an as needed basis during the 2020-2021 school year.

- **Service Period:** August 1, 2020 to July 30, 2021
- **Request for Proposals Issued:** January 15, 2020 (Reissued - March 17, 2020)
- **Proposals Due:** April 20, 2020
- **Inquiry Period:** March 17, 2020 to April 19, 2020

**Structure of this RFP:** *This RFP Contains four parts as listed below:*

1. Part One - Information on requested services
2. Part Two - General Instructions
3. Part Three - Evaluation of Proposals
4. Part Four: Attachment: Contractor Information Form

### **Submit Proposals via e-mail to:**

**Midwest Regional Educational Service Center**

**Superintendent Scott Howell**

[showell@mresc.org](mailto:showell@mresc.org)

**DOWNLOAD FULL REQUEST FOR PROPOSALS AT <http://www.mresc.org/>**

**This RFP consists of four (4) parts totaling eight (8) consecutively numbered pages.**

**Please refer to Part Two of this RFP, "General Instructions", for instructions on submitting inquiries via email to Craig Ludwig, Director of Special Education at [cludwig@mresc.org](mailto:cludwig@mresc.org)**

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## **PART ONE: SERVICES REQUESTED**

### **PURPOSE**

The Midwest Regional Educational Service Center (MRESC) is seeking proposals from qualified contractors to provide comprehensive audiology services, including hearing evaluations, for students on an as needed basis in Shelby, Logan, and Hardin Counties.

### **SCOPE OF WORK**

The services consist of all items listed herein for MRESC, including all required labor, transportation, materials, and equipment (including portable audiometer, tools and equipment necessary for "play" audiometry, tympanometry assessment, speech recognition threshold testing, and fitting, dispensing and care of amplification devices). It is the intent of this document that contractors provide a single proposal covering all categories of work for this service. Contractor providing services under this RFP will:

1. Provide audiology services for approximately 10 to 20 hours per month to students at school districts in Shelby, Logan, and Hardin counties during the 2020-2021 academic year.
2. Provide annual hearing evaluations for specified students (i.e., progressive hearing losses, residents currently using amplification, others as identified by a referring physician, speech language pathologist or the interdisciplinary team); "Play" audiometry; Audiological observation in educational environment; Otoscopic evaluations; audiograms; Audiological reports; Tympanograms; Speech Recognition Threshold Testing (using pictures when necessary); Written input to the interdisciplinary team and, if requested, attendance at Individual Plan meetings; Amplification fitting; Amplification dispensing; Written referrals for residents requiring medical attention or further audiological testing; Collaboration with the speech-language pathologist to develop annual rehabilitation/habilitation programs; Care, repair and maintenance of amplification/ear mold devices; Amplification program monitoring; Cerumen removal.

### **SPECIAL CONSIDERATIONS**

The contractor shall identify the individuals providing services under this RFP prior to initiating services, these individuals must:

1. Present and maintain through the contracting period, a current State of Ohio license to practice audiology.
2. Preferred work experience providing services to persons with developmental disabilities.
3. Preferred experience providing services under Ohio Operating Standards and Federal law/regulations.
4. Shall have not been found guilty of, or pleaded guilty to, any offense set forth in Section 5123.08(1), (2), or (3) of the Ohio Revised Code; nor employ any person to provide services under this RFP who has been found guilty of, or pleaded guilty to any offense set forth in Section 5123.081(1), (2), or (3) of the Ohio Revised Code.

5. The person(s) providing services under this RFP will be subject to a criminal background check prior to performing any services through the Midwest Regional Educational Service Center. The cost of this background check shall be paid for by the consultant at the time of fingerprinting.

Contractor shall perform all services rendered in accordance with all applicable state of Ohio, Ohio Department of Education regulations/licensure requirements, federal and state Medicaid (ICF/IID) regulations, Midwest Regional Educational Service Center (MRESC) policies and procedures, and any and all other regulatory statutes and/or procedures MRESC desires to institute at any time during the contract period.

Contractor shall perform all services rendered in accordance with the service provider's licensure/certification requirements and the code of ethics established by the discipline/profession and/or State of Ohio licensing board.

Contractor shall certify that all of its employees, while working at Midwest Regional Educational Service Center, will not purchase, transfer, use, be under the influence of, or possess illegal drugs or alcohol, or abuse prescription drugs in any way.

Contractor shall comply with all applicable provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), both in the provision of specified services and in its employment practices.

Contractor shall not be subject to an "unresolved" finding for recovery under Section 9.24 of the Ohio Revised Code. If there is a finding for recover, the Contractor's proposal will be rejected.

#### **ETHICAL AND CONFLICT OF INTEREST REQUIREMENTS**

No contractor or individual, company or organization seeking a contract shall promise or give to any MRESC employee any item of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.

No contractor or individual, company or organization seeking a contract shall solicit any MRESC employee to violate any of the conduct requirements for employees.

Any contractor acting on behalf of MRESC shall refrain from activities that could result in violations of ethics and/or conflicts of interest.

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## **PART TWO: GENERAL INSTRUCTIONS**

### **GENERAL INSTRUCTIONS**

The following sections provide a calendar of events, details on how to respond to this RFP, and how to get more information about this RFP. All responses must be complete and in the prescribed format.

### **CALENDAR OF EVENTS & ON-LINE INFORMATION**

The schedule for this RFP is given below and is subject to change. MRESC may change this schedule at any time. If MRESC changes the schedule before the Proposal Due Date, it will do so through an announcement on its web site (<http://www.mresc.org>).

Other than by adherence to the RFP Inquiry process, set forth below, no contact related to this RFP shall be made with MRESC until a contract award is announced.

Notwithstanding this prohibition, MRESC at its sole discretion, may request additional information as part of the review process outlined below.

### **Firm Dates**

- RFP Issued: 3/17/2020
- Inquiry Period Begins: 3/17/2020\*
- Inquiry Period Ends: 4/19/2020 @ 4:00 pm
- Proposal Due Date: 4/20/2020 @ 3:00 pm

\*Inquiries should be sent to Craig Ludwig at [cludwig@mresc.org](mailto:cludwig@mresc.org)

### **Estimated Dates**

- Contract Award Notification: No Later Than June 1, 2020
- Issuance of Purchase Order: To be determined

### **PROPOSAL FORMAT**

*Proposals must be prepared in accordance with the information in this document. The contractor proposal should be sent as a Microsoft Word document or PDF via email. See section titled "proposal submission" for additional instructions.*

A. Proposals shall be in writing and signed by the person providing services (or in the case of companies an authorized representative on company letterhead).

B. Proposals shall be submitted on the basis of an hourly rate for each hour of service to be provided. Travel expenses and travel time will not be paid.

- C. Proposals shall include a statement of the contractor's ability to meet the minimum requirement qualifications.
- D. Proposals shall include a statement of the contractor's ability to perform the responsibilities listed above.
- E. Proposals shall state the years of experience the Contractor has serving people with developmental disabilities.
- F. Proposals shall state the years of experience the Contractor has providing service.
- G. Proposals shall include the name, vitae, and license numbers(s) of all individuals to provide services under the provisions of this RFP.
- H. Proposals shall include a list of previous services performed to include facility name, complete address, telephone number, contact person, and dates service was performed.
- I. Proposals should include any accommodation or special needs of any person providing services under the provisions of this RFP.

#### **PROPOSAL SUBMITTAL**

*Proposals must be submitted in the following manner:*

- Proposals must be submitted via e-mail by no later than April 20, 2020 at 3:00 pm to Superintendent Scott Howell @ [showell@mresc.org](mailto:showell@mresc.org) .
- Subject of email should be "MRESC RFP 2020 (Audiology Services)"

Contractors are advised there will be no opportunity to correct mistakes or deficiencies in their submitted materials after the proposal due date. Proposals that are incomplete or otherwise missing required information may not be evaluated. It is the Contractor's responsibility to ensure timely submission of a complete Proposal.

Late Proposals will not be accepted. MRESC is under no obligation to consider a Proposal which is received after the proposal due date or that is incomplete.

MRESC reserves the right to:

- Accept or reject any and all Proposals and/or bids if MRESC determines that it is in the best interests of the Educational Service Center to do so.
- Rebid this RFP, requesting new Proposals from qualified firms.
- Waive or modify minor irregularities in Proposals received.
- Negotiate with Contractor(s), within the requirements of this RFP, to best serve the interests of the State of Ohio.

- Not make an award at the end of the evaluation process; this RFP is not to be interpreted or construed to guarantee that one or more Contractors submitting responses will be awarded contracts.
- Adjust the RFP Calendar of Event dates for whatever reason it deems appropriate.
- Contact Contractor to clarify any portion of the Contractor's submittal.

The Midwest Regional Educational Service Center reserves the right to interview all individuals providing services under the provisions of this RFP to determine the best responsive contractor. Interviews will be after the proposal deadline and conducted on the premises of Midwest Regional Educational Service Center. The Contractor shall bear the cost of travel to any scheduled interview

### **INQUIRIES**

Prospective Contractors may make inquiries or seek clarifications regarding this RFP any time during the inquiry period listed in the RFP Calendar of Events.

To make an inquiry, prospective Contractors must use the following process:

1. Send an email to the Director of Special Education, Craig Ludwig, at [cludwig@mresc.org](mailto:cludwig@mresc.org)
2. Indicate the following in the email subject line: "MRESC AUDIOLOGY RFP – INQUIRY"

Prospective Contractors who attempt to seek information or clarifications verbally, or by phone, will be directed to reduce their questions to writing in accordance with the terms of this RFP.

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## **PART THREE: EVALUATION OF PROPOSALS**

### **EVALUATION PROCESS**

The Midwest Regional Educational Service Center's evaluation process of responses submitted to this request may consist of up to four distinct phases:

1. MRESC's initial review of all proposals for timely submission;
2. An evaluation committee review of the proposals for defects and scoring;
3. MRESC's request for clarifications or interviews; and,
4. Negotiations or best offer requests.

At its sole discretion, the MRESC will determine whether phases three and/or four are necessary under this RFP, reserving for itself the ability to eliminate, or add phases three or four, at any time during the evaluation process.

- *MRESC may add or remove sub-phases to phases 2 through 4 at any time if MRESC believes doing so will improve the evaluation process.*

### **PROPOSAL EVALUATION CRITERIA**

Scores will be given for each of the following items. The highest possible score is noted with each line item. The award will be given to the Contractor with the highest score.

- A. Individual(s) to provide services are Ohio-licensed.  
(YES = continue to next criteria; NO = proposal rejected)
- B. Experience serving individual(s) with developmental disabilities.  
(<5 years = 5 points; 6-9 years = 10 points; 10+ years = 15 points)
- C. Experience serving students in an educational setting (PK-12 Schools)  
(<5 years = 5 points; 6-9 years = 10 points; 10+ years = 15 points)
- D. Price – Ranked lowest to highest order when compared to all eligible proposals  
(1st = 25 points; 2nd = 20 points; 3rd = 15 points; 4th = 10 points; 5th = 5 points)
- E. In the event of a tie, the award will be determined through the contractor interview process.

## **PART FOUR: CONTRACTOR INFORMATION FORM (Attachment)**

**THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL**

CONTRACTOR NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

AUTHORIZED CONTACT NAME: \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PLEASE ATTACH A COPY OF YOUR Federal W-9 to this form

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