

LCCS POLICY 218

Services for Children and Families Request for Proposal

Policy Number:	218
Policy Title:	Request for Proposal
Original Issue Date:	9/13/2001
Revision Dates:	3/24/2010; 3/28/2013; 6/28/2017
Revision Number:	3
Current Effective Date:	6/28/2017
Board Approval Date:	09/13/2017
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	
Scope:	All departments seeking to secure contracts for the provision of services identified to meet service needs from outside sources
Responsibility:	Coordinator of Client Services, RFP Review Committee
Purpose:	To provide an environment of open and free competition for the development of the best and most effective program services to meet the needs of the children and families served by Lucas County Children Services (LCCS). Establish a standardized process to assure consistency, uniformity and fairness in the treatment of all potential proposers, consistent with applicable laws, rules and the LCCS Procurement Plan.
Legal Cite:	ORC Chapter 307; ORC Chapter 5153; OAC Chapter 5101:2-47-23.1; OAC Chapter 5101:9-4-07.1, 29 CFR 97; 45 CFR 92

POLICY STATEMENT

Pursuant to the Ohio Revised Code (ORC); the Ohio Administrative Code (OAC); the Code of Federal Regulations (CFR); Lucas County Children Services Board Procurement Plan; and the Lucas County Board of Commissioners Purchasing Policy. Lucas County Children Services (LCCS) will utilize a Request for Proposal (RFP) process when seeking a contract for the provision of services to children and families. However, under the ORC §5153.16, ORC §307.86 and OAC 5101:2-47-23.1, Lucas County Children Services (LCCS), can enter into a non-competitive proposal to purchase family services, programs or ancillary services that provide case management, prevention or treatment services for children and families. These services are deemed to be in the best interest of children at risk or alleged to be dependent, neglected, or abused.

PROCEDURE - including required timeframes and documentation

Internal Process for the Identification of Service Needs

LCCS will utilize information and data collected and/or received from a variety of sources to help identify the service needs of the children and families served by our agency.

The following list of potential sources of information/data includes, but is not limited to:

- Quality Assurance reports,
- Client and staff surveys/questionnaires
- CPOE, CFSR
- Vendor contract data and evaluations
- LCCS committee reports
- National research
- Strategic Planning initiatives
- LCCS Board initiatives

Solicited Proposals

The LCCS Request for Proposal (RFP) process and format will be utilized for solicitation of services for children and families; and be in compliance consistent with all applicable federal and state statutes, federal regulations, state administrative rules, county policies and the LCCS Procurement Plan. Proposals must be solicited from an adequate number of qualified sources to permit reasonable competition with the nature and requirements of the RFP service criteria/stipulations.

The RFP will be developed by the Coordinator of Client Services in consultation with the Associate Director of Quality Improvement, Quality Assurance Manager, program staff and other relevant managerial staff.

After the RFP has been developed and approved by the Executive Director, a public notice advertising the RFP will be published by print media and/or electronically.

PLEASE REFER TO THE REQUEST FOR PROPOSAL FORMAT, AVAILABLE THROUGH QUALITY IMPROVEMENT, FOR MORE DETAILED PROCEDURES AND STEPS.

Unsolicited Proposals

LCCS does not accept (i.e., take action on) unsolicited proposals.

Any organization or individual who submits an unsolicited proposal or contacts the agency inquiring about the possibility of submitting one, will be informed about the above.

Technical Evaluation of Proposals Received

LCCS' RFP Review Committee will be responsible for the review and technical evaluation of proposals received for services to children and families. The Review Committee will primarily consist of members from the following LCCS areas:

- Quality Assurance
- Administration
- Assessments
- Chief Counsel
- Community Development
- DFS
- Fiscal
- Placements
- Training and Development

Staff from other areas of LCCS may be added to the Review Committee depending on the focus of the RFP and/or turnover within the Committee.

Review Committee members will be selected based on their knowledge of agency service needs, policies and procedures related to the RFP process and focus. Review Committee members will also be selected based on the absence of a real, apparent, or potential conflict-of-interest. Review Committee members will be trained or have prior experience in the proposal technical evaluation process and Rating Guide.

Review Committee members will conduct the technical evaluation of each proposal received in response to a RFP.

CASE PRACTICE GUIDES

All agency staff involved in the RFP process defined above need to be diligent in avoiding any potential for a conflict of interest. (See Policy 145)

No proposal received from any officer, employee or agent of LCCS will be accepted for review/consideration, as it represents a conflict-of-interest. Caregivers are considered agents of LCCS (e.g., foster, adoptive, day care parents, etc.)

RELATED POLICIES and FORMS

Request for Proposal Format
Policy 145 - Conflict of Interest
Policy 216 - Competitive Bidding
Policy 220 - Contract Review
Policy 225 - Purchases Involving a Conflict of Interest
LCCS Procurement Plan
Lucas County Board of Commissioners Purchasing Policy

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