



Easter Seals Bay Area

Request for Proposals Occupational Therapy, Speech and Language Pathology and Applied Behavior Analysis Services RFP #2.2012

Event	Time (PST)	Date
RFP Issued		3.2.2012
Questions accepted in writing – email only to cmacaloon@esba.org		Until 3.16.2012
Proposal Deadline	4:00 PM	3.23.2012

Notice of Solicitation

Notice is hereby given that Easter Seals Bay Area, located at 180 Grand Avenue Suite 300, Oakland, California is seeking RFP's for Occupational Therapy Services, Speech and Language Pathology Services and Applied Behavior Analysis Services to be provided as listed below.

All questions concerning this notice should be addressed to Chris Macaloon, Administrative Coordinator, at cmacaloon@esba.org.

I. Purpose of this Request for Proposals (RFP)

The purpose of this RFP is to solicit proposals from agencies and/or individuals interested in administering Occupational Therapy, Speech Therapy and/or Applied Behavior Analysis services via a sub-contracting arrangement with Easter Seals Bay Area for children with Autism Spectrum Disorders in the counties noted below:

Alameda – Whole County
Contra Costa – Whole County
Fresno – Partial County
Kings – Partial County
Madera – Partial County
Marin – Whole County
Mariposa – Partial County

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Napa – Partial County
Placer – Partial County
San Francisco – Whole County
San Mateo – Whole County
Santa Clara – Partial County
Solano – Whole County
Sonoma – Partial County
Sutter – Partial County
Tulare – Partial County
Yuba – Partial County

Scope of Services

Clinical Scope of work is outlined in Exhibit A (attached)

Responders may submit a proposal related to any number or combination of the counties and services. Responders may also submit a proposal identifying the responder's interest and ability to cover other areas of the state. Ability to cover areas in Southern California is highly preferred.

Contractual Relationship

It is an express covenant of this RFP that Easter Seals Bay Area will be solely responsible for direct communications with all contracted pay sources. This includes but is not limited to patient referrals, coordination of medical care and benefits and direct billing to the noted pay sources. The eventual contracting party agrees to coordinate all patient care and communications directly with an Easter Seals Bay Area designee. Any actual or attempted communication by the Contracting Party with pay sources shall be a violation of this covenant and shall be cause for termination.

II. Minimum Required Information and Documentation

All RFP's shall include at a minimum the following information/documentation:

- Names of individuals who will perform required tasks as well as the listing of appropriate licensure.
- Name of the person who will be primarily responsible for the services required by the RFP and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal.
- Identify persons who will serve as back up to the primary person including resumes of all parties.
- Describe ability to provide services in a timely fashion including a description of your capacity quantified in number of hours of service available, appropriate staffing and a description of your familiarity with the services required by Easter Seals Bay Area.

Professional Liability Insurance

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- The individual or organization is to provide, at own expense, a comprehensive general liability insurance policy including professional liability, insuring against any and all claims for bodily injury or death resulting from performance and services by the employees, staff and agents.
- For the duration of this contract, Contracting Party will name Easter Seals Bay Area, 180 Grand Avenue Suite 300, Oakland CA 94612, as an additional insured on his or her professional liability insurance, with minimum coverage of \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

III. Proposal Structure

The proposal must follow the format and order outlined below. An RFP response that fails to follow the submission format may be excluded from further review.

Format

Proposals must be prepared simply and economically, providing a straightforward, concise description of the provider's ability to meet the requirements of the RFP. The provider shall organize the proposal in the same order as presented in the RFP and clearly label each section and subsection with the headings as they appear in the RFP. Any additional information must be referenced in the body of the response and attached to the end of the document after the required attachments. If you have responded to a requirement in another section of your proposal, please make reference to that section and do not repeat your response.

a. Narrative

The proposal must include the information requested below. Information should be complete and demonstrate that the Responder can perform professional work. Each attachment must reference the corresponding section or subsection number to which it corresponds.

b. Introduction

Prepare a brief introduction including a general demonstration of understanding of the scope and complexity of the required work.

c. Personnel

List key personnel who will be assigned to this program. Include personnel (administrative and clinical) responsible for supervision and service provision of the program. Provide resumes for the key personnel. Identify those individuals who will serve as contact persons for the management of the contract.

d. Experience

In this section, list recent work related to this proposed effort and include any examples of similar contracts.

e. Program Description

Submit a program description outlining staffing and supervision structure, working relationships and structures for collaboration, and service delivery model.

f. Evidence Based Practices

Describe the proposed evidence-based, evidence-informed interventions and/or emerging practices that will be utilized.

A core value of Easter Seals is that it provides the highest quality and most effective services to individuals living with autism and their families. As such, we are committed to developing a system of care that is grounded in evidence-based practices. Easter Seals recognizes that this shift will be a developmental process. Consequently, to continue our pursuit of this goal, Easter Seals will align resources, policies, and technical assistance to support the Responder to provide services that promote and routinely utilize evidence-based practices.

g. Implementation Plan

Provide an implementation plan including the start up process and full implementation process with timelines.

h. Data collection and tracking

Provide assurance that the Respondent is capable and willing to participate in performance measurement and evaluation activities as required. These may include:

- Use of a standardized contract monitoring and data tracking system to capture fiscal information, implementation progress, participant demographics, and participant attendance in core services;
- Data collection and summary of clinical outcomes;
- Use of pre and post survey instruments relevant to the desired outcomes; and
- Participation in training as required and ongoing support and oversight of staff to ensure effective administration of above data collection tools.

i. Location, Equipment & Supplies

Provide plan to provide services either **a)** in workspace provided by Easter Seals (if available), **b)** in workspace owned or leased by the Respondent or **c)** in the home of the patient with all supplies and equipment being provided by the Respondent. Please specify which option would be in place in the specific geographic areas respondent is applying for.

j. Rate Proposal

Please include a detailed rate proposal for all services respondent is applying for.

k. Billing

Selected providers must demonstrate operational experience with managed care authorization and billing procedures.

l. Business Structure

Provide the following documentation:

- Proof of incorporation
- Updated list of current management staff and organizational structure
- Current Tax Identification Number

- Copies of applicable licenses and/or certifications
- Address (es) of the site(s) where services will be provided
- National Provider Identifier (NPI) Number (s) for identified staff

m. **Subcontracting**

If the Responder plans to use subcontractors, this should be clearly explained separately in the application. However, the primary contractor will be responsible for contract performance whether or not subcontractors are used.

Easter Seals Bay Area is not liable for any costs incurred by applicants for work performed in preparation of a response to this RFP

IV. EVALUATION OF PROPOSALS

The proposals will be evaluated by a committee of Easter Seals Bay Area clinical and executive staff based upon information supplied by each Responder to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the needs/operations of individuals with autism spectrum disorders.
- Experience of the firm in providing similar services to other public and private entities, with special emphasis on experience working with individuals with an autism spectrum disorder.
- Qualifications and experience of the lead professional.
- Qualifications and experience of the other members of the professional's firm.
- The hourly rates proposed.

Any questions regarding this Request for Proposals should be directed to Chris Macaloon, Administrative Coordinator at cmacaloon@esba.org

Please submit two (2) copies of the proposal to:

US Mail:

Easter Seals Bay Area

Att: RFP #2.2012

180 Grand Avenue, Suite 300

Oakland, Ca 94612

OR email:

cmacaloon@esba.org

All submissions must be received by 4:00 PM on Friday, March 16, 2012 at which time the request for proposals will end.

Please clearly mark envelope "RFP # 2.2012".

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Exhibit A

Definition of Services:

APPLIED BEHAVIOR ANALYSIS

- Perform initial Applied Behavior Analysis treatment assessments of children with autism spectrum disorders to determine eligibility and appropriateness for on-going services, as directed by the Vice President and Chief Program Officer, and/or his designee.
 - Formal assessment report and treatment plan are due upon completion of assessment. Proposed rate should be inclusive of direct observation, data analysis, travel and report writing.
 - Timeframe for completion will be specified by the Vice President and Chief Program Officer, and/or his designee upon assignment but in no instance greater than 40 working days from referral date.
 - Valid state licensure and/or BCBA certification is required
- Applied Behavior Analysis – Case Supervision
 - Supervises individualized programs for children diagnosed with autism spectrum disorders in natural settings.
 - Schedules regular community visits with care givers to review program effectiveness, make observations, collect data, chart progress and provide parent education.
 - Coordinates visits to overlap with members of the direct care team to observe sessions and provide coaching and clinical support.
 - Reviews data and reports submitted by direct care team, and updates individualized treatment plans to assure programs reflect each child's development and progress towards identified goals.
- Applied Behavior Analysis – Direct Service
 - Provide specific in-home/community-based intervention activities for children diagnosed on the autism spectrum as identified in the individualized treatment plan, and/or in response to physician recommendations, in conjunction with Supervision and other direct care staff, as needed.
 - Coordinates family visits with Pediatric Specialists according to the individual needs of the child.
 - Prepares and provides specialized training and instructional materials for care givers.
 - Travels to home and other community settings, as required, to deliver services.

THERAPY SERVICES

- Provide medically necessary services, which could include but not be limited to Speech and Language Pathology, Physical and Occupational therapies, to children with autism spectrum disorders as directed by the Vice President, Chief Program Officer and/or his designee.
 - Valid state licensure is required
 - Home and / or clinic based services as directed by Easter Seals Bay Area
 - Proposed rate should be inclusive of bi-annual reports, daily SOAP notes and travel time

- Occupational Therapy
 - Schedules and coordinates regular visits with caregivers to provide discipline-specific treatment for children with developmental delays and/or autism spectrum disorders.
 - Assesses, evaluates, and consults on developmentally appropriate self help daily living skills using agreed upon, discipline-specific assessment tools
 - Develops individualized occupational therapy treatment, plans and goals.

- Speech and Language Pathology
 - Schedules and coordinates regular visits with caregivers to provide discipline-specific treatment for children with developmental delays and/or autism spectrum disorders.
 - Assesses, evaluates, and consults in expressive and receptive communication skills and pragmatic communication skills where the lack of skills poses significant obstacles to developmentally appropriate self help daily living skills.
 - Develops individualized speech-language therapy treatment, plans and goals.