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New York State
Office for People With Developmental Disabilities
Developmental Disabilities Regional Office
Region 2 – Central New York District

Assistive Technology
Request for Proposals
FY 2014

Assistive Technology Request for Proposals

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I. Introduction

The Central New York District of DDRO – Region 2 (CNY DDRO) invites you to submit proposals for funding of Assistive Technology services.

The New York State Office for People with Developmental Disabilities (OPWDD) is responsible for coordinating services for more than 126,000 New Yorkers with developmental disabilities, including intellectual disabilities, cerebral palsy, Down syndrome, autism spectrum disorders, and other disabilities. It provides services directly and through a network of approximately 700 nonprofit service providing agencies, with about 80 percent of services provided by the private nonprofits and 20 percent provided by state-run services. Supports and services are primarily provided in community settings across the state. OPWDD also provides employment supports, which include ongoing job coaching, job matching, and vocational training, and New York State-funded family support services, which are designed to assist families in providing care for their loved ones who live full-time in their family home.

Services provided by nonprofit service providers are coordinated and overseen by five (5) Developmental Disabilities Regional Offices (DDROs). The DDRO – Region 2 covers the following three District areas: Broome, Central New York, and Sunmount. This Request for Proposal (RFP) is intended only for the Central New York District and the services to be provided in the eight (8) counties within the District's catchment area.

II. Description of Program Objectives

The Central New York DDRO is soliciting proposals from qualified agencies that have experience with New York State in providing Assistive Technologies to home-based consumers on the HCBS or CAH III, IV, or VI (OPWDD) Waiver. Assistive Technology is the term used for services provided to consumers to enable them to stay in their homes in a safe and accessible environment. Assistive Technologies are broken down into two groups, Environmental Modifications (EMODS) and Adaptive Equipment.

An Environmental Modification is defined as follows: Selected internal and external changes to the person's physical home environment, required by the person's Individualized Service Plan, which are necessary to ensure the health, welfare, and safety of the person of which enable him or her to function with greater independence in the home **and** without which the person would require institutionalization. Environmental modifications will be provided on a limited one-time only basis to the extent necessary to enable people with physical infirmities and disabilities to live safely in community homes outside the institutional setting. Examples of Environmental Modifications are ramps, door widening, bathroom modifications (wheelchair accessible showers, handicapped toilets, wall hung sinks), porch lifts, and fences.

Adaptive Technologies are defined as follows: Devices, aids, controls, appliances, or supplies of either a communication or adaptive type determined necessary to enable the person to increase his or her ability to function in a home and community based setting with independence and safety. The aid must be documented in the person's Individualized Service Plan as being essential to the person's habilitation, ability to function, or safety, **and** essential to avoid or delay more costly institutional placement. Examples of Adaptive Technologies include durable medical equipment (DME), vehicle lifts, bed shakers, and strobe lights.

The examples provided are not all inclusive. New technology and new ideas are being introduced every day. Only individuals eligible for OPWDD services as defined in §1.03 of the Mental Hygiene Law could be funded by OPWDD.

III. Scope of Services

A. Upon referral from the CNY DDRO, the provider agency (known hereafter as ‘contractor’) will be responsible for identifying the specific Assistive Technology needs of the consumer in their home. This could be accomplished through relevant evaluations such as clinical assessments, home visit and observation, technical expertise, etc. A scope of work should be developed based on that finding. This scope may be developed by a qualified person such as an architect, environmental engineer, or someone with experience and qualifications in building trades, either working directly within the contracting agency or sub-contracted by the agency. Allowable costs are outlined below:

- i.** The contractor may bill up to 15% of project total for administration costs.
- ii.** The contractor may bill up to \$500.00 for specification development using their own specialist. For projects that need outside specialists in the form of an architect and/or Environmental Engineer, costs may not exceed \$2,000.00.
- iii.** Contractor may bill for clinical services related to project, up to \$300.00.

B. The contractor must bid the projects based on the developed scope. Bids, to be considered responsive, must comply with the scope of work specifications.

C. Contractor will award bids based on the lowest responsible bidder. Responsibility must be determined through the Vendor Responsibility Process (see Appendix E for sample minimum requirements; subject to change at the DDRO’s direction). At least three bids must be obtained unless permission is granted from CNY DDRO. The DDRO reserves the right to review all scopes and bids prior to solicitation and award.

D. Contractor will provide project management to individual and/or individual’s family.

E. Contractor will make payments to vendors in accordance with DDRO policies.

F. The contractor will assume all liabilities for the actions and or omissions of their sub-contractors.

IV. Funding

The Central New York Developmental Disabilities Regional Office is issuing a Request for Proposals (RFP) for as many as six five-year contracts. Each contract will have a value not to exceed \$200,000 per year.

V. Geographic Locations

The funding contracts are available for the provision of services in CNY DDRO's eight-county region. The eight counties are Herkimer, Lewis, Madison, Oneida, Onondaga, Oswego, Cayuga, and Cortland. Only responsive proposals that address all eight counties within the Central New York geographic region and the criteria set forth will be considered for funding.

VI. Instructions for Preparing Proposals

A. Content and Format of Proposal: To be considered responsive, a bidder must submit a complete proposal that satisfies all requirements as stated in this RFP. All proposals should be typed on 8 ½ x 11 inch paper and be stapled. **Note: Electronic and faxed proposal submittals will not be accepted.** The information which must be furnished by the bidder, and the manner in which it must be presented, is as follows:

- Cover Sheet: Please answer all questions, including Proposal Summary (See Appendix A).
- Authorized Officer Attestation: Please submit a one (1) page letter signed by the Chief Executive or Chief Operating Officer of the organization (or their designee), acknowledging that the bidder has read the RFP, understands it, and agrees to be bound by all of the conditions therein (see Appendix B).
- Questions (Proposal Narrative including Budget/Financial Statement): CNY DDRO will evaluate proposals to determine consistency with the stated purpose of this RFP, the soundness of the proposed project, and its expected effectiveness using the specific criteria for the proposal narrative provided in Section B below.
- **In addition, a bidder must have been prequalified on the Grants Reform website prior to grant application and execution of contracts. See Appendix C for information on this new requirement. No paperwork is required to be sent as proof of application; however, agencies that have not been prequalified by September 10, 2013 (RFP due date), will not be considered for RFP awards.** As this process may take up to a few weeks, it is advised that interested agencies begin this process immediately upon RFP announcement.

Submittal Format: The complete proposal, as described above, with **four (4) copies** must be submitted in a sealed package, to the attention of:

CNY DDRO – Region 2
Jodi McNally
187 Northern Concourse
North Syracuse, NY 13212.

Be sure to clearly indicate on the outside of the package that a bid is enclosed. The bidder's response must include the bidder's address. Bidders with a post office box must indicate a street address. Proposals must be submitted in the format and content specified. CNY DDRO reserves the right to reject proposals that do not conform to the required format. All proposals become the property of CNY DDRO and will not be returned to the bidder. A bidder should transmit proposals in a form such that a receipt is obtained indicating the addressee, date, and time of delivery.

B. Questions (Proposal Narrative including Budget/Financial Statement):

Answer all of the following ten questions in the order in which they are listed below, numbering your answers to correspond with the number of the question that you are answering. All items must be addressed concisely and provide a clear understanding of your proposed plan, including timelines and expected outcomes. Applications will be scored based on the information presented, with points allocated to arrive at a total score. Information that has not been specifically requested will not be taken into consideration during the evaluation process.

1. Assistive Technology (AT) Projects Experience:

Indicate whether you had any experience with and describe the Assistive Technology projects your agency has been involved with in the past.

2. Current Assistive Technology Projects:

Describe your agency's current projects as an Assistive Technology provider.

3. State Contracts Experience:

Describe your agency's experience with State contracts for services.

4. Staff Qualifications:

Identify a person or persons in your agency, or available to be sub-contracted by your agency, with the following experience, and indicate the length of experience in years for each:

- Bidding
- Specification development.
- Knowledge of Federal, State and local municipality building codes.

5. Clinical Assets:

Describe the agency's access to clinical assets (i.e. Occupational or Physical Therapists). Clinicians should have experience with evaluating need to assist in specification development by providing comprehensive recommendations to meet an individual's current *and future* needs. For Adaptive Equipment, clinicians should have familiarity with a range of equipment options to determine the best outcome for the individual. Clinicians should also have experience writing letters of justification to pursue insurance approvals as appropriate and have knowledge of area equipment vendors.

6. Organizational Capability and Capacity:

Describe how your organization will implement the Assistive Technology program requirements as stated in this RFP. Describe any special strengths or features that your agency has to offer in regards to this program. Demonstrate the ability to process 20-30 Assistive Technology projects per year, including estimated time frames for project completion. Please also provide an estimated start date for program implementation.

7. Adherence to Federal and State Regulations:

Describe how your agency will be able to satisfy all Federal/State Assistive Technology regulations.

8. Vendor Oversight and Inspections:

Demonstrate how your agency will interact with vendors, problem solve, and/or trouble shoot issues as they arise. Demonstrate the ability to do inspections during projects and at completion.

9. Vendor Responsibility

Describe the process for determining Vendor Responsibility (i.e. verification of vendor/subcontractor integrity and capacity to perform).

10. Financial criteria:

Briefly describe your organization in terms of fiscal stability and management. Please provide two years of financial statements and/or budgets.

VII. Submittal Deadlines

All final proposals must be received at CNY DDRO by close of business (**4:00 p.m. EST**) on September 10, 2013, in care of: CNY DDRO – Region 2
Jodi McNally
187 Northern Concourse
North Syracuse, NY 13212.

Proposals received after this time and date will be disqualified and returned unopened to the respondent. *Respondents should obtain a mailing receipt to protect their interests in the event of late delivery.*

Timelines for this RFP

List of Activities	Date
RFP Release Date to Agencies	July 29, 2013
Closing Date: Questions to CNY DDRO	August 12, 2013
Posting of Answers to Questions	August 20, 2013
Proposal Due Date	September 10, 2013
Award Announcement	October 2013
Individual Verification by DSO	October 2013
Contract Start Date	January 1, 2014

VIII. Proposal Review and Selection Process

A. Scoring (Proposal Selection Criteria and Evaluation Methodology)

The CNY DDRO Region 2 Office will conduct a two (2) stage review process for all submitted proposals. This will be conducted by a committee comprised of staff from the CNY DDRO Region 2 Office.

1. **Administrative Review of Pre-qualification Criteria** – All submitted proposals will be reviewed for completeness and compliance with RFP qualification requirements. This is a pass/fail process; non-responsive proposals will be disqualified and eliminated from further review. Also, any OPWDD Provider who is currently listed on the OPWDD’s Early Alert list will be disqualified from further participation in this RFP. Only proposals that pass this preliminary review will proceed to the program and fiscal evaluation. For Pre-Qualification Review Instrument, please refer to Appendix D.

2. **Scored Review** - Proposals found responsive to the conditions of the RFP indicated under Stage 1 will advance to Stage 2, whereupon they will undergo a “Scored Paper Review” by members from the evaluation team. A review of the submitted proposals will be conducted that examines the applicants combined responses to the elements set forth in the RFP, as detailed in the Review Instrument included herein. Members of the evaluation team will perform individual scoring for each proposal. The average of these scores will constitute a proposal’s final score. All proposals will be evaluated as per the attached criteria (see Attachment F: Review Instrument). **A minimum score of 55 is required in order to qualify for award consideration.**

B. Selection of Proposals for Funding

All proposals will be ranked by their final scores and will be awarded funds starting with the highest score until the funding is exhausted. If two or more bidders have identical final scores, award will be made in the best interests of the state to the bidder with the highest combined score on questions 1 and 4 of the attached evaluation tool, emphasizing experience and qualifications of the bidder.

C. Tentative Awards

Agencies will be notified about tentative awards in writing by or about October 8, 2013. Tentative awards are subject to Vendor Responsibility review and the Office of the State Comptroller (OSC) approval before they become final.

D. Final Awards

Once approved by the OSC, agencies will be notified about final awards in writing (Award / Denial Letters) by or about November 15, 2013. Awards may be followed by negotiations to settle on the contract terms that were not part of the selection criteria or that do not substantially alter those criteria.

E. Services Start Date

Once approved, services are expected to commence on or near January 1, 2014.

IX. Questions/Answers and Technical Assistance

Agencies have a duty to inquire about and clarify any RFP conditions that they do not fully understand or that they feel may be open to more than one interpretation. Questions regarding this specific RFP must be submitted in writing to: CNY DDRO in care of Jodi McNally, 187 Northern Concourse, North Syracuse, NY, 13212; or via e-mail:

Jodi.McNally@opwdd.ny.gov, **by close of business (4:00 p.m. EST) on August 8, 2013.**

Applicants are encouraged to submit questions in advance of this deadline. The CNY DDRO Region 2 will provide answers to questions in writing by e-mail by the close of business on August 20, 2013, to all parties invited to participate in this RFP.

X. Reserved Rights

CNY DDRO reserves the right to the following:

- A. Make an award under the RFP, in whole or in part.
- B. Modify the RFP requirements upon written notification to all agencies that receive a copy of the RFP.

- C. Seek clarification or additional information from an agency regarding its proposal.
- D. Reject all or some of the proposals received in response to this RFP when it is in the best interests of the State of New York.
- E. Negotiate with the successful bidder within the scope of the RFP in the best interests of the State.
- F. Disqualify any bidder whose conduct and/or proposal fails to confirm to the requirements of the RFP.
- G. Prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information as it becomes available.
- H. Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments.
- I. Eliminate any mandatory and/or non-mandatory specifications that cannot be complied with by all the prospective bidders.
- J. Withdraw the RFP at any time, at the agency's sole discretion.
- K. Change any of the scheduled dates.
- L. Utilize any and all ideas submitted in the proposals received.
- M. Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder.
- N. Suspend any and all activities under the awarded contract, at any time upon a written notice outlining the particulars of such suspension, when the DDRO discovers information that calls into question the responsibility of the vendor.

XI. Grantee and OPWDD Responsibilities

All grantees must commit to working with OPWDD to ensure the greatest potential to achieve successful grant outcomes using funds awarded through the grant. OPWDD staff will be available to provide technical assistance to grantees, and to conduct site visits to grantee locations to observe progress. Payments to grantees will be made according to procedures established by OPWDD and specified in the contract to successful bidders (awardees).

XII. Administrative Considerations

Issuing Agency

This RFP is issued by the New York State OPWDD .

Amendments to the RFP

OPWDD may, by written notification to the bidders, change any portion of the RFP as described and detailed herein.

Cost of Proposal Preparation

All costs associated with responding to this RFP are entirely the responsibility of the bidder and shall not be reimbursed by OPWDD. No claim will be made against OPWDD for any costs incurred by the bidder for proposal preparation.

Contract Development

Upon selection, the successful bidders will be invited to negotiate a contract with OPWDD. Each bidder shall comply with the terms and conditions presented therein. The contents of the selected bidder's proposal will be incorporated into the final contract as developed by OPWDD.

All OPWDD contracts will include the terms and conditions contained in Contract Appendix A, its supplement, and the addendum to the Supplement attached to the contract. (Contract Appendix A is not included in this RFP). Upon approval of the contract by the Office of the State Comptroller (OSC), all terms of the contract will become available to the public.

Vendor Responsibility Questionnaire

State agencies are required under Article XI, Section 163(3)(a)(ii) of New York State Finance Law to ensure that contracts are awarded to responsible vendors. Such requirements include, but are not limited to, the offerer's qualifications, financial stability, integrity, and past performance. A "Vendor Responsibility Questionnaire" filing is required for all contracts of value \$100,000 or greater or when specifically requested by the entity issuing the solicitation. For OPWDD's purposes, the Developmental Disabilities Regional Office (DDRO) Region 2 is requiring completion of a Vendor Responsibility Questionnaire (VRQ) for all prospective awardees regardless of the value of the contract. The filing of a Vendor Responsibility Questionnaire IS NOT REQUIRED with the bidder's proposal. Only the organizations selected for contract award will be required to file a VRQ. Any vendor determined by the DDRO Region 2 not to be a "Responsible Vendor" (subject to due process rights) will be denied a contract.

OPWDD recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep System online at <https://portal.osc.state.ny.us>.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us. Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the OPWDD or the Office of the State Comptroller's Help Desk for a copy of the paper form.

As per GFO Section XI.18.G, - Workers Compensation and Disability Benefits, proof of coverage must be submitted with all transactions which are not exempt from Vendor Responsibility review. The WCB has identified the following as acceptable forms of proof of Workers Compensation/Disability Benefits coverage or exemption.

Workers Compensation Coverage

Form C-105.2 – Certificate of Workers Compensation Insurance issued by private insurance carriers, or Form U-26.3 – Certificate of Workers Compensation Insurance issued by the State Insurance Fund, or Form SI-12 – Certificate of Workers Compensation Self-Insurance, or Form GSI-105.2 – Certificate of Participation in Workers Compensation Group Self-Insurance.

Disability Benefits Coverage

Form DB-120.1 – Certificate of Disability Benefits Insurance, or Form DB-155 – Certificate of Disability Benefits Self-Insurance WC/DB Exemption of Form CE-200 – Certificate of Attestation of Exemption from NYS Workers Compensation and/or Disability Benefits Coverage.

Public Officers' Law

Prospective bidders should also be aware that Public Officers Law Section 73 (8) bars former state officers and employees from appearing, practicing or rendering any services for compensation in relation to any matter before their former state agency for a period of two years from the date of their termination.

Additionally, there is a permanent bar against any such activity before any state agency in relation to any case, application, proceeding or transaction with which such officer or employee was directly concerned and personally participated or which was under his or her active consideration.

Security of Proposal/Confidentiality of Contract Terms

(a) Security of Proposal

The content of each bidder's proposal will be held in confidence and no details of any proposal will be divulged to any other bidder during evaluation. The bidder and OPWDD agree that all information communicated to it by the other, before the effective date of the contract, shall be received in strict confidence, shall be used only for the contract, and that no such information shall be unnecessarily disclosed by the recipient party except as required by Federal or State law.

(b) Confidentiality of Contract Terms

The bidder and OPWDD agree that all communications, until the effective date of the contract, shall be made in confidence, shall be used only for the purposes of the contract, and that no information shall be disclosed by the recipient party except as required by Federal or State law. Upon approval of the contract by OSC, all terms of the contract become available to the public.

Confidentiality of Information/Publication Rights

The contractor shall treat all information, including but not limited to, information relating to OPWDD service recipients and providers, obtained by it through its performance under

contract, as strictly confidential. Contractors shall not disseminate any information obtained in any manner except as necessary to the proper discharge of its obligations under contract with OPWDD. Materials and documents produced by the contractor in the fulfillment of its obligations under contract with OPWDD become the property of OPWDD unless prior arrangements have been made with respect to specific documents. The contractor may not utilize any information obtained via interaction with OPWDD in any public medium (media - radio, television), (electronic – Internet), (print – newspaper, policy paper, journal/periodical, book, etc.) or public speaking engagement without the official prior approval of OPWDD Senior Management. Contractors bear the responsibility to uphold these standards rigidly and to require compliance by their employees and subcontractors. Requests for exemption to this policy shall be made in writing, at least 14 days in advance, to OPWDD Contract Management Unit, 44 Holland Avenue, Third Floor, Albany, NY, 12229.

Debriefings to Unsuccessful Bidders:

A debriefing to an unsuccessful bidder in an OPWDD solicitation/procurement effort will be made available to individual bidders on a case by case basis. The debriefing process offered to unsuccessful bidders to procurement serves to illuminate the given bidder’s shortcomings with respect to their submitted proposal in an effort to educate them to be successful in future bid submissions to the OPWDD/State of New York. Please note that all debriefings must be limited exclusively to the individual bidder’s proposal. The OPWDD may not discuss a bidder’s proposal in comparison to another vendor’s proposal. This limitation in discussion of the bidder’s proposal is mandated by State Finance Law 163 (9)(e), which prohibits the disclosure of the content of competing offers. To make an appointment for a debriefing, please contact Jodi McNally at telephone number 315/473-3192.

Bid Protests

Bidders wishing to file protest of the bid selection(s) must notify OPWDD, in writing, of their intent to protest the award within ten (10) working days of their receipt of notice of non-award. The protest should:

1. Identify the name and number of the RFP and the award date.
2. Indicate why the bidder believes it was denied the award (i.e., summarize the deficiencies identified during the debriefing) and state its justification for the bid protest.
3. Bid protests must be mailed to:

**CNY DDRO
Jodi McNally
187 Northern Concourse
North Syracuse, NY 13212**

Appendix B. Authorized Officer Attestation

I, _____, as a legal representative and acting on behalf of:
_____ (Bidder),

attest that the Bidder has read the Request for Proposal, understands it, and agrees to be bound by all of the proposal conditions in this Request for Proposal and all of the representations in the Bidder's proposal.

Agency's Name (Bidder)

Print Authorized Officer's Name

Title

Signature

Date

Appendix C – Prequalification Application for the Grants Reform Site

The State of New York is initiating a new statewide prequalification process designed to facilitate prompt contracting for not-for-profit vendors. Interested vendors will be asked to submit commonly requested documents, and answer frequently asked questions once. The application requests organizational information about the vendor's capacity, legal compliance, and integrity. To learn more about prequalification, go to the Grants Reform website (<http://www.grantsreform.ny.gov/Grantees>) where you can preview the questions and required documents.

Beginning July 31, 2013, all not-for-profit vendors will be required to prequalify **prior** to grant application and execution of contracts.

Following is a summary of the steps that must be undertaken in order for you to prequalify.

- ✓ Go to the Grants Reform website (<http://www.grantsreform.ny.gov/Grantees>) and download a copy of the Registration Form. Please review the instructions for submission of this Form. The form must be signed and notarized by an authorized representative of your organization, and must be sent to the Division of Budget as soon as possible in order to gain access to the Grants Gateway to enable prequalification.
- ✓ Upon submission of your Registration Form, you will be provided with a User ID allowing you to gain access to the Gateway. From there, please logon to the Gateway System (https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx) and begin your Prequalification Application.
- ✓ Vendors who already submitted registration materials and received their user credentials can begin to upload documents into the Document Vault and complete their online Prequalification Questionnaire.
- ✓ As you fill out the Questionnaire, please refer to the Gateway Training Materials and resource links posted on the “grantees” section of the Grants Reform website to help you navigate the questionnaire. If you still have questions, simply contact your State agency program contact, or post your question to GrantsReform@Budget.ny.gov, and someone will get back to you quickly with a response.

Each State agency has designated staff members who will serve as Prequalification Specialists. Prequalification applications filed online will be routed by the Gateway system to these designated staff for review and evaluation. For those vendors having relationships with multiple State agencies, applications will be directed to staff at the agency with the largest number of existing contracts with the vendor.

Prequalification applications will be approved by the assigned State agency on a rolling basis so we encourage you to complete your application early.

If you have any questions about prequalification, please go to the Grants Reform website or contact your State agency representative.

Appendix D. RFP Pre-Qualification Criteria

DDRO - Region 2 – CNY District Assistive Technology RFP Pre-Qualification Criteria

Agency Name: _____

	YES PASS	NO FAIL
1. Is the Bidder currently in good standing with OPWDD? (verify that the offerer is not listed on the Early Alert list)		
2. Was the RFP package received by the due date and time?		
3. Has the Bidder been prequalified on the Grants Reform Website?		
4. Is the package complete? Were the following documents received?		
a. RFP Cover Page with Proposal Summary		
b. Authorized Officer Attestation		
c. Answers to ten questions (Proposal Narrative including Budget/Financial Statement)		

Any "NO/FAIL" will result in disqualification from this RFP.

Offered passed:	Yes	No
Date:		

Reviewers' Names:	Signatures:

Appendix E

CNYDSO/REGIONAL SERVICES ASSISTIVE TECHNOLOGY VENDOR CHECKLIST

Contractor/vendor: _____ **Date:** _____

Project: _____

1) **Does the vendor have a history with the agency or DSO?** Yes _____ NO _____
If yes, does vendor file show any significant documentation of negative performance?
Please attach a report on negative findings.

2) **Does individual or vendor appear the OMIG exclusion list?** Yes _____ NO _____
<http://omig.ny.gov/data/>

3) **Does vendor have workers comp and liability insurance?** Yes _____ NO _____
<http://www.wcb.ny.gov/icpocinq/icpocsearch.jsp>

4) **Is vendor found on NYS Dept. of State entity web page?** Yes _____ NO _____
www.dos.ny.gov/corps/bus_entity_search.html

5) **Is vendor on the Dept. of Labor debarred list?** Yes _____ NO _____
<https://dbr.labor.state.ny.us/EDList/searchPage.do>

6) **Is vendor on the Dept. of State debtor lists?** Yes _____ NO _____
www.dos.ny.gov/corps use database search's on right side.

7) **Is vendor on the Better Bus. Bureau site as unsatisfactory** Yes _____ NO _____
<http://upstateny.bbb.org/>

8) **Has the vendor's name appeared on web search negatively?** Yes _____ NO _____
If yes, explain _____

Is Vendor Responsible upon completion of this review? Yes _____ NO _____

Reviewer's signature: _____

Date: _____

Revised

Assistive Technologies RFP evaluation form

For paper review only

Reviewer Names:		Agency Name:	
		Date of Paper Review:	
Service Proposed:	Assistive Technology	Total Points:	

Ratings for scoring RFP	Extensive experience 7-10pts			General Experience 4-6 pts	Minimal Experience 1-3 pts	No Experience 0 pts	Enter Score (points) for Q1 (below)
1. Has the agency demonstrated experience with Assistive Technology projects in the past? <small>Maximum Allowable points - 10</small>							
Ratings for scoring RFP	Yes 10pts					No 0 pts	Enter Score (points) for Q2 (below)
2. Is the Agency a existing Assistive Technology Provider? <small>Maximum Allowable Points Available=10</small>							
Ratings for scoring RFP	Currently holds OPWDD contracts 7-10pts		Has had OPWDD contract experience 4-6pts		Has NY State exp.with contracts 1-3	No Experience 0 pts	Enter Score (points) for Q3 (below)
3. Does proposing Agency have experience with OPWDD and or New York State operating contracts? <small>Maximum Allowable Points Available=10</small>							
Ratings for scoring RFP	Excellent Quals. 7-10 pts		Good Quals. 4-6 pts		Poor Quals. 1-3 pts	No Quals. 0 pts	Enter Score (points) for Q4 (below)
4. Is there evidence that the agency project manager is qualified and likely to be able to complete the project tasks and develop a successful program? <small>Maximum Allowable Points Available=10</small>							
Ratings for scoring RFP	Excellent clinical assets 7-10 pts		Good Clinical Assets 4-7 pts		Poor Clinical Assets 1-3 pts	No Clinical Assets 0 pts	Enter Score (points) for Q5 (below)
5. Does the proposal adequately address the clinical needs of the program? <small>Maximum Allowable Points available = 10</small>							

Ratings for scoring RFP	Excellent plan, history of being able to complete 15+ projects annually 7-10 pts		Good plan, history of being able to complete 5- 15 projects annually 4-6 pts		Poor plan, only a few completed projects annually 1-3 pts	No completed projects, no implemen- tation plan 0 pts	Enter Score (points) for Q6 (below)
6. Does the agency have a plan for implementation of AT program requirements, including the ability to process 20-30 Assistive Technology contracts per year? Maximum Allowable Points Available=10							
Ratings for scoring RFP	Excellent 7-10 pts.		Good 4-6 pts.		Poor 1-3 pts.	State and Federal regs cant be satisfied = 0 pts	Enter Score (points) for Q7 (below)
7. Can the Agency satisfy Federal/State AT regulations? Maximum Allowable Points Available=10							
Ratings for scoring RFP	Excellent 7-10 pts		Good 4-6 pts		Poor 1-3 pts	No 0 pts	Enter Score (points) for Q8 (below)
8. Can the Agency problem solve, trouble shoot issues, interact with vendors and have the ability to do inspections throughout the project process ? Maximum Allowable Points Available=10							
Ratings for scoring RFP	Yes 7-10 pts		Mostly 4-6 pts		Some 1-3 pts	None 0 pts	Enter Score (points) for Q9 (below)
9. Can the Agency satisfy vendor responsibility requirements for its sub-contractors? Maximum Allowable Points Available=10							
Ratings for scoring RFP	Excellent 7-10 pts		Good 4-6pts		Fair 1-3 pts	Poor 0 pts	Enter Score (points) for Q10 (below)
10. Does the agency demonstrate sound fiscal management? Provide the last 2 yrs of financial statements, showing fiscal stability. Maximum Allowable Points Available=10							
(Maximum Allowable Points Available = 100	Total Score ---->						