

**Greene County Human Services Department
Early Intervention Program
Provider of Service
Request for Proposal (RFP)**

Background

Act 212, written in 1990, was the initial Pennsylvania legislature making Early Intervention (EI) services available for eligible children birth through age 3. In July 2003, the Commonwealth adopted Title 55 Chapter 4226 Early Intervention regulations to guide the services and support of the program.

EI services are developmental services available to children who meet one or more of the following criteria:

- 25% delay in one or more of the following areas: cognitive, communication, physical (including vision and hearing), social/emotional, or self help/adaptive. Children who score 1.5 standard deviations below the mean on accepted or recognized standard tests for infants and toddlers are also deemed eligible.
- A diagnosed physical or mental condition which has high probability of resulting in delay (Include but not limited to: genetic disorders, lead poisoning, substantiated abuse/neglect, etc.)
- Informed clinical opinion which makes use of qualitative and quantitative information to assist in forming a determination based on difficult-to-measure aspects of a child's developmental status.

Early Intervention Process

Intake

Children are referred to Greene County Human Services Department and assigned a Service Coordinator. The role of a Service Coordinator includes:

- Coordinating and ensuring an appropriate Multidisciplinary Evaluation (MDE) is completed for each child.
- Locating and coordinating additional Non- EI Services to offer the family appropriate needed supports.
- Monitoring all Early Intervention Services authorized for the family.

Multidisciplinary Evaluation

Each child and family will be offered the opportunity to have an MDE to assess the child's strengths and needs in each of the 5 developmental areas. This is to be completed as a team including family members, service coordination and an Independent Assessor. MDE's must take place in the child's natural environment with no financial burden placed on the family. Results and recommendations will be discussed as a team. Eligibility may also be determined at this time.

Individualized Family Service Plan (IFSP)

Upon completion of the MDE and determined eligibility, the IFSP team will convene to develop goals and objectives. Appropriate services, provider(s), frequency and duration will be decided upon at this time. The team should be comprised of family member(s),

service coordination, and Independent Assessor(s). IFSP's are reviewed annually at a minimum or whenever necessary. A child's eligibility for Early Intervention services is redetermined annually.

NOTE: The team has 45 calendar days in which to determine eligibility and an IFSP developed for the child/family. The 45-day timeline begins on the date of the initial referral to Greene County Human Services Department. Early Intervention supports and services must take place in the child's natural environment with no financial burden placed on the family.

Request for Proposal

Greene County Human Services Department is issuing a Request for Proposal (RFP) for an Early Intervention Provider of Service. The agency would provide services to families and children age Birth to Three in Greene County, PA. Provider(s) submitting a proposal must have one or more of the following discipline(s) available for provision:

Special Instructor, Licensed Speech Language Pathologist, Licensed Occupational Therapist, Licensed Physical Therapist, Licensed Nutritionist, Licensed Social Worker, Teacher of the Hearing Impaired, and Teacher of the Visually Impaired.

Proposal Submission

If after this procurement the Federal Government, the Commonwealth of Pennsylvania or Greene County Human Services Department (GCHSD) should issue any directives or policies that materially affect the requirements described in this RFP, GCHSD may chose to negotiate added and/or alternative contractual features with the vendor selected through this procurement. No other procurement shall be required, unless GCHSD deems that to be feasible or necessary. If GCHSD elects to select a different firm than the vendor chosen to create the Action Plan for the implementation of the Action Plan, GCHSD reserves the prerogative to issue a second RFP or to negotiate directly with any other Applicant responding to this RFP. Applicants will be required to state their consent to these terms in their Transmittal Letters in order to have their Applications considered.

1. Applicants must respond to all components of this RFP. Failure to comply may result in disqualification.
2. Proposal Submissions should include:
 - Outline of services to be provided including time frame.
 - Documentation of staff credentials, Medical Assistance Enrollment Verification
 - Staff/Agency Availability
 - Statement of Acknowledgement of State Set rates for reimbursement.
 - Provider Contact Information

3. All responses to the RFP are due on before 4:00 PM (EST), June 1, 2020

ATTN: Lauren Chambers
Greene County Human Services Department
Early Intervention Program
19 S. Washington St.
3rd Floor Fort Jackson Building
Waynesburg, PA 15370

4. Three (3) copies must be submitted of the response to the RFP: One of the three must be unbound for duplication purposes.

5. Transmittal letters must accompany the proposals.

6. It is our policy to solicit proposals with a bona fide intention to execute a contract. This policy notwithstanding, any proposal shall be submitted with the following expressed understanding:

- a. This Request for Proposal is not subject to the competitive bidding process and any contract entered into as a result of any proposal will not be based on the concept of the “lowest responsible applicant.” Furthermore, GCHSD has the right to reject any and all proposals.
- b. GCHSD may procure any service by any other means.
- c. GCHSD may modify the selection process or the scope of the project or of the required responses.
- d. All costs of developing proposals and any subsequent expenses related to contract negotiations are entirely the responsibility of the applicant.

The Project Officer listed below is the sole point of contact for this RFP. **Contact with any other state or county officials concerning this RFP, unless authorized by the Project Officer, is grounds for disqualification.** Following the release of this RFP, all questions should be submitted to the Project Officer.

The Project Officer is:

Lauren Chambers
Early Intervention Supervisor
Greene County Human Services Department
19 S. Washington St.
3rd Floor Fort Jackson Building
Waynesburg, PA 15370
(724) 852-5276
lachambers@co.greene.pa.us

