

CURRENT AND FUTURE SERVICE NEEDS ASSESSMENT

REQUEST FOR PROPOSALS **SYNOPSIS**

The Productive Living Board for St. Louis County Citizens with Developmental Disabilities (PLB) is seeking an individual/organization to develop a survey of St. Louis County residents with developmental disabilities and/or their families to determine their current and anticipated needs for services.

Closing Date: Submit an electronic copy in PDF format no later than **3:00 p.m. C.S.T. on Friday, April 8, 2016.**

Submit To: dkaufmann@plboard.com

Don Kaufmann
Interim Executive Director

To access the RFP or ask questions:

Technical assistance is limited to answering questions regarding clarification of RFP instructions, definitions, or terms. Questions may be submitted on the PLB website.

- Go to www.plboard.com
- Click Request for Proposals on the right side of the web page
- To ask a question click [Ask Question](#)
- To review answers click [Review Answers](#)

All phone calls are referred to the website.

PRODUCTIVE LIVING BOARD
CURRENT AND FUTURE SERVICE NEEDS ASSESSMENT
REQUEST FOR PROPOSALS

I. Background

The Productive Living Board for St. Louis County Citizens with Developmental Disabilities (PLB) was established in 1979 when voters approved a special property tax to fund services for St. Louis County citizens with developmental disabilities. The PLB has an annual budget of \$21 million and a staff of thirteen.

The PLB does not provide any services directly. Instead the PLB oversees the distribution of funds to 36 local agencies. These agencies provide community and employment supports and services to approximately 4,300 individuals.

The PLB consists of nine (9) board members recommended by the St. Louis County Executive and approved by the St. Louis County Council.

Periodically the PLB will conduct an assessment of individuals' current and future service needs to assist us in evaluating existing services or consider funding new services. The last needs assessment was conducted in 2009.

II. Statement of Purpose

The purpose of this assessment is to identify specific current and future service needs of St. Louis County residents with developmental disabilities and to gain a better understanding of the current service issues and barriers to services facing these individuals.

This project will include:

- Development of a survey instrument to be distributed by mail, electronically, and/or link to the PLB website to St. Louis County residents with developmental disabilities and/or their families;
- Cover letter;
- Data entry and analysis of the surveys returned;
- Focus groups to obtain information from PLB funded agencies and stakeholders;
- Design the assessment to include a specific review of needs related to autism, the aging population, transportation and other potential gaps in services which may exist.
- Research other recent local assessments of this nature that may be applicable and correlate observations that may be appropriate.
- Report of findings and conclusions to include age groups, community support needs, residential needs, vocational needs, perceived barriers, zip code clusters to be determined by the PLB, etc. and;
- Database of survey responses.

The PLB will work with the consultant selected for this project to identify the best method of distribution of the survey and return of survey responses.

III. Scope of Project

- A. Design a survey instrument that will capture information to assist the PLB with planning for current and future service needs. In addition to service needs, the survey should also capture limited demographic information and any perceived barriers to receiving services. The instrument should include the most effective way to collect data including mail, electronic means and/or link to the PLB website. PLB staff will review and approve the survey instrument prior to issuing the survey.
- B. Design a survey instrument that is appropriate for successful completion by the individual with a developmental disability, their family member and/or guardian.
- C. Design an instrument that captures all St. Louis County community needs and not limited to current PLB funded individuals.
- D. Develop a cover letter to accompany the survey to explain the purpose of the survey.
- E. Tabulate survey responses, analyze data and provide a report that will present the data collected as well as conclusions of the survey that can be used by the PLB to plan for future service needs.
- F. Provide PLB with all data acquired in the course of this project.
- G. Provide a timeline for completing each step of the survey administration process and final report.

IV. Instructions to Applicants

- A. **Proposal Content Requirements:** All proposals must be submitted in the following format and include all of the required information.
 - 1. Applicant Information: On a cover sheet to the proposal, provide the official name, address, phone number, and email address of the applicant, as well as the name of the principal contact person and the name and title of the person authorized to execute the contract.
 - 2. Project Description/Work Plan: Provide a comprehensive work plan and timeline for the project that addresses each of the design criterion outlined in Section III, Scope of Project.
 - 3. Staff Qualifications: Identify the key individuals who will have primary responsibility for the development, implementation and management of this project, and state their relationship to the organization. Include experience with similar engagements, as well as the extent of time to be spent on this project, and job responsibilities.
 - 4. References: Provide a minimum of three references complete with personal contacts, phone numbers and addresses of companies for which the individual/organization has performed similar services.
 - 5. Bid: Provide a “not to exceed” bid for the described services and, if applicable, projected expenses by line item.

6. Signature of Responsible Persons: Proposals must be signed by an authorized individual(s) of the applicant organization and include the name, title, address, telephone number and email address of the individual(s) with authority to negotiate and contractually bind the individual/organization.
7. Proposal Guidelines: Proposals must be completed within the guidelines of the RFP. All proposals received will be considered to be in final form. Supplemental information will not be considered after the deadline for submission of proposals unless requested by the PLB.

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8. Final Report: The final report will be presented to the Administration Committee for recommendation to the full Board.
9. If there are any unforeseen circumstances and/or events that exceed the scope of this RFP, prior PLB approval is necessary for any timeline and/or cost changes.

V. Review of Proposals

- A. The PLB's Administration Committee may request a meeting with those individuals best representing the needs as described in this RFP.
- B. The PLB's Administration Committee will forward to the full Board a recommendation regarding which proposal should receive the award.
- C. Proposals will be reviewed by the PLB in accordance with the following weighted criteria:
 1. The proposed approach to the scope of work
 2. The level of experience of the individual(s) identified to work on this project
 3. The individual's/organization's experience with similar projects
 4. The responses from references
 5. The total proposed cost

VI. Conflict of Interest

- A. Applicants agree that they or their employees do not currently have, nor will they have, any conflict of interest between themselves and the PLB or PLB-funded agencies. Any perceived or potential conflict of interest must be disclosed in the proposal.

VII. Contractual Agreement

- A. The PLB will issue a contract/letter of agreement with the selected applicant.
- B. The manner and time of payment will be addressed in the contract/letter of agreement.
- C. All individuals assigned to this engagement will be required to sign the PLB's Confidentiality Agreement.

VIII. Rights Reserved to the PLB

- A. The PLB reserves the right to reject any and all proposals or to waive any irregularities and omissions if, in its judgment, the best interest of the PLB will be served.
- B. The PLB must review and approve all materials for use in this project prior to their implementation.
- C. The PLB will have all ownership rights to the products resulting from this project, with the exception of any previously copyrighted materials.