

**Ross County Board of
Developmental Disabilities
Request for Quotes**



The Ross County Board of Developmental Disabilities is soliciting quotes for non-medical transportation in Ross County. Quotes must be received no later than Wednesday, December 13, 2017 at 4:00 pm. Important dates, a description of service to be performed by the provider, and required information are listed below.

Important Dates:

Date issued: November 28, 2017
Quotes Due: December 13, 2017 by 4:00 p.m.
Programs to Begin: January 1, 2018

Description of Service to be Provided:

Provider Requirements:

- Provider will provide door to door transportation to and from locations within Ross County for up to 30 individuals served by the board. Number may be increased if there is agreement in writing from both parties.
- Provider must be willing to transport 7 days/week, 24 hours/day to ensure availability for non-typical shifts.
- Provider must meet the time constraints of appointments/work schedules of individuals served.
- Provider must be willing and able to physically assist individuals from in/out of vehicle as needed.
- Provider must be able to accommodate individuals who have wheelchairs and/or limited mobility.
- Provider must maintain a system to receive referrals and manage scheduling requests.
- Provider must be a certified provider through the Ohio Department of Developmental Disabilities under the I/O, Level One and SELF Waivers: Non-Medical Transportation or willing to become one
- Provider must be willing to allow routine oversight by the Board.
- Provider must be able to accommodate new scheduling requests no later than 7 days after a referral is made.
- Individuals served may periodically require transportation to/from locations in other counties. In these cases, the provider and Board will agree in writing before transportation outside of Ross County is provided.

The chosen provider(s) will work under a contract with the Board. Payments under this contract will be made utilizing local (non-waiver) funds. Funding/payment to the provider will be based on reimbursement for services and supports identified in each Individual Service Plan (ISP).

It is our intention to award transportation services to one provider but the Board reserves the right to award contracts to multiple providers to meet the transportation needs. The Board further reserves the right to ask follow-up questions, request additional information, request clarification and/or adjustments, and may decline to award the contract to any provider if it fails to meet established needs.

It is important to note that all people served possess a right to “a free choice of provider” thus prior to the transition of any services to a new provider each individual will be given the opportunity to elect to receive services from any qualified and willing provider of Non-Medical Transportation Medicaid services regardless of the Board's selection of a successful bidder or bidders pursuant to this RFQ.

Quotes must include:

- Name and contact information of the primary contact for the quote
- Brief narrative describing qualifications
- Detailed description outlining methodology that will be utilized to provide the services and ability to meet all stated requirements in the RFQ
- Quoted rate/cost to provide the service and methodology for cost (per unit, per mile, flat trip rate, etc) including any differentials for location and/or shift.
- Signature of authorized representative
- ***Clean background check and driving record required for individual/agency staff as well as meeting all other DODD provider certification requirements.***

Email quotes to: Kari Karshner at kkarshner@rossdd.org subject line Transportation Quote. You will receive a response to confirm receipt when your quote is received.

If you have any questions, please contact:

Greg Williamson at gwilliamson@rosdd.org (740) 773-8044 or Leia Snyder at lsnyder@rossdd.org (740)773-8044.