



PRODUCTIVE LIVING BOARD

for St. Louis County
Citizens with Developmental
Disabilities

121 Hunter Avenue, Suite 200 St. Louis, Missouri 63124
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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: An original and seven (7) copies of the completed proposal must be received no later than **3:00 p.m. C.S.T. on Friday, September 25, 2009.**

Place Due: Productive Living Board
121 Hunter Avenue, Suite 200
St. Louis, MO 63124

Contact: Joyce Prage, CPA
jprage@plboard.com

Questions: Technical assistance is limited to answering questions regarding clarification of RFP instructions, definitions, or terms. Submit questions in writing at the PLB website www.plboard.com. Click [Requests for Proposal](#) and click [Ask an RFP Question](#). To review answers click [Review Answers to RFP Questions](#). 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. (Developmental disabilities include mental retardation, cerebral palsy, autism, epilepsy and learning disabilities related to brain dysfunction.) Increased in 1989, the present tax generates approximately \$18 million annually for the provision of services and supports to people with developmental disabilities.

The PLB does not provide any services directly. Instead the PLB oversees the distribution of funds to approximately 40 local agencies. These agencies provide supports and services to over 4,300 individuals in the following service categories:

Residential Services: Those services that focus on the maintenance of a person with a developmental disability in his or her residence or the residence of his or her natural family and community, and promote the acquisition of skills for independence, formation of social roles, relationships and self-reliance, or

Vocational Services: Those services that focus on a person with a developmental disability obtaining and maintaining meaningful work, and promote the acquisition of vocational skills, formation of relationships in the work environment, and the use of transportation systems, progressing toward normal living.

Periodically the PLB will conduct an assessment of individuals' current and future service needs to assist us in evaluating the need to expand existing services or consider funding new services. The last needs assessment was conducted in 2002.

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 mailed 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;
- Report of findings and conclusions to include age groups, 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 Work**

- 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. 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. Develop a cover letter to accompany the survey to explain the purpose of the survey.
- D. 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.
- E. Provide PLB with the database containing all data acquired in the course of this project. The database should be presented on a "CD" in a comma delimited ASCII file.
- F. Timeline for completing each step of the survey administration process.

IV. **Instructions to Applicants**

- A. **Questions:** Technical assistance is limited to answering questions regarding clarification of RFP instructions, definitions, or terms. Submit questions in writing at the PLB website www.plboard.com. Click [Requests for Proposal](#) and click [Ask an RFP Question](#). To review answers click [Review Answers to RFP Questions](#). All phone calls are referred to the website.
- B. **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, fax number and email address of the applicant, as well as the name of the principal contact person and the name of the person authorized to execute the contract.
 2. **Project Description/Work Plan:** Provide a comprehensive work plan for the project that addresses each of the design criterion outlined in Section III, Scope of Work.
 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, as well as extent of time to be

spent on this project, job responsibilities, and an organizational chart, when applicable.

4. References: Provide a minimum of three references, complete with individual contact names, 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 and telephone number 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.
8. The original and seven (7) copies of the proposal shall be submitted to:

Joyce Prage, CPA
Executive Director
Office of Productive Living Services
121 Hunter Avenue, Suite 200
St. Louis, MO 63124

Proposals are due in the PLB office no later than:

3:00 p.m. C.S.T. on Friday, September 25, 2009.

9. Final Report: The final report will be presented to the Administration Committee.

The final report will be due to the PLB no later than:

3:00 p.m. C.S.T. on Friday, April 30, 2010.

Twelve (12) copies of the final report shall be mailed to:

Joyce Prage, CPA
Executive Director
Office of Productive Living Services
121 Hunter Avenue, Suite 200
St. Louis, MO 63124

10. 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. A review team designated by the executive director will evaluate all proposals.
- B. The PLB's Administration Committee will forward to the full Board a recommendation regarding which proposal should receive the award.
- C. A final decision on this matter is expected to be made no later than:

Monday, November 9, 2009.

- D. 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.
- B. All individuals assigned to this engagement will be required to sign a Confidentiality Agreement.

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.

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 staff must review and approve the survey instrument for use in this project prior to issuing the survey.
- C. The PLB will have all ownership rights to the data resulting from this project, with the exception of any previously copyrighted materials.