

TITLE PAGE  
FLORIDA DEPARTMENT OF HEALTH  
DOH 16-028



10-2016

REQUEST FOR PROPOSALS (RFP)  
FOR  
Local Early Steps Program Offices

**Respondent Name:** \_\_\_\_\_

**Respondent Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Telephone:** (    ) \_\_\_\_\_ **Fax Number:** (    ) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Federal Employer Identification Number (FEID):** \_\_\_\_\_

BY AFFIXING MY SIGNATURE ON THIS REPLY, I HEREBY STATE THAT I HAVE READ THE ENTIRE RFP TERMS, CONDITIONS, PROVISIONS AND SPECIFICATIONS AND ALL ITS ATTACHMENTS, INCLUDING THE REFERENCED PUR 1000 AND PUR 1001. I hereby certify that my company, its employees, and its principals agree to abide to all of the terms, conditions, provisions and specifications during the competitive solicitation and any resulting contract including those contained in the Standard Contract.

**Signature of Authorized Representative:** \_\_\_\_\_

**Printed (Typed) Name and Title:** \_\_\_\_\_

\*An authorized representative is an officer of the respondent's organization who has legal authority to bind the organization to the provisions of the proposals. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the Proposal if signed by other than the authorized representative.

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## SECTION 1.0 INTRODUCTORY MATERIALS

### 1.1 Statement of Purpose

The Department of Health (the Department or DOH), Division of Children's Medical Services (CMS) is requesting proposals from organizations to serve as Local Early Steps Program offices for the Department's CMS Early Steps Program. The Local Early Steps Program offices will implement the early intervention system of care for families of infants and toddlers, birth to 36 months, with a developmental disability, determined to have a developmental delay or who are at risk of developmental delay based on a physical, medical or mental condition, by providing developmental evaluation and early intervention services in one of the Local Early Steps Program service areas.

#### 1.1.1. Legal Authority

The Early Steps Program is administered, and operated in accordance with federal and state laws, regulations, and policies.

- a. Chapter 391, Part III and Chapter 393, Florida Statutes,
- b. Part C of the Individuals with Disabilities Education Act (IDEA), Title 34 CFR 303.1 through 303.734.

### 1.2 Definitions

**Annual Performance Report (APR):** A report submitted annually to the United States Department of Education, Office of Special Education Program (OSEP) outlining the performance of Local Early Steps Program offices on monitoring priorities and indicators established by OSEP and is used to determine whether a state meets requirements of Part C of the IDEA. The report reflects the collection, analysis, and reporting of data regarding compliance with targets set by the Early Steps Program and OSEP.

**Apprenticeship Protocols:** Orientation activities that must be completed by a Service Coordinator before being assigned an individual caseload, including: an apprenticeship period under the supervision of an experienced, approved Early Steps Service Coordinator within 90 days of their hire date; completion of an on-line service coordinator apprenticeship training, and completion of the Early Steps on-line training modules.

**At-Risk Condition:** A physical, medical or mental condition that could result in a child having a developmental delay.

**Business days:** Monday through Friday, excluding state of Florida holidays.

**Business hours:** 8 a.m. to 5 p.m., local time on all business days.

**Calendar days:** All days, including weekends and holidays.

**Child Find:** A system required by Part C of the Individuals with Disabilities Education Act (IDEA) that ensures infants and toddlers in the state who are eligible for services under Part C are identified, located, and evaluated, including an effective method to determine which children are receiving needed early intervention services. The child find system under Part C must be coordinated with all other major efforts to locate and identify children

such as the Florida Diagnostic and Learning Resources System (FDLRS) under Part B of the IDEA, Head Start, Maternal and Child Health Programs, and Medicaid Early Periodic Screening Diagnosis and Treatment (EPSDT) programs.

**Community Partners:** Local organizations, school districts, or others in the community where a Local Early Steps Program office is located that work together with the program in a collaborative effort to provide access to services for infants and toddlers.

**Community Service Provider:** An individual or entity that has a written agreement with the Local Early Steps Program office to provide early intervention services to eligible infants and toddlers and their families.

**Contract:** The formal agreement that will be awarded to the successful Respondent under this RFP, unless indicated otherwise.

**Contract Manager:** An individual designated by the Department to be responsible for the monitoring and management of the Contract.

**Early Steps State Office (ESSO):** This is the organizational unit of the Department's CMS state headquarters office which is responsible for the administration and oversight of the Early Steps Program.

**Department's CMS Early Steps Program (Early Steps Program):** The program established within the Department's CMS to serve eligible infants and toddlers, birth to 36 months, by providing developmental evaluation and early intervention services. The program provides families with training and support services in a variety of home and community settings in order to enhance family and caregiver competence, confidence, and capacity to meet their child's developmental needs and desired outcomes. The Department administers and operates this program in accordance with Part C of the IDEA and Florida law.

**Department's CMS Early Steps Program System of Care:** OSEP provides oversight and federal guidance of the Early Steps Program. The Department's CMS, Bureau of Early Steps and Newborn Screening serves as the Lead Agency. The Lead Agency is responsible for general administration and supervision to ensure compliance with federal and state laws, regulations, and policies in the provision of early intervention services. The Department contracts with Local Early Steps Program offices. Local Early Steps Program offices ensure a family-centered system of early intervention services in a specified service area by staff and community service providers.

**Established Condition:** A diagnosed condition that has a high probability of resulting in disability or developmental delay, such as: genetic and metabolic disorders; neurological disorders; severe attachment disorder; Autism Spectrum Disorder; significant sensory impairment; and infants who weigh less than 1,200 grams at birth.

**Family Resource Specialists (FRS):** Individuals employed by the Local Early Steps Program office who assist families of infants and toddlers in the Early Steps Program by providing information, support, and training, and serve as a community link to family centered efforts and activities. All FRS are family members of an infant and toddler who received or would have been eligible for early intervention services.

**Fulltime Equivalent (FTE):** A way to measure an employee's assignment in a position. An FTE of 1.0 means that the person is equivalent to a full-time worker (2080 hours per year), while an FTE of 0.5 indicates that the person works only half-time.

**Individualized Family Support Plan (IFSP):** A written document that identifies the family's concerns, priorities and resources, evaluation and assessment results, expected outcomes, and strategies to achieve the outcomes. The family, service providers, evaluators, service coordinators and others meet to develop this plan. The IFSP is the authorizing document for early intervention services provided through Part C of the IDEA in Florida.

**Local Early Steps Program Office (LES):** The Respondent or respondents to this RFP who are local organizations that contracts with the Department's CMS Early Steps Program for the provision of early intervention services for one or more of the identified service areas.

**Local Provider Network:** Panel of community service providers who have a written agreement with the LES office to provide services to Early Steps Program enrolled children and their families.

**Minor Irregularity:** As used in the context of this solicitation, indicates a variation from the RFP terms and conditions which does not affect the price of the Proposal, or give the Respondent an advantage or benefit not enjoyed by other respondents, or does not adversely impact the interests of the Department.

**Part C of the Individuals with Disabilities Education Act (IDEA):** A federal law that provides for a voluntary, statewide, comprehensive, multidisciplinary, family-centered, interagency program of early intervention services for infants and toddlers with a disability under three years of age who need early intervention services due to experiencing a developmental delay or having a diagnosed physical or mental condition that has a high probability of resulting in developmental delay.

**Payor of Last Resort:** An entity that provides funding to satisfy a financial commitment for services only when such services cannot be paid for by another public or private source. Early Steps is a payor of last resort. The exception is when it is necessary to prevent a delay in the receipt of appropriate early intervention services by an infant, toddler or family, Part C funds may be used to pay the provider of services pending reimbursement from the agency responsible for payment.

**Proposal:** The complete written response of the Respondent to the RFP (technical and budget narrative), including properly completed forms, supporting documents, and attachments.

**Respondent:** The entity that submits a Proposal in response to this RFP. This term also may refer to the entity awarded a contract by the Department in accordance with terms of this RFP.

**Service Area:** Counties within the following areas: Western Panhandle, Big Bend, North Central, Northeastern, North Beaches, East Central, Bay Area, Central Florida, Space Coast Gulf Central, Treasure Coast, Southwest Florida, Gold Coast, North Dade and the Southernmost Coast as provided in Exhibit 5.

**Service Provider:** An individual or entity that is either on staff with the Local Early Steps Program office or is a community service provider who provides early intervention services to eligible infants and toddlers and their families.

**State Systemic Improvement Plan (SSIP):** A plan that states are required to develop as part of the APR submitted to U.S. D.O.E. The plan focuses on improved results for children and families and is expected to drive innovation in the use of evidence-based practices in the delivery of early intervention services.

**System of Family Involvement Plan:** A written plan describing a local system of family involvement to ensure families receiving Early Steps services have access to family-to-family support, information, and training to further their participation in the Early Steps system. This plan must include: the roles and responsibilities for the Family Resource Specialist, a budget for family involvement activities, and a process for families to apply for funds to allow them to participate in activities to enhance their family's involvement and participation in the Early Steps system.

**Third Party Payor:** Private or public entity providing payment for CMS Early Steps services rendered by the Local Early Steps staff, for eligible infants and toddlers and their families, including private insurance carriers, Children's Health Insurance Program (Title XXI), and the Medicaid Program (Title XIX).

**Third Party Revenue:** Public and private funds received from Third Party Payors by the Local Early Steps Program offices for CMS Early Steps services rendered by the Local Early Steps staff for eligible infants and toddlers and their families.

**Vendor Bid System (VBS):** Refers to the State of Florida internet-based vendor information system at: [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu).

## SECTION 2.0 PROCUREMENT PROCESS, SCHEDULE & CONSTRAINTS

### 2.1 Procurement Officer

The Procurement Officer assigned to this solicitation is:

Florida Department of Health  
Attention: Diana K. Trahan  
4052 Bald Cypress Way, Bin B07  
Tallahassee, FL 32399-1749  
Email: [diana.trahan@flhealth.gov](mailto:diana.trahan@flhealth.gov)

### 2.2 Restriction on Communications

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response. Section 287.057(23), Florida Statutes.

### 2.3 Term

It is anticipated that the Contract resulting from this RFP will be for three years beginning **August 1, 2017** or the Contract execution date, whichever is later, and subject to renewal as identified in **Section 5.2**. The Contract resulting from this RFP is contingent upon the availability of funds.

### 2.4 Timeline

<u>EVENT</u>	<u>DUE DATE</u>	<u>LOCATION</u>
RFP Advertised / Released	April 21, 2017	<b>Posted to the Vendor Bid System at:</b> <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>
Questions Submitted in Writing	<b>Must be received PRIOR TO:</b> April 28, 2017 5:00 PM EST	<b>Submit to:</b> Florida Department of Health Central Purchasing Office <b>Attention: Diana Trahan</b> Suite 310 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749 E-mail: <a href="mailto:diana.trahan@flhealth.gov">diana.trahan@flhealth.gov</a>

Answers to Questions (Anticipated Date)	May 8, 2017	<b>Posted to Vendor Bid System at:</b> <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>
<b>Sealed Proposals Due and Opened (Must be Sealed)</b>	<b>Must be received PRIOR TO:</b> June 2, 2017 3:00 PM EST	<b>PUBLIC MEETING</b> <b>Submit to:</b> Florida Department of Health Central Purchasing Office <b>Attention:</b> Diana Trahan 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749
Evaluation of Proposals (Anticipated Date)	June 7, 2017	Evaluation Team Members to begin evaluations individually.
Posting of Intent to Award (Anticipated Date)	July 10, 2017	<b>Posted to the Vendor Bid System at:</b> <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>

## 2.5 **Addenda**

If the Department finds it necessary to supplement, modify, or interpret any portion of the solicitation during the procurement process, a written addendum will be posted on the MyFlorida.com Vendor Bid System, [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu). If the addendum alters the scope or specifications of the solicitation, the Respondent will be required to sign the addendum acknowledging the changes and return it with the proposal submittal. It is the responsibility of the Respondent to be aware of any addenda that might affect their Proposal.

## 2.6 **Questions**

***This provision takes precedence over General Instruction #5 in PUR1001.***

Questions related to this solicitation must be received, in writing (either via U.S. Mail, courier, e-mail, fax, or hand-delivery), by the Procurement Officer identified in **Section 2.1**, within the time indicated in the Timeline. Verbal questions or those submitted after the period specified in the Timeline will not be addressed.

Answers to questions submitted in accordance with the RFP Timeline will be posted on the MyFlorida.com Vendor Bid System web site:  
[http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu).



## **2.7 Identical Tie Proposals**

Where there is identical pricing or scoring from multiple respondents, the Department will determine the order of award in accordance with Florida Administrative Code Rule 60A-1.011.

## **2.8 Federal Excluded Parties List**

In order to comply with Federal grant requirements, and/or determining vendor responsibility in accordance with sections 287.057(1), (2) and (3), Florida Statutes and Florida Administrative Code Rule 60A-1.006(1), a Respondent or subcontractor(s) that, at the time of submitting a Bid for a new Contract or renewal of an existing Contract is on the Federal Excluded Parties List, is ineligible for, may not submit a Bid for, or enter into or renew a Contract with an agency for goods or services, if any federal funds are being utilized.

## SECTION 3.0: SCOPE OF SERVICES

### 3.1 Background

The Department's Early Steps Program contracts with organizations in designated service areas statewide to provide Early Steps services and supports. Currently, there are 15 LES Program offices (service areas) within the State of Florida. These local offices are responsible for implementing the Department's Early Steps Program system of care to increase the capacity of caregivers to meet the developmental needs of their infant or toddler, with a disability or developmental delay, by providing families with information, skills, and support related to enhancing the skill development of the infant or toddler.

The Department's CMS Early Steps Program receives an annual amount of contractual funds for distribution to the LES based on a funding allocation formula that takes into consideration the average number of children served in an LES area, the annual federal allocation, and the annual allocation by the Florida Legislature. The annual allocation will be distributed according to the needs of the State. Pursuant to the 2016-17 General Appropriations Act, at least 85 percent of contract funds distributed to LES providers must be spent on direct client services. The funding allocations by service area for 2016-2017 can be found in **Exhibit 1**, and funding allocations over a two-year period can be found in **Exhibit 3**. Future amounts awarded to each service area may increase or decrease based on the factors related to the funding allocation methodology, child count numbers per area, and the state and federal funding allocations. If the number of children in a service area increases exceeding the allocation, an amendment may be entered into to adjust the funding.

Currently, the Department is working on a State Systemic Improvement Plan (SSIP) and the following service areas will participate as demonstration sites for the SSIP: Northeastern, North Central, and North Dade. The Early Steps Program is continuously striving to improve the system of care and services provided to infants and toddlers, and the SSIP is a plan designed to improve the levels of service and care provided by the Early Steps Program. Changes to policies and procedures or methodologies are anticipated during the contract term.

### 3.2 Scope of Services

Respondent will operate as the LES for one or more service areas as identified on the map (**Exhibit 5**) and for the service area awarded. Respondent will ensure the implementation, access, and provision of early intervention services for infants and toddlers, and their families, in accordance with the requirements of this contract; Chapters 391 and 393, Florida Statutes; and Title 34 CFR 303.1 through 303.734; including all applicable state and federal laws and regulations. Respondent will be responsible to ensure the resources are efficiently used and services can continue to be provided for the entire contract term.

Respondent will provide services to eligible children directly or procure services from trained and qualified community service providers. The Respondent will recruit and hire personnel, or contract with community service providers to provide early intervention services to eligible children to ensure all the required services are available within the service area.

### **3.2.1. Eligibility**

- a. Infants and toddlers, from birth to 36 months of age with an established condition or a developmental delay, and their families. Those infants and toddlers who meet eligibility requirements under Part C of the IDEA and Chapters 391 and 393, Florida Statutes.
- b. Evaluations will determine if an infant or toddler meets eligibility criteria unless they have an established condition which makes the child automatically eligible. No single procedure will be used as the sole criterion for determining a child's eligibility for Early Steps. The Respondent will determine eligibility and ensure service to eligible infants and toddlers as defined by the state's eligibility criteria.

### **3.2.2. Task List**

#### **Respondent will perform the following tasks:**

- a. Provide early intervention services directly or procure services that are, to the extent possible, delivered in a child's natural environment, in accordance with 34 CFR 303.126. Allowable service codes and maximum rates for services can be found in the Early Steps Taxonomy, **Exhibit 6**.
- b. Provide for an effective method of public awareness and procedures for primary referral sources in accordance with 34 CFR 303.301. Provide for a public awareness program that provides information on the availability of early intervention services to all primary referral sources and assists such sources in disseminating the information to parents of infants and toddlers with disabilities, in accordance with 34 CFR 303.301.
- c. Implement Child Find activities in the community to ensure potentially eligible children are identified.
- d. Accept and review all referrals as specified in 34 CFR 303.302 and 303.303.
- e. Establish and manage a local provider network by performing the following:
  - 1. Recruit service providers to ensure service provision.
  - 2. Enter into and maintain written agreements with community service providers to provide services.
  - 3. Development of interagency agreements with community partners.
  - 4. Negotiate and maintain agreements with Medicaid providers and Medicaid managed care organizations in its geographic service area. Ensure these agreements establish methods of communication and procedures for the timely approval of services covered by Medicaid.
  - 5. Develop agreements and arrangements with private insurers in order to coordinate benefits and services for any mutual enrollee. Ensure these agreements establish methods of communication and

procedures for the timely approval of services covered by the child's insurer, if appropriate and approved by the child's parent or legal guardian.

- f. Provide early intervention services to children referred and determined eligible. The 2016-17 fiscal year information is attached as **Exhibit 1** and indicates the numbers of children currently being served in each service area.
- g. Ensure that all client information is collected and entered into the Early Steps database for purposes of gathering Early Steps information as specified in 34 CFR 303.701. Information must be entered accurately and within 30 days following the end of each month.
- h. Use a state process to summarize child data for federal data collection, reporting and program improvement purposes. This process is to include completion of assessment tools and procedures for children eligible for Early Steps, as directed by the ESSO, that will produce data to enable the Department to report to OSEP in the APR and SSIP on the developmental progress of children exiting the program.
- i. Eligibility: Ensure performance of evaluations and assessments to determine initial and continuing eligibility in accordance with state and federal eligibility requirements and as specified in Section 391.308, Florida Statutes and 34 CFR 303.321, for the program to determine the services needed for all children referred to the program. At a minimum this must include the following:
  - 1. Evaluations and assessments must be conducted within 45 days after a child is referred to the program.
  - 2. Evaluations must be based on an informed clinical opinion that documents use of multiple sources of information, and includes a review of pertinent records related to the child's current health status and medical history.
  - 3. If the child is determined to be eligible, notify the parent or legal guardian of the child's eligibility status initially and at least annually thereafter, in accordance with 34 CFR 303.321. After the initial assessment, ongoing assessments must be performed for all eligible children, to help identify the child's strengths and unique needs in each of the developmental status areas, the appropriate services to meet those needs, the resources, priorities and concerns of the family, and the supports and services necessary to enhance the family's capacity to meet the developmental needs of their child with a disability.
  - 4. If the child is determined to be ineligible for the Early Steps Program, provide the parent or legal guardian with written information on the right to an appeal and the process for making such an appeal, in accordance with 34 CFR 303.322.
- j. Ensure provision of services as identified on the IFSP for those children enrolled in Early Steps Program during the effective dates of this contract.

1. Develop and complete the IFSP in accordance with 34 CFR 303.340 through 303.345 for children determined eligible for the Early Steps Program to determine the services needed to achieve identified outcomes on the Department approved IFSP form. The IFSP must be developed by a multidisciplinary team (IFSP Team) that is assigned based on the presenting condition of the child.
  2. Respondent will screen or evaluate referred infants and toddlers for determination of eligibility and needs and document on the IFSP if the child is found eligible. Respondent will ensure the provision of services needed for the child, and family, as identified on the IFSP.
  3. Services authorized on the IFSP must begin within 30 days following receipt of parental consent.
  4. With the parent's or legal guardian's permission, the services on the child's approved IFSP may be communicated to the child's insurer.
  5. With the parent's or legal guardian's permission, the services on the child's approved IFSP shall be communicated to the Medicaid managed care organization.
  6. For each service authorized on the IFSP, refer the child to an appropriate service provider. If permission was given, work also with Medicaid managed care organizations or private insurers to secure the needed services.
  7. The IFSP, at a minimum, must be reviewed no later than every six months with the parent or legal guardian and updated if needed, as specified in 34 CFR 303.342(b).
  8. A new IFSP must be developed annually in accordance with 34 CFR 303.342(c).
- k. Provide service coordination to assist parents of infants and toddlers with disabilities in gaining access to, coordinating, and monitoring the delivery of early intervention services, as specified in 34 CFR 303.34.
1. Employ a minimum number of service coordinator positions throughout the term of this contract based on an annual child count in each LES. See **Exhibit 1** for reference. Manageable caseloads are an important component of Early Steps and the preferred ratio is no more than 85 children per FTE service coordinator.
  2. Ensure that Service Coordinators are using the Service Coordinator Apprenticeship protocols. Train new Service Coordinators within 90 days of hire.
  3. The Service Coordinator participates in the Local Education Agency (LEA) Eligibility and Initial Individual Education Plan (IEP) meeting when invited.
- l. Employ a minimum of 1.0 FTE FRS position throughout the term of this contract to provide parent support services.

- m. Submit the System of Family Involvement Plan in writing to the contract manager for program approval by August 30<sup>st</sup> of each fiscal year. Updates must be provided in writing to the Contract Manager within 15 days of any update.
- n. Begin transition planning at least 90 days before a child turns three to ensure successful transition from the Early Steps Program.
- o. Notify the LEA, and State Education Agency (SEA) of all potentially eligible toddlers who will be turning three, unless the parent opts out of notification.
- p. Make timely payment to community service providers for claims for services provided.
  - 1. Require service providers submit claims to the Respondent for cost reimbursement within 60 calendar days from date of service.
  - 2. Require service providers to resubmit any claims previously submitted and rejected by Respondent within 120 calendar days from the date of service.
  - 3. Process service provider claims within 30 calendar days from receipt.
  - 4. Acknowledge all claims submitted by service providers with an explanation of whether the claim was paid, denied or suspended.
  - 5. Require service providers to submit claims that have been submitted to a third party payor in a timely manner and denied by the third party payor to Respondent within 60 calendar days after the service provider receives notice of denial. Require the service provides to submit documentation of denial with the claim. Third party payor denial of payment for failure of the service provider to follow proper billing procedures, incorrect diagnosis code or other correctable reasons will not constitute grounds for payment from the LES Program office.
  - 6. Identify all claim information on the monthly invoice submitted to the Contract Manager for reimbursement within 30 days of processing.
- q. Participation in statewide meetings and conference calls as directed by the Department.
- r. Assist the Department with distribution of a family survey to collect information for reporting in the APR regarding how well the Early Steps Program has met the needs of children and families served.
- s. Prepare and implement an annual public awareness plan to ensure potentially eligible infants and toddlers, and their families, have access to early intervention services. Submit the plan to the Contract Manager for program approval by August 30 of each fiscal year.
  - 1. Use the name “Early Steps” to identify its service system and include the Department’s logo and the Early Steps logo provided by the ESSO on all public awareness materials.
  - 2. Locally developed public awareness materials must be submitted to the ESSO for review and approval.
- t. Prepare an annual business continuation response plan. Submit the plan to the Contract Manager by August 30 of each fiscal year. The plan must include resources, actions, procedures, and information to ensure continuation of operations and ensure client safety in the event of a major disruption of operations including a natural disaster. The plan must be reviewed annually by June 30<sup>th</sup> and any updates to the plan provided to the Contract Manager for program approval

within five business days of any change.

- u. Prepare an annual funding resource plan for accessing, coordinating and using additional funding resources to ensure that Part C of the IDEA is the payor of last resort. The plan must identify all funding sources for early intervention services, including third party revenues, local school district funding, other program funding, and local and community funding resources. The plan must describe the procedures for LES oversight of staff and community service providers to ensure submission of timely and appropriate claims to third party payors and the process for the follow-up of denials for payment by third party sources. Submit the plan to the Contract Manager by August 30 of each fiscal year. Updates to the funding plan may be requested throughout the year by the ESSO.
- v. Prepare an annual provider recruitment plan that includes the current number and types of providers, assessment of need, activities, and timelines to recruit qualified providers. During the contract term the plan will be due to the Contract Manager for program approval by August 30<sup>th</sup> of each fiscal year. Submit a summary to the Contract Manager reporting the outcomes of the plan by June 30<sup>th</sup> of each fiscal year.
- w. Prepare an annual continuous improvement plan (CIP) that will include strategies to be implemented by the Local Early Steps Program office to meet state-identified performance and compliance targets in the Annual Performance Report and document timely correction of non-compliance. The due date for submission of the CIP to the Contract Manager for program approval is determined annually by the Department.
- x. Quarterly: Prepare a quarterly training log detailing personnel development and training activities attended for the past quarter and include upcoming events for the next quarter if known. Submit the log to the Contract Manager within 30 days following the end of each quarter.
- y. Prepare and submit a monthly report within 30 days following the end of month. The report must provide the following information:
  - 1. Costs for mileage reimbursement.
  - 2. The total costs for natural environment support fees.
  - 3. The child count showing the number of children enrolled in the program each month.
  - 4. The FTE information identifying all direct service staff positions employed during the month.
- z. Prepare a monthly Claims Report that includes information on screenings, evaluations, assessments, services, and date of service delivered to Part C, by community service providers. This information must identify the total number of each type of service paid for each month including any pending claims. Submit the report to the Contract Manager within 30 days following the end of the month.
- aa. Provide a report that includes a list of all third-party denials for services paid with contract funds. Include, insurance name, total cost denied, reason for denial, and follow-up action from the Respondent. This report must be submitted to the Contract Manager within 30 days following the end of each month.
- bb. Prepare a monthly Third Party Revenue Report that includes the total collection from Title XXI, Medicaid, private insurance, and other community funding sources

received by the Respondent for early intervention services, provides the amount for each month and the overall amount for the year. This report must be submitted to the Contract Manager within 30 days following the end of each month.

- cc. Prepare and submit a quarterly Program Expenditure Report consisting of provider's line item Budget with actual expenditures and income for each quarter. Submit the report to the Contract Manager within 60 days from the end of each quarter.
- dd. Prepare and submit a Final Financial Report summarizing the year's expenditures and income. This report must be submitted to the Contract Manager within 45 days of the end of each contract year.
- ee. Prepare and submit a program budget and budget justification to the Contract Manager for program approval in accordance with the instructions, format, and budget limits determined by the Department within 30 days of receipt of the annual funding methodology from the Early Steps Program. This must include additional funding resources for the provision of services under Part C of the IDEA including: third party revenues, LES program office district funding, other program funding, and local and community funding resources.
- ff. For service areas participating as demonstration sites in the SSIP, gather data to assist in determining evidence-based practices for implementation of effective intervention practices that lead to positive outcomes for infants and toddlers and their families.
- gg. All of Respondent's employees must have a Level 2 background screening to work on any portion of this contract. Respondent must propose a detailed staffing plan to fulfill all roles in the organization using **Exhibit 4**.

### **3.2.3 Deliverables**

- a. Monthly provision of early intervention services to all eligible infants and toddlers and their families and submission of all required documentation as specified in Tasks 3.2.2 a, d, and f-g, i-j.
- b. Monthly administration of early intervention services to all eligible infants and toddlers and their families and submission of all required documentation as specified in Tasks 3.2.2 b-c, e, h, n-r, and y-bb.
- c. Quarterly administration of early intervention services to all eligible infants and toddlers and their families and submission of all required documentation as specified in as specified in Tasks 3.2.2 cc and x.
- d.
- e. Annual administration of early intervention services to all eligible infants and toddlers and their families as specified in Tasks 3.2.2 s-w, dd and ee.
- f. Monthly provision of service coordination using the required number of service coordinators as specified in Task 3.2.2 k.
- g. Monthly family involvement as specified in Task 3.2.2 l.
- h. Annual family involvement as specified in Task 3.2.2 m.



- i. Participation as an SSIP demonstration site as specified in Task 3.2.2 ff.

### **3.2.4 Service Times**

Provider will perform the services required by this contract at times that meet the needs of the clients. The Respondent will maintain regular business days and hours, and ensure services are available on evening and weekends, based on the individual needs of families.

### **3.2.5 Certifications, Licenses, Permits, Taxes and Equipment**

Respondent must pay for all licenses, permits, certificates and taxes required to operate in the State of Florida. Also, Respondent must comply with all applicable federal, state, and local laws, ordinances, codes, regulations, action transmittals, program instructions, and other requirements at no cost to the DOH. Respondent will supply all necessary equipment to perform Contract.

### **3.2.7 Minimum Qualifications**

- a. Respondents must have a minimum of three years of experience in the last five years providing early intervention services to young children or any experience providing services to individuals of any age with developmental delays, disabilities, or special health care needs and their families
- b. All persons who provide Early Steps services to infants and toddlers and their families, including LES employees, subcontractors, or fee for service consultants and providers, must meet the previously referenced state and federal requirements and submit a completed application for enrollment as a Florida Medicaid provider before providing any services.
- c. Submit a completed application for enrollment as a Florida Medicaid provider or be enrolled as a Florida Medicaid provider.

### **3.2.8 Invoicing and Payment**

Awarded contracts will be a combination of fixed price and cost reimbursement. Administrative costs and Service Coordination costs will be paid monthly at a fixed price rate. Family Involvement, Direct Service Staff, Direct Services, supplies for Direct Service Staff and Mileage Reimbursement will be paid on a cost reimbursement basis. Supporting documentation of expenditures will be required.

Provider will bill all known and available third party payors for services provided to serve infants and toddlers in the Early Steps Program. These funds must be identified in the LES budget and spent only on Early Steps services. Provider will maintain an internal accounting system that separately reflects third party collections by service date to be used in documenting a clear audit trail of third party collections. Backup documentation of third party collections must be available at Provider's site for inspection. See **Attachment A, Payment and Budget Requirements** for further explanation.

Any Department funds that are not fully expended will be returned to the Department upon approval of the final revenue and expenditure report.

## SECTION 4.0: INSTRUCTIONS FOR PROPOSAL SUBMITTAL

### 4.1 General Instructions to Respondents (PUR1001)

This section explains the general instructions of the solicitation process to respondents (PUR 1001) and is a downloadable document incorporated into this solicitation by reference. This document should not be returned with the Proposal:

<http://dms.myflorida.com/content/download/2934/11780>

**The terms of this solicitation will control over any conflicting terms of the PUR1001.**

### 4.2 Proposal Format

The Department discourages lengthy proposals. Respondents are asked to use the following format:

- 4.2.1 Proposals should be on paper that is 8.5 by 11 inches.
- 4.2.2 The font size and style is at the discretion of the Respondent but should be at least 11 point.
- 4.2.3 The pages should be numbered and one-inch margins should be used.
- 4.2.4 Proposals must clearly indicate the Early Steps service area (or areas) of the state that the respondent is applying to operate. A proposal may be submitted for multiple service areas; however, a separate Expenditure Allocation form (**Exhibit 2**) and Staffing Plan form (**Exhibit 4**) must be submitted for each service area being applied for.
- 4.2.5 Technical Proposals should include an index identifying the page number/section where information can be located in the Proposal.

### 4.3 Copies of Proposals

**Respondents must submit the following copies:**

#### 4.3.1 **Technical Proposal**

One original and five paper copies of the Technical Proposal must be submitted no later than the date and time set forth in the Timeline. In addition, the original should contain an electronic version of the Proposal as submitted, including all supporting and signed documents, on a compact disk (CD) or thumb drive, with pdf formatted documents.

The Technical Proposal should include completed templates provided as **Exhibits 2 and 4**. Separate forms must be submitted for each area being applied for. Additionally, the following information should be included:

Refer to **Section 4.7** for information on redacting confidential information, if applicable.

The “original” paper copy of the Technical Proposal will be considered the authority if there are any differences between the paper and electronic copies.

**4.3.2** Respondents must provide a comprehensive proposed program design and description as based on the Scope of Services (Section 3.2) and Task List (Section 3.2.2).

**4.3.3** Respondents must provide an executive summary, experience and a summary of key administrative personnel. Respondents must include a one to two-page document (no more) that describes the historical background and structure of the organization and demonstrates that it has the capacity to implement an LES Program office. The document should also describe in detail the organization’s experience operating programs providing developmental, educational, or mental health services or programs targeting children, families or special needs populations of any age. Respondent must include a separate “Position Summary” page or pages that describe the types of personnel and their related experience that would fill key positions for the administration of early intervention services.

**4.3.4** Respondents are required to complete and return both the Expenditure Allocation form (**Exhibit 2**) and the Staffing Plan form (**Exhibit 4**) for each area that a proposal is being submitted for.

**4.3.5** Respondents are asked to submit the following plans with their proposals for the first year of the contract:

- a. An annual public awareness plan as specified in Section 3.2.2, Tasks s.
- b. An annual business continuation response plan as specified in Section 3.2.2, Task t.
- c. An annual funding resource plan as specified in Section 3.2.2, Task u.
- d. An annual provider recruitment plan as specified in Section 3.2.2., Task v.

**4.3.6 Financial Viability Documentation**

- a. Financial Audits

The Respondent shall submit the most recent available and applicable financial documentation that shall include the most recently issued audited financial statement (or if unaudited, reviewed financial statements, in accordance with “Statements on Standards for Accounting and Review Services” issued by the American Institute of Certified Public Accountants (SSARS). If the balance sheet date of the most recent, available audited or reviewed financial statements are earlier than sixteen (16) months from the issue date of the RFP, the Respondent must provide compiled financial statements in accordance with SSARS, with a balance sheet date no earlier than six months from the date of the RFP, along with the most recently issued or reviewed financial statements, with a balance sheet date no earlier than twenty-four (24) months of the issue date of the RFP. The Department shall use its discretion in utilizing one or both financial

statements to determine the given ratios and other financial information. The financial statements shall include the following:

- 1) The accountant's reports on the financial statements;
- 2) Balance sheet;
- 3) Statement of income or activities;
- 4) Statement of retained earnings (except for non-profit organizations);
- 5) Statement of cash flows;
- 6) Notes to financial statements;
- 7) Any written management letter issued by the auditor to the Respondent's management, its board of directors or the audit committee; and
- 8) If the Respondent is subject to the Federal Single Audit Act (for programs operating in the State of Florida) or the Florida Single Audit Act, include a copy of the most recently issued: Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements performed in Accordance with Government Auditing Standards; and Report on Compliance with Requirements Applicable to Each Major Program and State Project and on Internal Control over Compliance in Accordance with OMB Circular A-133 and Florida Single Audit Act;

OR

9) If the Respondent is a sole proprietor or non-corporate entity, the Respondent shall provide financial documentation that is sufficient for a CPA staff to determine the financial ratios, revenues, and equity indicated including applicable financial statements, income tax returns and other documents.

10) Failure to provide any of the aforementioned financial information may result in response disqualification.

11) The Department acknowledges that privately held corporations and other business entities are not required by law to have audited financial statements. In the event the Respondent is a privately held corporation or other business entity whose financial statements are audited, such audited statements shall be provided.

12) The Department also acknowledges that a Respondent may be a wholly-owned subsidiary of another corporation or exist in other business relationships where financial data is consolidated. Financial documentation is requested to assist the Department in determining whether the Respondent has the financial capability of performing the contract to be issued pursuant to this RFP. The Respondent MUST provide financial documentation sufficient to demonstrate such capability including wherever possible, financial information specific to the Respondent itself. At the Department's discretion, the consolidated financial information from a parent company that was submitted in lieu of the Respondent's financial information may be utilized.

b. Financial Audit Documentation Criteria

A Certified Public Accountant (CPA) will review the Respondent's financial documentation and assess all of the following criteria. At least two (2) of

the following four (4) minimum acceptable standards shall be met, one of which must be item c) or d) below:

- 1) Current ratio:  $\geq 1.0:1$  or (1.0) Computation: Total current assets  $\div$  total current liabilities
- 2) Debt to tangible net worth:  $\leq 6:1$  Computation: Total liabilities  $\div$  tangible net worth (net worth minus intangible assets)
- 3) Minimum existing sales:  $\geq$  the maximum annual contract dollar amount for services proposed under this RFP.
- d) Total equity:  $\geq 10\%$  of minimum sales or revenue as determined in c. above.

#### **4.4 Proposal Labeling**

##### **4.4.1 Technical Proposal**

The Technical Proposal should be sealed and identified as follows:

DOH 16-028  
Request for Proposals for  
Local Early Steps Program Offices  
Due: June 2, 2017  
Respondent's Name  
**TECHNICAL PROPOSAL**

- 4.4.2** All proposals must be sent or delivered to the Department of Health, Central Purchasing Office, 4052 Bald Cypress Way, Bin B07, Tallahassee, Florida 32399.

#### **4.5 Instructions for Submittal**

- 4.5.1.** Respondents are required to complete, sign, and return the "Title Page" with the Proposal submittal. (**Mandatory Requirement**).
- 4.5.2** Proposals may be sent by U.S. Mail, courier, overnight, or hand delivered to the location indicated in the Timeline.
- 4.5.3** Proposals submitted electronically will **not** be considered.
- 4.5.4** The Department is not responsible for improperly marked proposals.
- 4.5.5** It is the respondent's responsibility to ensure its submittal at the proper place and time indicated in the RFP Timeline.
- 4.5.6** The Department's clocks will provide the official time for Proposal receipt.
- 4.5.7** Materials submitted will become the property of the state of Florida and accordingly, the State reserves the right to use any concepts or ideas contained in the response.
- 4.5.8** The Proposal must specify the area or areas that Respondent is proposing to serve (see **Exhibit 5**).

#### **4.6 Cost of Preparation**

Neither the Department of Health nor the State is liable for any costs incurred by a Respondent in responding to this solicitation.

#### **4.7 Public Records and Trade Secrets**

Notwithstanding any provisions to the contrary, public records must be made available pursuant to the provisions of the Public Records Act. If the Respondent considers any portion of its Proposal to be confidential, exempt, trade secret, or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, the Respondent must segregate and clearly mark the document(s) as “**CONFIDENTIAL.**”

Simultaneously, the Respondent will provide the Department with a separate redacted paper and electronic copy of its Proposal and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy must contain the solicitation name, number, and the name of the Respondent on the cover, and must be clearly titled “**REDACTED COPY.**”

The redacted copy must be provided to the Department at the same time the Respondent submits its response and must only exclude or redact those exact portions which are claimed confidential, proprietary, or trade secret. The Respondent will be responsible for defending its determination that the redacted portions of its Proposal are confidential, trade secret, or otherwise not subject to disclosure. Further, the Respondent must protect, defend, and indemnify the Department for any and all claims arising from or relating to the determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure. Respondent’s failure to submit a redacted copy with its response, constitutes authorization by the Respondent for the Department to produce the entire documents, data or records submitted by the Respondent in answer to a public records request for these records.

#### **4.8 Documentation**

Respondents must complete and submit the following information or documentation as part of their Technical Proposal:

##### **4.8.1 References**

Respondents must provide contact information for three entities the Respondent has provided commodities or services of a similar size and nature of those requested in this solicitation. Respondents may use **Attachment B**, Reference Form of this RFP to provide the required information. The Department reserves the right to contact any and all entities, prior to execution of a Contract, in order to verify experience. Information received may be considered in the Department’s determination of the respondent’s responsibility. The Department’s determination is not subject to review or challenge.

##### **4.8.2 Statement of Non-Collusion**

Respondents must sign and return with their proposal the **Statement of Non-Collusion** form, **Attachment C**.

### **4.8.3 Financial Statements**

Financial Status Information: Provide information detailing the company's current financial position as well as the financial position of any related companies. The information shall include the audited financial statements of the last three years, in accordance with generally accepted accounting principles or if applicable for a privately held corporation or other business entity that does not have audited financial statements, then financial statements that are reviewed in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants shall be provided. Financial Viability Documentation, refer to **Section 4.3.6**.

### **4.8.4 Staffing Plan**

The Staffing Plan form (**Exhibit 4**) must be completed and returned with the RFP submittal.

### **4.9 Special Accommodations**

Any person who requires special accommodations at DOH Purchasing because of a disability should call the DOH Purchasing Office at (850) 245-4199 at least five work days prior to any pre-proposal conference, Proposal opening, or meeting. If hearing or speech impaired, contact Purchasing by using the Florida Relay Service, at 1-800-955-8771 (TDD).

### **4.10 Responsive and Responsible (Mandatory Requirement)**

Respondents must complete and submit the following **mandatory** information or documentation as a part of the Proposal and comply with mandatory requirements. Any Proposal which does not meet the below requirements or contain the specified information will be deemed non-responsive.

- a. Proposals must be received by the time specified in the Timeline (**Section 2.4**).
- b. The Title Page of this RFP must be completed, signed, and returned with the Technical Proposal.
- c. The Expenditure Allocation Form (**Exhibit 2**) must be completed and returned with the RFP submittal.

### **4.11 Late Proposals**

The Procurement Officer must receive proposals pursuant to this RFP no later than the date and time shown in the Timeline (Refer to **Section 2.4**). Proposals that are not received by the time specified will not be considered.

## **SECTION 5.0: CONTRACT TERMS AND CONDITIONS (not exclusive)**

### **5.1 General Contract Conditions (PUR1000)**

The General Contract Conditions (PUR 1000) form is a downloadable document incorporated in this solicitation by reference, which contains general Contract terms and conditions that will apply to any Contract resulting from this RFP, to the extent they are not otherwise modified. This document should not be returned with the Proposal. <http://dms.myflorida.com/content/download/2933/11777>

**The terms of this solicitation will control over any conflicting terms of the PUR1000. Paragraph 31 of PUR 1000 does NOT apply to this solicitation or any resulting Contract.**

### **5.2 Renewal**

The Contract resulting from this solicitation may be renewed. Contracts may be renewed for a period that may not exceed three years or the term of the original Contract, whichever is longer. Renewals must be in writing, subject to the same terms and conditions set forth in the initial Contract and any written amendments signed by the parties. Renewals are contingent upon satisfactory fiscal and programmatic performance evaluations as determined by the Department and are subject to the availability of funds.

### **5.3 Conflict of Interest**

Section 287.057(17)(c), Florida Statutes., provides “A person who receives a Contract that has not been procured pursuant to subsections (1)-(3) to perform a feasibility study of the potential implementation of a subsequent Contract, who participates in the drafting of a solicitation or who develops a program for future implementation, is not eligible to Contract with the agency for any other Contracts dealing with that specific subject matter, and any firm in which such person has any interest is not eligible to receive such Contract. However, this prohibition does not prevent a Respondent who responds to a request for information from being eligible to Contract with an agency.”

The Department considers participation through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or any other advisory capacity to constitute participation in drafting of the solicitation.

Refer to Statement of Non-Collusion, **Section 4.9.3**

### **5.4 Certificate of Authority**

All limited liability companies, corporations, corporations not for profit, and partnerships seeking to do business with the State must be registered with the Florida Department of State in accordance with the provisions of Chapters 605, 607, 617, and 620, Florida Statutes, respectively prior to Contract execution. The Department retains the right to ask for verification of compliance before Contract execution. Failure of the selected contractor to have appropriate registration may result in withdrawal of Contract award.



## **5.5 Respondent Registration**

Each Respondent doing business with the State of Florida for the sale of commodities or contractual services, as defined in Section 287.012, Florida Statutes, must register in the MyFloridaMarketPlace system, unless exempted under Florida Administrative Code Rule 60A-1.030. State agencies must not enter into an agreement for the sale of commodities or contractual services as defined in Section 287.012, Florida Statutes, with any Respondent not registered in the MyFloridaMarketPlace system, unless exempted by rule. The successful Respondent must be registered in the MyFloridaMarketPlace system within 5 days after posting of intent to award.

Registration may be completed at:

<https://vendor.myfloridamarketplace.com/vms-web/spring/login?execution=e2s1>

Respondents lacking internet access may request assistance from MyFloridaMarketPlace Customer Service at 866-352-3776 or from State Purchasing, 4050 Esplanade Drive, Suite 300, Tallahassee, FL 32399.

## **5.6 Minority and Service-Disabled Veteran Business-Participation**

The Department encourages Minority, Women, Service-Disabled Veteran, and Veteran-Owned Business Enterprise participation in all its solicitations.

## **5.7 Subcontractors**

Respondent may enter into written subcontracts for performance of part, but not all, of the services under the Contract resulting from this solicitation, as specified in the terms of the Standard Contract. Anticipated subcontract agreements known at the time of Proposal submission and the amount of the subcontract must be identified in the Proposal. If a subcontract has been identified at the time of Proposal submission, a copy of the proposed subcontract must be submitted to the Department. No subcontract that the Respondent enters into with respect to performance under the Contract will in any way relieve the Respondent of any responsibility for performance of its contractual responsibilities with the Department. The Department reserves the right to request and review information in conjunction with its determination regarding a subcontract request.

## **5.8 Commercial General Liability Insurance**

Contractor must secure and maintain, at its sole expense and for the duration of the Contract, term insurance policies to protect himself, any subcontractor(s), and the state of Florida. Contractor must save and hold harmless and indemnify the Department against any and all liability, claims, judgments or costs of whatsoever kind or nature for injury to, or death of any person or persons and for loss or damage to any property resulting from the use, service operation, or performance of work under the terms of this Contract, resulting in whole or in part from the negligent acts or omissions by Contractor, his subcontractor, or any of the employees, agents, or representatives of the contractor or subcontractor.

- A. Workers' Compensation in accordance with applicable state laws and regulations.
- B. General Liability Insurance covering all operations and services under the Contract in amounts sufficient to protect the Department.

- C. Commercial Automobile Liability Insurance in amounts sufficient to protect the Department.

Certificates of insurance coverage described above must be furnished by the Respondent on request of the Department.

No insurance will be acceptable unless written by a company licensed by the State of Florida Department of Financial Services, Division of Insurance Agent and Agency Services to do business in Florida, where the work is to be performed at the time policy is issued.

### **5.9 Performance Measures**

Pursuant to Section 287.058, Florida Statutes, the resulting Contract must contain performance measures which specify the required minimum level of acceptable service to be performed. These will be established based on final determination of tasks and deliverables.

### **5.10 Financial Consequences**

Pursuant to Section 287.058, Florida Statutes., the Contract resulting from this solicitation must contain financial consequences that will apply if Provider fails to perform in accordance with the Contract terms. The financial consequences will be established based on final determination of the performance measures and Contract amount.

### **5.11 Standard Contract**

Respondents must become familiar with the Department's Standard Contract which contains administrative, financial, and non-programmatic terms and conditions mandated by federal law, state statute, administrative code rule, or directive of the Chief Financial Officer.

Use of the Standard Contract is mandatory for Departmental contracts and the terms and conditions contained in the Standard Contract are non-negotiable. The Standard Contract terms and conditions are located at: [Standard Contract \(rev. 11-2016\).doc](#)

### **5.12 Conflict of Law and Controlling Provisions**

Any Contract resulting from this RFP, plus any conflict of law issue, will be governed by the laws of the State of Florida. Venue must be Leon County, Florida. Respondents acknowledge that this solicitation (including but not limited to the resulting Contract, exhibits, attachments, or amendments) is not a rule nor subject to rulemaking under Chapter 120, Florida Statutes., (or its successor) and is not subject to challenge as a rule or non-rule policy under any provision of Chapter 120, Florida Statutes.

### **5.13 Records and Documentation**

To the extent that information is used in the performance of the resulting Contract or generated as a result of it, and to the extent that information meets the definition of "public record" as defined in section 119.011(12), Florida Statutes, said information is hereby

declared to be and is hereby recognized by the parties to be a public record and absent a provision of law or administrative rule or regulation requiring otherwise, Respondent must make the public records available for inspection or copying upon request of the Department's custodian of public records at cost that does not exceed the costs provided in Chapter 119, Florida Statutes, or otherwise, and must comply with Chapter 119, Florida Statutes at all times as specified therein. It is expressly understood that the Respondent's refusal to comply with Chapter 119, Florida Statutes, will constitute an immediate breach of the Contract resulting from this RFP and entitles the Department to unilaterally cancel the Contract agreement.

Unless a greater retention period is required by state or federal law, all documents pertaining to the program contemplated by this RFP must be retained by the Respondent for a period of six years after the termination of the resulting Contract or longer as may be required by any renewal or extension of the Contract. During the records retention period, the Respondent agrees to furnish, when requested to do so, all documents required to be retained. Submission of such documents must be in the Department's standard word processing format. If this standard should change, it will be at no cost incurred to the Department. Data files will be provided in a format readable by the Department.

The Respondent must maintain all records required to be maintained pursuant to the resulting Contract in such manner as to be accessible by the Department upon demand. Where permitted under applicable law, access by the public must be permitted without delay.

#### **5.14 Attorney's Fee**

In the event of a dispute prior to or post award, each party responding to this solicitation shall be responsible for its own attorneys' fees, except as otherwise provided by law.

## SECTION 6.0: PROPOSAL EVALUATION PROCESS AND CRITERIA

### 6.1 Introduction

The Department will evaluate and score proposals to determine the most advantageous Proposal. The ability of the Department to evaluate a respondent's Proposal is dependent upon the completeness of the Proposal.

Failure of a Respondent to provide information requested by this RFP may result in reduction in scoring during the evaluation.

The Department may accept or reject any and all proposals, and waive any minor irregularity, technicality, or omission if the Department determines that doing so will serve the State's best interests.

### 6.2 Evaluation Criteria

The Department will evaluate proposals against all evaluation criteria set forth in **Section 3.0 and Section 4.0** in order to determine the Proposal most advantageous to the Department.

**Any proposal that scores less than 600 points will be deemed non-responsive and non-responsible and will not be considered for award of a contract under this RFP.**

Technical proposals will be scored by the Evaluation Team in the areas indicated below. The raw scores in each evaluation area from each team member will be averaged together. These average scores will be added to determine each respondent's technical Proposal score.

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Executive Summary and Corporate Capability: Organization & Experience, Section 3.1.	
Background and Organization, Section 4.3.3	100
Experience operating programs providing developmental, educational, or mental health services or programs targeting children, families or special needs populations of any age. Section 3.2.7	100
Position Summary of key administrative positions. Section 4.3.3	50
Approach and Methodology, Sections 3.2 and 3.2.2	
Proposed Program Design and Description as based on Scope of Services, Section 3.2	200

Ability to provide program services per task list Section 3.2.2 Public Awareness Plan, Business Continuation Response Plan, Funding Resource Plan and Provider Recruitment Plan. Section 3.2.2, s – u.	300
Staffing Plan ( <b>Exhibit 4</b> ) Public Awareness Plan, Business Continuation Response Plan, Funding Resource Plan and Provider Recruitment Plan. Section 3.2.2, s – u.	200
Financial Viability, Section 4.8.3	150
Expenditure Allocation, per <b>Attachment A (Exhibit 2)</b>	100
<b>TOTAL MAXIMUM POINTS POSSIBLE</b>	<b>1,200</b>

### **6.3 Notice of Agency Decision**

At the conclusion of evaluation of the proposals the Department will announce its intended decision. Notice will be posted on the state’s Vendor Bid System. The Department will award to the responsible, responsive Respondent or Respondents determined to be the most advantageous to the state, taking into consideration technical and budget narratives.

Award of a Contract does not guarantee placement of order for services.

The Department reserves the right to award more than one Contract as a result of this RFP.

### **6.4 Agency Inspectors General**

It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to section 20.055, Florida Statutes

### **6.5 Protests**

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post a bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Only documents delivered by the U.S. Postal Service, a private delivery service, in person, or by facsimile during business hours (8:00 a.m. - 5:00 p.m., Eastern Time) will be accepted. Documents received after hours will be filed the following business day. **No filings may be made by email or any other electronic means.** All filings must be made with the Agency Clerk ONLY and are only considered "filed" when stamped by the official stamp of the Agency Clerk. It is the responsibility of the filing party to meet all filing deadlines.

**Do not send proposals to the Agency Clerk's Office. Send all proposals to the Procurement Officer and address listed in the Timeline.**

**The Agency Clerk's mailing address is:**

Agency Clerk, Florida Department of Health  
4052 Bald Cypress Way, BIN A-02  
Tallahassee, Florida 32399-1703  
Telephone No. (850) 245-4005

**The Agency Clerk's physical address for hand deliveries is:**

Agency Clerk, Department of Health  
2585 Merchants Row Blvd.  
Tallahassee, Florida 32399  
Fax No. (850) 413-8743

**ATTACHMENT A**  
**Payment and Budgeting Requirements**

**1. Fixed Price Basis – Paid Monthly as follows:**

A. Administrative services:

- 1) Administrative Personnel: Individuals who manage operations and management activities such as (but not limited to) reporting to parent agency management, conducting general staff meetings, professional development, strategic planning, logistical planning, budget management, supervision of administrative staff, entering data, billing third party payors, processing provider invoices, and information technology.
- 2) Administrative Expenses: Costs or items that are administrative in nature, including but not limited to, rent, utilities, travel, and other expenses supporting Administrative Personnel, third-party billing, indirect charges, audit fees, Public Awareness Plan Activity, Funding for development, printing and distribution of brochures, posters, and other printed public awareness materials; development and dissemination of public awareness announcements; and planning and implementing public awareness activities.

B. Service Coordination Personnel: Individuals who serve in the role of the service coordination manager, service coordinator supervisors, each individual service coordinator position, and intake specialist. The maximum number of service coordinators will be specified by the Department.

Service Coordination Support: Service coordination support costs cannot exceed 15 percent of the amount budgeted for Service Coordination Personnel. Service coordination support is costs or items that support service coordination personnel and includes rent and program supplies.

**2. Cost Reimbursement Basis**

At least 85 percent of contract funds must be spent on direct client services, which include the following:

A. Family Involvement:

- 1) Family Resource Specialist
- 2) Family Involvement Plan – Each area is allocated a specific amount (see below).

B. Direct Service Personnel (local program office direct service staff)

C. Direct Services (provided by community service providers)

D. Mileage Reimbursement for Direct Services

E. Direct Service Supplies

F. Other services identified on the child's IFSP such as respite and assistive technology

**3. Budgeting Requirements**

A. Administrative costs: Within administrative costs, no more than 5 percent of the total contract amount may be budgeted for the following:

- 1) Indirect Cost
- 2) Dean's Tax

**ATTACHMENT A**  
**Payment and Budgeting Requirements**

- 3) Management Fee
- 4) Overhead
- 5) Administrative Fee

B. Family Involvement: A minimum of 1.0 FTE FRS is required for each LES. Each office also receives an allocated amount for family involvement that varies due to the number of children being served by an LES, with no office receiving more than \$5,000. The amount allocated to each LES is based on the average number of children being served monthly. See **Exhibit 1** for average numbers per LES.

Up to 1,000	\$2,500
1,001 – 1,600	\$3,500
1,601 and over	\$5,000

Anticipated Third Party Revenue (such as Medicaid and insurance) – must be included on the Expenditure Allocation form (**Exhibit 2**). Third party revenue expended on administrative costs or service coordination support is subject to the same requirements and restrictions as those shown above in 1 and 2.

C. Direct Services

Direct Service Staff: Local Early Steps direct service staff

Direct Service Funds: Funds used to pay for authorized services provided by community providers. Mileage for services in the natural environment will also be paid from Direct Service funds.

D. Direct Service Categories

- 1) Early Intervention Services - Funds are for Early Intervention session services (individual or group) provided by community early interventionists. Services may be provided in a variety of locations and settings based on each child/family's needs.
- 2) Evaluations/Assessments/ Screening - Evaluations, assessments and screenings may be provided upon initial program referral to develop Individualized Family Support Plans and during the course of program participation to determine progress toward identified outcomes. Services are provided by individuals employed by the Local Early Steps and by community service providers.
- 3) Speech Therapy - Speech Therapy services are provided in response to identified outcome needs on a child's Individualized Family Support Plan. Services are provided by community direct service providers. Services may be provided in a variety of settings and locations.
- 4) Physical Therapy - Physical Therapy services are provided in response to identified outcome needs on a child's Individualized Family Support Plan. Services are provided by community direct service providers. Services may be provided in a variety of settings and locations.



**ATTACHMENT A**  
**Payment and Budgeting Requirements**

- 5) Occupational Therapy - Occupational Therapy services are provided in response to identified outcome needs on a child's Individualized Family Support Plan. Services are provided by community direct service providers. Services may be provided in a variety of settings and locations.
- 6) Consultation - Consultation is between Early Intervention professionals either face-to-face or by phone to allow the Primary Service Provider to obtain support from other members of the service team.
- 7) Supplies - Supplies for direct service staff
- 8) Mileage Reimbursement - Mileage reimbursement is primarily to compensate service coordinators and providers for traveling to families to provide services in natural environments. These may also be payment to the family for transportation related expenses.
- 9) Other EI Services - Other Early Intervention services may include test protocol, respite, assistive technology, social work services, audiology and vision services, or any other service required to support the attainment of identified outcomes on a child's Individualized Family Support Plan.

**ATTACHMENT B  
Reference Form**

Respondent's Name:

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Respondents must provide contact information for three references evidencing three years of experience in the last five years in providing early intervention services to young children or any experience providing services to individuals of any age with developmental delays, disabilities, or special health care needs and their families. The Department reserves the right to contact all entities in the course of this solicitation in order to verify experience. Information received may be considered in the Department's determination of the Respondent's responsibility. The Department's determination is not subject to review or challenge.

1.	<b>Company/Agency Name:</b>	
	<b>Address:</b>	
	<b>City, State, Zip:</b>	
	<b>Contact Name:</b>	
	<b>Contact Phone:</b>	
	<b>Contact Email Address:</b>	
	<b>General Description of Work:</b>	
	<b>Service Dates:</b>	
	<b>Approximate Contract Value:</b>	\$
2.	<b>Company/Agency Name:</b>	
	<b>Address:</b>	
	<b>City, State, Zip:</b>	
	<b>Contact Name:</b>	
	<b>Contact Phone:</b>	
	<b>Contact Email Address:</b>	
	<b>General Description of Work:</b>	
	<b>Service Dates:</b>	
	<b>Approximate Contract Value:</b>	\$

**ATTACHMENT B  
Reference Form**

3.	<b>Company/Agency Name:</b>	
	<b>Address:</b>	
	<b>City, State, Zip:</b>	
	<b>Contact Name:</b>	
	<b>Contact Phone:</b>	
	<b>Contact Email Address:</b>	
	<b>General Description of Work:</b>	
	<b>Service Dates:</b>	
	<b>Approximate Contract Value:</b>	\$

**ATTACHMENT C  
STATEMENT OF NON-COLLUSION**

I hereby certify that my company, its employees, and its principals, had no involvement in performing a feasibility study of the implementation of the subject Contract, in the drafting of this solicitation document, or in developing the subject program. Further, my company, its employees, and principals, engaged in no collusion in the development of the instant Bid, proposal or reply. This Bid, proposal or reply is made in good faith and there has been no violation of the provisions of Chapter 287, Florida Statutes, the Administrative Code Rules promulgated pursuant thereto, or any procurement policy of the Department of Health. I certify I have full authority to legally bind the Provider, Respondent, or Vendor to the provisions of this Bid, proposal or reply.

\_\_\_\_\_  
Signature of Authorized Representative\*

\_\_\_\_\_  
Date

\*An authorized representative is an officer of the Respondent's organization who has legal authority to bind the organization to the provisions of the Bids. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the Bid if signed by other than the President, Chairman of the Board, or owner of the entity.

**EXHIBIT 1**  
**Funding Allocations for Fiscal Years 15/16 and**  
**16/17 by LES Service Area**

<b>Region</b>	<b>Counties Served</b>	<b>Total # of Children in 15/16</b>	<b>Average # of Children Served Monthly (over 6-month per.)</b>	<b>Minimum # of Service Coordinators</b>	<b>Allocation for 16-17</b>
Bay Area	Hillsborough & Polk	4,844	1,915	27	\$6,077,438
Big Bend	Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, Wakulla & Franklin	1,758	825	10	\$2,121,768
Central Florida	Orange, Osceola, & Seminole	3,309	1516	19	\$4,087,195
Gold Coast	Broward	6,332	2539	34	\$7,788,502
Gulf Central	Charlotte, Desoto, Hardee, Highlands, Manatee & Sarasota	2,946	1,068	16	\$3,675,250
North Beaches	Flagler, Lake, Putnam, Sumter & Volusia	2,438	918	14	\$3,017,626
North Central	Alachua, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Marion, Suwannee & Union	1,981	854	11	\$2,433,209
North Dade	North Miami-Dade	3,428	1,662	19	\$4,269,593
Northeastern	Baker, Bradford, Clay, Duval, Nassau & St. Johns	4326	1,280	24	\$5,468,206
Southernmost Coast	South Dade & Monroe	3,184	1,562	17	\$3,825,386
Southwest Florida	Collier, Lee, Hendry & Glades	2,295	800	13	\$2,802,967
Space Coast	Brevard	1,877	767	10	\$2,276,868
Treasure Coast	Palm Beach, Indian River, Martin, Okeechobee, St. Lucie	3,929	1,678	22	\$4,933,421
West Central	Citrus, Hernando, Pasco, & Pinellas	3,449	1,328	18	\$4,262,148
Western Panhandle	Escambia, Okaloosa, Santa Rosa & Walton	1,590	701	9	\$1,940,611
<b>Grand Totals</b>		<b>47686</b>	<b>19,413</b>	<b>263</b>	<b>\$58,980,188</b>

EXHIBIT 2  
Expenditure Allocation Form

**PROGRAM AREA APPLYING FOR**

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Percentage of total to be expended on administrative personnel \_\_\_\_\_%

Percentage of total to be expended on administrative expenses \_\_\_\_\_%

Within administrative costs, percentage allocated to the following:  
Indirect cost, dean's tax, management fee, overhead,  
Administrative fee \_\_\_\_\_%

Percentage of total to be expended on service coordination  
Personnel \_\_\_\_\_%

Number of FTE service coordinators \_\_\_\_\_

Within service coordination costs, percentage to be expended on  
service coordination support \_\_\_\_\_%

Number of FTE Family Resource Specialists \_\_\_\_\_

Amount for Family Involvement (excluding FRSs) \$ \_\_\_\_\_

Number of Direct Service Staff employed by the LES \_\_\_\_\_

Anticipated Third Party Revenue per annum (list sources)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Respondent Name:** \_\_\_\_\_

**Respondent Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Telephone:** ( ) \_\_\_\_\_ **Fax Number:** ( ) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Federal Employer Identification Number (FEID):** \_\_\_\_\_

BY AFFIXING MY SIGNATURE ON THIS PROPOSAL, I HEREBY STATE THAT I HAVE READ THE ENTIRE RFP TERMS, CONDITIONS, PROVISIONS AND SPECIFICATIONS AND ALL ITS ATTACHMENTS, INCLUDING THE REFERENCED PUR 1000 AND PUR 1001. I hereby certify

EXHIBIT 2  
Expenditure Allocation Form

that my company, its employees, and its principals agree to abide to all of the terms, conditions, provisions and specifications during the competitive solicitation and any resulting contract including those contained in the Standard Contract.

**Signature of Authorized Representative:** \_\_\_\_\_

**Printed (Typed) Name and Title:** \_\_\_\_\_

\*An authorized representative is an officer of the respondent's organization who has legal authority to bind the organization to the provisions of the proposals. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the Proposal if signed by other than the authorized representative.

**EXHIBIT 3**  
**Comparison of Two Years of Funding Allocations**

Local Early Steps Area	2015-16 Allocation	2016-17 Allocation
Bay Area	\$6,014,068	\$6,077,438
Big Bend	\$2,109,205	\$2,121,768
Central Florida	\$4,257,934	\$4,087,195
Gold Coast	\$7,923,024	\$7,788,502
Gulf Central	\$3,738,866	\$3,675,250
North Beaches	\$2,433,833	\$3,017,626
North Central	\$2,554,497	\$2,433,209
North Dade	\$4,596,513	\$4,269,593
Northeastern	\$5,531,889	\$5,468,206
Southernmost Coast	\$3,761,263	\$3,825,386
Southwest Florida	\$2,869,363	\$2,802,967
Space Coast	\$1,937,940	\$2,276,868
Treasure Coast	\$5,227,562	\$4,933,421
West Central	\$4,462,135	\$4,262,148
Western Panhandle	\$1,970,875	\$1,940,611



EXHIBIT 4  
Staffing Plan Template

**Staffing Plan**

Respondent should use this staffing plan to indicate the type and number of staff, as well as staff skills and experience proposed for each LES Area for which a proposal is being submitted. The plan must include a detailed breakdown of the staffing proposed to execute local program requirements. For each identified task include: the position, the responsibility, skills, and number of Full Time Equivalent (FTEs) to fulfill the role.

Program Area Applying for: \_\_\_\_\_

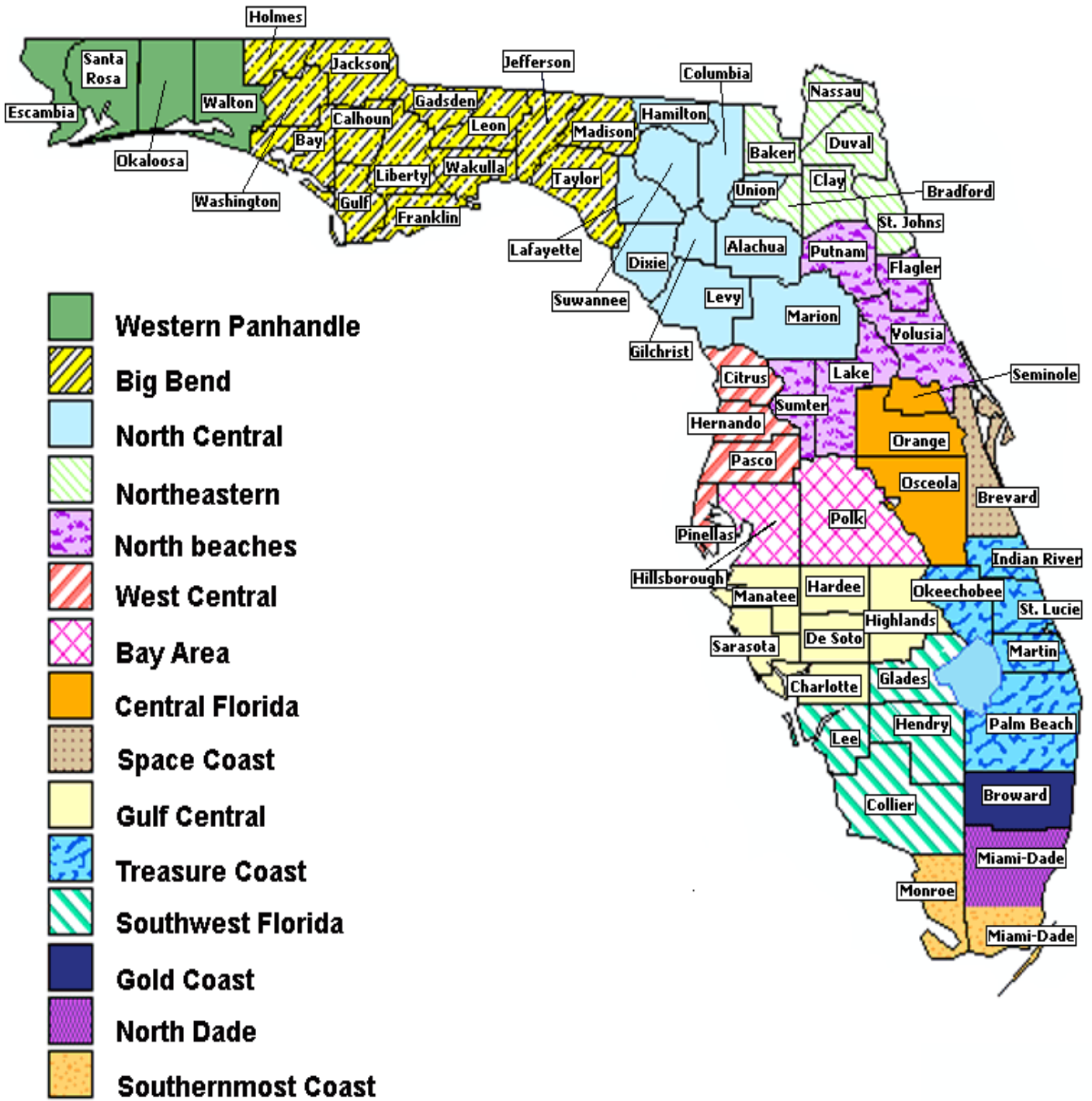
<b>Requirement/Task</b>	<b>Position</b>	<b>Responsibility</b>	<b>Skills</b>	<b>Number of FTEs</b>
Conduct Public Awareness Activities and Child Find activities				
Accept Referrals				
Maintain interagency agreements with school districts				
Management of Provider Network, including negotiating and maintaining agreements with community service providers				
Maintain agreements with Medicaid providers, managed care organizations and private insurers				
Collect and enter child and family information into Early Steps data base				
Complete assessment tools and procedures				
Perform evaluations and assessments to determine eligibility				
Provide early intervention services identified on the IFSP to children determined eligible				

EXHIBIT 4  
Staffing Plan Template

Provide service coordination to infants and toddlers as specified in IDEA, Part C				
Develop and submit Family Involvement Plan				
Assist the Department with Family Survey distribution				
Make payment to service providers for claims for services provided				
Preparation of plans required in tasks s through w_				
Preparation of reports required in tasks x through dd_				

Additional information related to staffing plan may be added here:

# Florida's Early Steps Service Areas



**EXHIBIT 6  
EARLY STEPS TAXONOMY**

Taxonomy Code	Description	Fee Updated	Authorizing unit; 1 unit =
92499	VISION EVALUATION FUNCTIONAL	\$50.000	per mtg,eval,asses etc
92507	SPL THERAPY SESSION BY LICENSED SLP	\$71.440	per hour
92507HM	SPL THERAPY SESSION BY SLP ASST	\$57.200	per hour
92508	GROUP SPL SESSION PER CHILD	\$13.880	per hour
92521	EVAL OF SPEECH FLUENCY	\$51.050	per mtg,eval,asses etc
92522	EVAL OF SPCH SOUND PROD	\$51.050	per mtg,eval,asses etc
92523	EVAL OF SPCH SOUND PROD; EVAL LANG COMP	\$51.050	per mtg,eval,asses etc
92524	BEHAV & QUAL ANALYSIS OF VOICE AND RES	\$51.050	per mtg,eval,asses etc
92552	PURE TONE AUDIOMETRY -AIR ONLY	\$17.920	per mtg,eval,asses etc
92553	PURE TONE AUDIOMETRY AIR & BONE	\$21.350	per mtg,eval,asses etc
92555	SPEECH AUD THRESHOLD (DETECTION)	\$12.610	per mtg,eval,asses etc
92557	COMP AUDIO THRESHOLD EVAL/SPCH RECOG	\$21.550	per mtg,eval,asses etc
92567	TYPMANOMETRY (IMPEDANCE TESTING)	\$8.260	per mtg,eval,asses etc
92568	ACOUSTIC REFLEX TESTING (MEMR)	\$9.060	per mtg,eval,asses etc
92579	VISUAL REINFORCEMENT AUDIOMETRY	\$25.310	per mtg,eval,asses etc
92582	CONDITIONED PLAY AUDIOMETRY	\$34.970	per mtg,eval,asses etc
92585	AUD EVOKED RESPONSE (COMP)	\$77.130	per mtg,eval,asses etc
92586	AUD EVOKED RESPONSE (LIMITED)	\$46.420	per mtg,eval,asses etc
92587	OTOACOUSTIC EMISSIONS (LIMITED)	\$18.550	per mtg,eval,asses etc
92588	OTOACOUSTIC EMISSIONS (COMP)	\$20.680	per mtg,eval,asses etc
92592TS	AUDIOLOGY SERVICES (Monaural)	\$50.000	per mtg,eval,asses etc
92593TS	AUDIOLOGY SERVICES (Biaural)	\$50.000	per mtg,eval,asses etc
92597	AAC INTIAL EVAL BY LICENSED SLP	\$102.630	per mtg,eval,asses etc
92597GN	AAC RE-EVAL BY LICENSED SLP	\$52.630	per mtg,eval,asses etc
92597GO	AAC INITIAL EVAL BY LICENSED OT	\$102.630	per mtg,eval,asses etc
92597GP	AAC INITIAL EVAL BY LICENSED PT	\$102.630	per mtg,eval,asses etc
92609	AAC FITTING, ADJUST, TRAINING VISIT	\$42.110	per mtg,eval,asses etc
92626	EVAL OF AUD REHAB STATUS	\$51.350	per mtg,eval,asses etc
92630	AUD REHAB PRELING HEARING LOSS	\$71.610	per mtg,eval,asses etc
92633	AUD REHAB POSTLING HEARING LOSS	\$71.610	per mtg,eval,asses etc
96111	DEVELOPMENTAL EVALUATION	\$50.000	per hour
97001TG	WHEELCHAIR EVAL/ FITTING BY LICENSED PT	\$51.050	per mtg,eval,asses etc
97003TG	WHEELCHAIR EVAL/ FITTING BY LICENSED OT	\$51.050	per mtg,eval,asses etc
97110	PT SESSION BY LICENSED PT	\$71.440	per hour
97110HM	PT SESSION BY PT ASST	\$57.160	per hour
97161	PT EVAL, LOW COMPLEXITY	\$51.050	per mtg,eval,asses etc
97162	PT EVAL, MODERATE COMPLEXITY	\$51.050	per mtg,eval,asses etc
97163	PT EVAL, HIGH COMPLEXITY	\$51.050	per mtg,eval,asses etc
97164	PT, RE-EVALUATION	\$51.050	per mtg,eval,asses etc
97165	OT EVAL, LOW COMPLEXITY	\$51.050	per mtg,eval,asses etc
97166	OT EVAL, MODERATE COMPLEXITY	\$51.050	per mtg,eval,asses etc
97167	OT EVAL, HIGH COMPLEXITY	\$51.050	per mtg,eval,asses etc
97168	OT, RE-EVALUATION	\$51.050	per mtg,eval,asses etc
97530	OT SESSION BY LICENSED OT	\$71.440	per hour
97530HM	OT SESSION BY OT ASST	\$57.200	per hour

**EXHIBIT 6  
EARLY STEPS TAXONOMY**

97802	NUTRITIONAL EVAL, INITIAL	\$50.000	per hour
99201	OUTPATIENT VISIT, NEW, 10 MINS	\$28.080	per mtg,eval,asses etc
99202	VISION EVAL DIAG (SIMPLE)	\$35.980	per mtg,eval,asses etc
99202	OUTPATIENT VISIT, NEW, 20 MINS	\$35.980	per mtg,eval,asses etc
99203	OUTPATIENT VISIT, NEW, 30 MINS	\$53.550	per mtg,eval,asses etc
99203	VISION EVAL DIAG (LOW COMPLEXITY)	\$53.550	per mtg,eval,asses etc
99204	VISION EVAL DIAG (MOD COMPLEXITY)	\$75.720	per mtg,eval,asses etc
99204	OUTPATIENT VISIT, NEW, 45 MINS	\$75.720	per mtg,eval,asses etc
99205	OUTPATIENT VISIT, NEW, 60 MINS	\$96.230	per mtg,eval,asses etc
99211	OUTPATIENT VISIT, EST, 5 MINS	\$12.480	per mtg,eval,asses etc
99212	OUTPATIENT VISIT, EST, 10 MINS	\$21.840	per mtg,eval,asses etc
99213	OUTPATIENT VISIT, EST, 15 MINS	\$26.610	per mtg,eval,asses etc
99214	OUTPATIENT VISIT, EST, 25 MINS	\$41.460	per mtg,eval,asses etc
99215	OUTPATIENT VISIT, EST, 40 MINS	\$60.280	per mtg,eval,asses etc
99600	NATURAL ENVIRONMENT SUPPORT FEE	\$10.000	per mtg,eval,asses etc
ASST	ASSISTIVE TECHNOLOGY	\$5,000.000	per mtg,eval,asses etc
ASTE	ASSISTIVE TECHNOLOGY EVAL	\$48.500	per mtg,eval,asses etc
BEHV	BEHAVIORAL ASSESSMENT	\$125.000	per mtg,eval,asses etc
CASE	NON-TCM CASE MANAGEMENT	\$37.000	per hour
COIFF	IFSP CONSULT, PROF, FACE TO FACE	\$50.000	per hour
COIFP	IFSP CONSULT, PROF, BY PHONE	\$25.000	per hour
CONIF	CONSULT, ITDS FACE TO FACE	\$50.000	per hour
CONIP	CONSULT, ITDS PHONE	\$25.000	per hour
CONOF	CONSULT, OT, FACE TO FACE	\$50.000	per hour
CONOP	CONSULT, OT, PHONE	\$25.000	per hour
CONPF	CONSULT, PT, FACE TO FACE	\$50.000	per hour
CONPP	CONSULT, PT, PHONE	\$25.000	per hour
CONSF	CONSULT, SLP, FACE TO FACE	\$50.000	per hour
CONSP	CONSULT, SLP, PHONE	\$25.000	per hour
EIGF_NM	EI GROUP SESSION BY NONMED PROF	\$25.000	per hour
EIIF_NM	EI INDIVIDUAL SESSION BY NONMED PROF	\$50.000	per hour
EXIT	EXIT ASSESSMENT	\$50.000	per hour
H0031HO	COMP BEHAVIORAL HEALTH ASSESSMENT	\$125.000	per mtg,eval,asses etc
H2019HR	INDIVIDUAL/FAMILY THERAPY	\$73.320	per hour
HA_INS	SENSORY AID INSURANCE PER EAR	\$65.000	per mtg,eval,asses etc
IPDEF	FOLLOW-UP PSYCH AND DEV EVAL	\$75.000	per hour
IPDEF_NM	F/U PSYCH & DEV EVAL BY NON-MED PROF	\$55.500	per hour
IPDEI_NM	INITIAL PSYCH & DEV EVAL BY NON-MED PROF	\$55.500	per hour
RSPT	RESPITE*	\$0.000	per hour
SCONLY	SERVICE COORDINATION ONLY	\$0.000	per mtg,eval,asses etc
SCTT	SERVICE COORDINATOR TRAVEL	\$0.000	per hour
T1001	NURSING ASSESSMENT	\$50.000	per mtg,eval,asses etc
T1013	INTERPRETER	\$50.000	per hour
T1017TL	TARGETED CASE MANAGEMENT	\$37.000	per hour
T1023	SCREENING	\$50.000	per mtg,eval,asses etc
T1024GNTS	F/U PSYCH AND DEV EVAL BY SPAT	\$75.000	per hour
T1024GNUK	INITIAL PSYCH AND DEV EVAL BY SPAT	\$75.000	per hour

**EXHIBIT 6**  
**EARLY STEPS TAXONOMY**

T1024GOTS	F/U PSYCH AND DEV EVAL BY OT	\$75.000	per hour
T1024GOUK	INITIAL PSYCH AND DEV EVAL BY OT	\$75.000	per hour
T1024GPTS	F/U PSYCH AND DEV EVAL BY PT	\$75.000	per hour
T1024GPUK	INITIAL PSYCH AND DEV EVAL BY PT	\$75.000	per hour
T1024HNUK	INITIAL PSYCH AND DEV EVAL BY ITDS	\$55.500	per hour
T1024TL	INITIAL PSYCH AND DEV EVAL BY EI PROF	\$75.000	per hour
T1024TLTS	F/U PSYCH AND DEV EVAL BY EI PROF	\$75.000	per hour
T1024TS	F/U PSYCH AND DEV EVAL BY ITDS	\$55.500	per hour
T1027SC	EI INDIVIDUAL SESSION BY EI PROF	\$50.000	per hour
T1027TTSC	EI GROUP SESSION BY EI PROF	\$25.000	per hour
TRAVS	Travel by mile	\$0.445	per mtg,eval,asses etc
V5010	ASSESSMENT FOR HEARING AID	\$45.000	per mtg,eval,asses etc
V5014	*HEARING AID REPAIR BY MANUFACTURER	\$114.000	per mtg,eval,asses etc
V5014TS	HEARING AID REPAIR IN-OFFICE	\$15.000	per mtg,eval,asses etc
V5050	IN EAR MONAURAL HEARING AID	\$228.000	per mtg,eval,asses etc
V5060	BEHIND EAR HEARING AID	\$228.000	per mtg,eval,asses etc
V5090	DISPENSING FEE PER HEARING AID	\$115.000	per mtg,eval,asses etc
V5130	IN EAR BINAURAL HEARING AID	\$456.000	per mtg,eval,asses etc
V5140	BEHIND THE EAR BINAURAL HEARING AID	\$456.000	per mtg,eval,asses etc
V5160	DISPENSING FEE BINAURAL	\$230.000	per mtg,eval,asses etc
V5180	BEHIND THE EAR CROS HEARING AID	\$617.000	per mtg,eval,asses etc
V5220	BEHIND EAR BICROS HEARING AID	\$617.000	per mtg,eval,asses etc
V5264	EARMOLD	\$18.000	per mtg,eval,asses etc

\* The IFSP Team will review the agreement to ensure the respite rate negotiated by the family is reasonable and necessary based on the needs of the child.

**Taxonomy rates subject to change based on Medicaid rate changes**