

OPEN SOLICITATION #1138600
Routines-Based Interview Coaches Trainer for Infants and Toddlers Program Staff

Open Solicitation Plan For Routines-Based Interview Coaches Trainer for Infants and Toddlers Program Staff

As required by Montgomery County Procurement Regulations, Code of Montgomery County Regulations (COMCOR), Section 11B.00.01, et seq., Section 4.1.6.3 (a), the Department of Health and Human Services (DHHS) is submitting this Open Solicitation Plan for approval by the Director, Office of Procurement, Montgomery County.

Section 4.1.6.3 Procedure

- (1) Public Notice – Notice for this solicitation will be posted on the Montgomery County (County), Office of Procurement website.
- (2) Application Process – Vendors interested in applying to provide the requested services can obtain a copy of the Open Solicitation packet by visiting the DHHS, CMT website at <http://www.montgomerycountymd.gov/HHS-program/coo/contractmgmt/cmtcursolicits.html>. The solicitation packet includes the following: 1) the Notice to Vendors; 2) the Instructions to Vendors; and 3) the pre-approved Form Contract including the General Conditions of Contract Between County and Contractor and all other attachments. Applicants will be required to sign the Application Form (Attachment C, to the pre-approved Form Contract), stating that they have received the solicitation packet and understand the requirements of this Open Solicitation.
- (3) Criteria for accepting or rejecting applications – The solicitation packet contains the minimum qualifications (set forth in Article II., Minimum Qualifications of the Pre-Approved Contract) for services upon which applicants will be accepted. Applications will be reviewed by DHHS staff for acceptance or rejection, based on the minimum qualifications.

All applicants meeting the minimum qualifications listed in the Pre-Approved Contract will be eligible to receive a contract to provide the services described in the Open Solicitation. The County makes no guarantee that any single contractor will be asked to provide services under a contract resulting from this Open Solicitation. The services to be provided under a contract resulting from this Open Solicitation will be assigned on a rotating basis taking into account program needs, and availability, location, and/or Contractor’s specific expertise and ability to perform the services in the given timeframe.

- (4) Pre-Approved Form Contract – Applicants will be required to execute a contract with the County using the Pre-Approved Form Contract (the Form Contract), including the General Conditions of Contract Between County and Contractor (“General Conditions”), without modification.
- (5) Cost – The cost of contracts will not exceed available appropriations. Funds will be encumbered in purchase orders issued under the contracts by DHHS.
- (6) Cancellation – The County reserves the option to cancel this Open Solicitation at any time.

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Award of a contract under this Open Solicitation is subject to fiscal appropriations.

(7) Changes to Forms - The County may update the Open Solicitation Form contract with updated versions of the forms listed below without issuing an amendment to the Open Solicitation:

- (a) General Conditions of Contract Between County & Contractor (PMMD-45);
- (b) Minority Business Program & Offeror's Representation (PMMD-90);
- (c) Minority-owned Business Addendum to the General Conditions of Contract between County and Contractor (PMMD-91)
- (d) Minority, Female, Disabled (MFD) Person Subcontractor Performance Plan (PMMD -65)
- (e) Wage Requirements for Services Contract Addendum to The General Conditions of Contract Between County and Contractor, and Wage Requirements Law Certification (PMMD-177); and
- (f) Business Associate Agreement.

The updated forms will be applicable to new contracts entered into after the date they are added to the open solicitation; forms attached to previously executed contracts will remain in effect for these contracts unless formally amended by contract amendment.

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NOTICE TO VENDORS

Routines-Based Interview Coaches Training for Infants and Toddlers Program Staff

The County's Department of Health and Human Services (DHHS) is mandated by the State of Maryland to act as Lead Agency to provide Early Intervention Services to Infants and Toddlers.

DHHS is seeking experienced and qualified entities that can assist the County in providing training to Routines-Based Interview (RBI) Coaches. The County has a need to contract with qualified organizations, groups, agencies or individuals, or some combination thereof, that can assist DHHS with providing the RBI Coaches and/or Interviewer training.

A complete description of the Scope of Services is listed in the Open Solicitation packet. You may obtain a packet by visiting DHHS website

<http://www.montgomerycountymd.gov/HHS-program/coo/contractmgmt/cmtcursolicits.html>

The rates for the services under Open Solicitation #1138600, are set by the County and published at <http://www.montgomerycountymd.gov/HHS-program/coo/contractmgmt/cmtcursolicits.html>.

The County will enter into a contract with all applicants who meet the minimum qualifications as described in the Form Contract (Article II., Minimum Qualifications) and are found to be a responsible organization. The County will sign the contract and return a copy to the applicant. The Form Contract with all Attachments will constitute the entire Contract. The applicant must sign the County's Form Contract which includes the General Conditions of Contract Between County and Contractor, and other Attachments, as written with no modification.

Questions related to the technical information in this Open Solicitation should be directed to Wendy Baber, Program Manager, Infants and Toddlers Program, at (240) 777-4309, or e-mail at wendy.baber@montgomerycountymd.gov

Questions related to the application/contract process and insurance requirements may be directed to Tania Munoz, Senior Contract Manager, at 240-777-3865 or e-mail at tania.munoz@montgomerycountymd.gov

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INSTRUCTIONS TO VENDORS

1. Submission Documents: The following items must be submitted:

A. Form Contract and Contract– Attachments to the form contract must be filled out correctly and submitted. Please follow these steps:

Sign the Form Contract – If the applicant is a corporation, an officer of the corporation with authority to sign contracts for the corporation must sign the Form Contract.

PLEASE DO NOT PUT A DATE IN THE PARAGRAPH AT THE TOP OF THE PAGE. ENTER A DATE ONLY IN THE SIGNATURE BLOCK.

B. Submit all the pages of the Form Contract (not just the signature page), including the forms listed below. The following forms are required and must be completed, or the application will be rejected. The forms can be found at the procurement weblinks below:

- a. General Conditions of Contract Between County and Contractor (Attachment A):
<https://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-45.pdf>
- b. Business Associate Agreement (Attachment B)
<https://www.montgomerycountymd.gov/HHS/DoingBuswDHHS.html>
- c. Application/Vendor Information Form – Please complete the Application Form/Vendor Information Form in its entirety. Applicants must check off profit or non-profit designation (Attachment C)
- d. Minority, Female Disabled (MFD) Person Subcontractor Performance Plan (Attachment D)
<https://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf>. Applicants are encouraged to also complete the “Minority Business Program & Offeror’s Representation, however this form is not required.
www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-90.pdf
- e. Wage Requirements for Services Contract Addendum to The General Conditions of Contract Between County and Contractor (Attachment E)
www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf

C. Narrative

1. A description of your organization’s:
 - a. knowledge and experience with recommended practices in early intervention, including:
 - a. the reflective coaching model; and
 - b. provision of services in the natural environment;
 - b. knowledge of child development;
 - c. knowledge of and experience with the Routines-Based Interview, including national and/or Maryland state level certification to train others as RBI Coaches and/or train others as interviewers and notetakers; and
 - d. knowledge and experience with relevant laws for the provision of services to Infants and Toddler Program clients including the Code of Maryland Regulations (COMAR), [Title 13A, State Board of Education, Subtitle 13, Maryland Infants and Toddlers Program, Chapter 01].

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2. This information must be provided in no more than four double-spaced typewritten pages, using Times New Roman 12-point font.
- D. Resume – If applying as an individual, please provide a copy of your up-to-date resume. If an agency or organization is applying, please provide a copy of an up-to-date resume for each person who would provide RBI Coach Training under the Contract resulting from this Open Solicitation.
- E. References – The applicant must provide three (3) professional references.
- F. Certificate(s) of Insurance – This provides evidence of meeting the insurance requirements set forth in Article VIII. of the Pre-Approved Form Contract. Contact your insurance broker to obtain the Certificate.
- G. Licenses/Certification – All applicants must attach a copy of Maryland State or National RBI certification.
- I. Financial Information – Please provide a copy of your agency’s most recent audited financial statement. In the case of a sole proprietor, an applicant can submit the prior year’s tax return. All applicants must submit additional data as requested by the County to help determine financial responsibility and resolve any questions concerning their financial soundness.
- J. Proof of legal name – Please provide the articles of incorporation and articles of amendment if applicable or copy of Social Security card if Sole Proprietorship.
- K. Proof of tax ID number/Good Standing – IRS Form W-9, Articles of Incorporation/Amendment, IRS Letter of Determination for Non-Profit status (if applicable), Proof of Good Standing with the State of Maryland Department of Assessments and Taxation Business Services (<http://sdat.resiusa.org/ucc-charter/default.aspx>)
- L. Proof of tax-exempt status – Please provide a determination letter from the IRS if applicable.
- M. In addition to the above requirements, applicants must also agree in writing to the following requirements and provide the required documentation before award of a contract under this Open Solicitation. If the applicant is a group, organization or agency, each individual designated to provide services must agree in writing to the following requirements prior to award of contract under this Open Solicitation.
1. The Contractor must comply with DHHS Background Clearance policy requirements for staff, subcontractor and volunteers serving clients (please see link below for policy). <http://www.montgomerycountymd.gov/HHS/DoingBuswDHHS.html>.
 2. The Contractor must also complete a Child Protective Services (CPS) Background Clearance for all staff providing services under the Contract online via the

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Department of Human Resources (DHR) website: <http://dhr.maryland.gov/child-protective-services/child-protective-services-background-search-the-central-registry/>
Once the CPS online form has been completed, the Contractor must provide Child Welfare Services with the signed and notarized original document by submitting it to the attention of the Contract Monitor Teresa Blair, Child Welfare Services, 1301 Piccard Dr., 4th Floor, Rockville, MD 20850.

2. Instructions:

- A. As directed above in Section I., please complete, attach, and send all Submission Documents via mail or electronically to:

Montgomery County Department of Health and Human Services
Wendy Baber, Program Manager, Infants and Toddlers Program
1401 Rockville Pike, Suite 200
Rockville, MD 20852

Via e-mail: wendy.baber@montgomerycountymd.gov and cc taryn.billand@montgomerycountymd.gov

- B. If your application meets the Minimum Qualifications stated in the Pre-Approved Form Contract and your organization is found to be responsible, your application will be accepted and approved, and the County will execute the contract and return a copy to you. Once you receive notice from the County that the contract has been executed, an executed purchase order from the County, and a request for services from the County you may begin to provide services.
- C. A copy of the County's General Conditions of Contract Between County and Contractor ("General Conditions") is included with the solicitation packet. The County's General Conditions will be attached as Attachment A to any contract that results from this Open Solicitation and includes terms and conditions that the County requires of Contractors.
- D. The County makes no guarantee that any single contractor will provide services under a Contract resulting from this Open Solicitation. The services to be provided under a contract resulting from this Open Solicitation will be assigned on a rotating basis taking into account program needs, and availability, location, and/or Contractor's specific expertise and ability to perform the services in the given timeframe.
- E. Award of a contract under this Open Solicitation is subject to fiscal appropriations.
- F. The County reserves the right to cancel this Open Solicitation at any time.

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BACKGROUND/INTENT

- A. The Montgomery County Infants and Toddlers Program (MCITP) is a federally mandated program under the Individuals with Disability Education Act (IDEA) Part C in which the State of Maryland has participated since July 1991. MCITP assists families raising children between birth and four years of age with developmental delays and special health care needs. MCITP staff assists eligible children in the following areas: (1) cognitive development; (2) physical development, including fine and gross motor, and sensory development, including hearing and vision; (3) language and speech development; (4) social/emotional development; and (5) self-help skills. MCITP's goal is to provide an evidence-based, family-centered system of early intervention services designed to enhance a child's potential to assure kindergarten readiness.
- B. MCITP is a family-centered intervention program using a family coaching service delivery model. "Family-centered" means that MCITP services focus on the family, not only the child. "Family coaching" means that service providers empower parents and caregivers, through direct instruction and interactive modeling of evidence-based practices, to be their child's primary teacher. Families are part of the service team, and service provision is a collaborative process. Families and providers form a partnership and work together to define what is in a family's best interest. Each family's unique social, moral, and cultural values must be respected.
- C. Montgomery County ("the County") is committed to ensuring that early intervention services and supports are accessible to Montgomery County residents with children who qualify for services. Services are available to eligible families regardless of race, color, national origin, religion, age, sexual orientation (including gender identity and expression), marital status, disability, veteran status, or any other basis prohibited by federal, state, or local law. The County requires experienced and qualified, culturally competent entities to provide high quality early intervention services and supports to the children and families participating in MCITP.
- D. The County receives funds for MCITP through a grant from the Maryland State Department of Education (MSDE) on an annual basis. MCITP services are provided through public agency staff (Montgomery County Public Schools (MCPS) and Montgomery County Department of Health and Human Services (DHHS) and through contracted staff from the County and private agencies and individuals.
- E. MSDE has identified "Routines-Based Interview" (RBI) as the preferred process for conducting Family Assessments. The Routines-Based Interview is a semi-structured interview about the family's day-to-day life, focusing on the child's engagement, independence, and social relationships. Its purposes are to create a strong relationship with the family, to obtain a rich, in-depth description of child and family functioning, and will result in a family-chosen list of functional and family outcomes/goals.

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- F. The County desires to enter into a contract with qualified organizations, agencies or individuals to provide MCITP staff Train-the-Trainer training of Local Coaches in Routines-Based Interviews, and training providers as interviewers in Routines-Based Interviews.

I. SCOPE OF SERVICES

- A. Upon request from the County, the Contractor must provide one or more of the following services to MCITP:
1. Develop new or revise existing knowledge course to present to RBI student Coaches and or Interviewers based on the most current standards of practice.
 2. Deliver knowledge course in-person or virtually to prepare students to be RBI coaches and or Interviewers.
 3. Support students in triads moving from theory to practice.
 4. Conduct ongoing coaching sessions with student coaches.
 5. Review and score videos submitted by students performing an RBI interview.
 6. Perform and or assist with Fidelity Checks on providers who have completed Local RBI Coaches and or Interviewer trainings, using the most current version of the RBI Checklist.
- B. The Contractor must maintain records and statistics of the work performed under this Contract in accordance with established standards and procedures as required by the State of Maryland and the County. The Contractor must transmit to the Contract Monitor or designee all County-required paperwork including attendance logs, certification logs, and other reports as requested within 15 days of completion or by the required due date, whichever comes first.
- C. The Contractor must not provide any services until the County issues a written Notice-to-Proceed (NTP) and Purchase Order and the Contractor receives and accepts a request for services from the County.
- D. The County makes no guarantee that any single contractor will provide training under a contract resulting from this Open Solicitation.
- E. The Contractor must abide by applicable ethical and legal standards for protection of patient health information under the Health Insurance Portability and Accountability Act (HIPAA), and other laws and regulations governing the privacy of medical records and substance abuse treatment records. The Contractor must complete, sign and agree to adhere to the provisions stated in the Business Associate Agreement (Attachment B) attached to this Contract.
- F. The Contractor must abide by all applicable federal, state, and local laws and regulations. The Contractor must provide services under this Contract in accordance with the policies,

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procedures, guidelines, and timeframes contained in the Code of Maryland Regulations (COMAR), [Title 13A, State Board of Education, Subtitle 13, Maryland Infants and Toddlers Program, Chapter 01] which govern the Maryland Infants and Toddlers Program.

II. MINIMUM QUALIFICATIONS

The Contractor must possess and maintain throughout the term of the Contract the following minimum qualifications and comply with the requirements listed below:

- A. In the provision of direct professional services, the Contractor must have:
 - 1. A minimum of 3 years' experience with recommended best practices in early intervention, including:
 - a. the reflective coaching model; and
 - b. routines based provision of services in the natural environment.
 - 2. Demonstrated knowledge of child development.
 - 3. National and/or Maryland State level certification to train others as RBI Coaches and/or train others as RBI interviewers and note takers; and
 - 4. Demonstrated knowledge and experience with relevant laws for the provision of services to Infants and Toddler Program clients including the Code of Maryland Regulations (COMAR), [Title 13A, State Board of Education, Subtitle 13, Maryland Infants and Toddlers Program, Chapter 01].
- B. All Contractors must accept the County's fee structure detailed in Article V., Compensation of this Contract. The fee is subject to revision by the County on an annual basis, consistent with the County's fiscal year (July 1 – June 30).
- C. All Contractors must comply with the County's mandatory insurance requirements as set forth under Article VIII of this Contract and must provide an insurance certificate(s) evidencing the required insurance coverage.
- D. All Contractors must be financially sound and must demonstrate their financial soundness by submitting to the County their most recent audited financial statements. In the case of a sole proprietor, an applicant can submit the prior year's tax return. All Contractors must submit additional data as requested by the County to help determine financial responsibility and resolve any questions concerning their financial soundness.
- E. The Contractor must comply with DHHS Background Clearance policy requirements for staff, subcontractors and volunteers having contact with clients (please see link below for policy): <http://www.montgomerycountymd.gov/HHS/DoingBuswDHHS.html>
- F. The Contractor must also complete a Child Protective Services (CPS) Background Clearance for all staff providing services under the Contract online via the Department of Human Resources (DHR) website: <http://dhr.maryland.gov/child-protective-services/background-search/> Once the CPS online form has been completed, the

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Contractor must provide Child Welfare Services (CWS) with the signed and notarized original document by submitting it to the attention of the Contract Monitor Teresa Blair, Child Welfare Services, 1301 Piccard Dr., 4th Floor, Rockville, MD 20850.

III. PROGRAM OUTCOMES, MEASURES, AND INSTRUMENTS

- A. The Contractor must meet the following Contract Performance Measures each fiscal year as related to the services provided.
 - 1. All providers completing training will be asked to respond to feedback survey
 - 2. 80% of providers completing training will reach fidelity.

IV. REPORTS

- A. Monthly Report

The Contractor must provide monthly reports to the County in a format approved by the County, no later than fifteen days following the end of month. These reports must accompany the monthly invoice and must include the following information, at a minimum:

 - a. Copies of all training materials, including agenda and training plan.
 - b. Sign in sheet from trainings.
 - c. Completed and scored RBI checklists.
 - d. Number of videos reviewed; and
 - e. Number and names of coaches meeting fidelity along with fidelity checklist rating scores.

V. COMPENSATION

- A. The County will compensate the Contractor for services rendered at a Pre-Determined Rate stated in Attachment D. This rate will also be available online at <http://www.montgomerycountymd.gov/HHS-program/coo/contractmgmt/cmtcursolicits.html>. This rate is inclusive of all administrative costs such as telephone, office supplies, computer usage, travel, etc. This rate applies to all services provided to the County by the Contractor in the course of providing RBI Coaches Training.
- B. The County may at its option and as fiscal appropriation allows, adjust the rates for the contracts resulting from Open Solicitation # 1138600 at the beginning of the County's Fiscal Year.

In the event these rates change, within 30 days of the effective date, the Department of Health and Human Services' Director or her/his designee will notify the Director, Office of Procurement, and the Contractor and forward a copy of the revised rate sheet indicating the effective date of the new rates to both.

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The Contractor is responsible for checking the website listed above at the beginning of each fiscal year (beginning July 1) to obtain a copy of the County's current approved rates.

- C. No services will be performed or compensated under this Contract prior to the execution of a County Purchase Order and Notice(s) to Proceed and the Contractor's receipt of said County Purchase Order containing a maximum compensation amount.
- D. Compensation must not exceed funds appropriated by the County and encumbered into the County Purchase Order issued to the Contractor.
- E. No minimum number of hours is guaranteed to any Contractor under this Contract.

VI. INVOICES

The Contractor will be paid on a monthly basis upon submission of an invoice by the 15th of the month following the close of the prior month to the County in a format approved by the County. Invoices must be accompanied by any required reports and must contain the County's Purchase Order number on the invoice. Upon receipt, acceptance and approval of the Contractor's invoice, the County will make payment, net 30 days, at the rates set forth in Article IV., Compensation, above. Invoices must be submitted to a County designated Program Monitor.

VII. TERM

This Contract shall become effective on the effective date indicated on the Signature Page, of this Contract and shall be for an initial two-year term. Before the Contract term ends, the Director may, (but is not required to) renew this Contract for an additional two-year term, if the Director determines that renewal is in the best interest of the County. The Contractor's satisfactory performance does not guarantee renewal of this Contract. The Director may exercise this option to renew two (2) times for two (2) years each. Substantial non-compliance or substantial non-satisfactory performance, as determined in the sole discretion of the County, may lead to a work improvement plan or early termination of the Contract.

VIII. GENERAL CONDITIONS AND INSURANCE

The General Conditions of Contract Between Contractor and County ("General Conditions") are incorporated by reference and made part of this Contract as Attachment A. The following insurance requirements supersede those outlined in Provision 21 of the General Conditions:

Prior to the execution of the Contract by the County, the proposed awardee/contractor and their contractors (if requested by County) must obtain, at their own cost and expense, the following minimum (not maximum) insurance coverage with an insurance company/companies licensed to conduct business in the State of Maryland and acceptable to the Division of Risk Management.

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This insurance must be kept in full force and effect during the term of this Contract, including all extensions. The insurance must be evidenced by a Certificate of Insurance, and if requested by the County, the proposed awardee/contractor shall provide a copy of the insurance policies and additional insured endorsements. The minimum limits of coverage listed below shall not be construed as the maximum as required by contract or as a limitation of any potential liability on the part of the proposed awardee/contractor to the County nor shall failure to request evidence of this insurance in any way be construed as a waiver of proposed awardee / contractor's obligation to provide the insurance coverage specified. The Contractor's insurance shall be primary. Coverage pursuant to this Section shall not include any provision that would bar, restrict, or preclude coverage for claims by Montgomery County against Contractor, including but not limited to "cross-liability" or "insured vs insured" exclusion provisions.

Commercial General Liability

A minimum limit of liability of **one million dollars (\$1,000,000), per occurrence** for bodily injury, personal injury and property damage coverage per occurrence including the following coverages:

- Contractual Liability
- Premises and Operations
- Independent Contractors & Subcontractors
- Products and Completed Operations

Professional Liability (Errors and Omissions Liability)

The policy shall cover professional errors and omissions, negligent acts, misconduct, or lack of ordinary skill during the period of contractual relationship and services rendered with the County with a limit of liability of at least:

Each Claim \$1,000,000

In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained, or an extended discovery period will be exercised for a period of three (3) years beginning at the time work under this Contract is completed.

Worker's Compensation/Employer's Liability

Meeting all statutory requirements of the State of Maryland Law and with the following minimum Employers' Liability limits:

- Bodily Injury by Accident - \$100,000 each accident***
- Bodily Injury by Disease - \$500,000 policy limits***
- Bodily Injury by Disease - \$100,000 each employee***

Additional Insured

Montgomery County, Maryland, its elected and appointed officials, officers, consultants, agents and employees, must be included as an additional insured on an endorsement to Contractor's commercial general, automobile insurance, and contractor's excess/umbrella insurance policies if used to satisfy the Contractor's minimum insurance requirements under this contract, for liability

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arising out of contractor's products, goods and services provided under this contract. The stipulated limits of coverage above shall not be construed as a limitation of any potential liability of the contractor.

Policy Cancellation

Should any of the above policies be cancelled before the expiration date thereof, written notice must be delivered to the County in accordance with the policy provisions.

Certificate Holder

Montgomery County, MD
HHS / Contract Management Team
401 Hungerford Drive, 6th floor.
Rockville, MD 20850

IX. PRIORITY OF DOCUMENTS

The following documents are incorporated by reference and made a part of this Contract and are listed in the following order of precedence to be applied in the event of a conflict in their term:

1. This Contract Document.
2. The General Conditions of Contract Between County and Contractor (Attachment A)
<https://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-45.pdf>;
3. Business Associate Agreement (Attachment B)
4. Vender Information Form (Attachment C)
5. Montgomery County Infants and Toddlers Program Policy and Procedures (Attachment F);
6. Pre-Determined Rate (Attachment D)

SIGNATURE PAGE FOLLOWS

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Signature Page – Open Solicitation # 1138600

This Contract, which incorporates by reference: the Approved Form Contract with applicable Attachments A, B, C, D, E, and F, copies of which have been provided to the Contractor, is entered into this _____ day of _____, by and between _____ (the “Contractor”) and Montgomery County, Maryland (the “County”). This Contract will become effective on _____ by signature of the Director, Office of Procurement. This Contract and any renewals or extensions of this Contract are subject to the appropriation of funds.

SIGNATURE PAGE

Part A: Contractor's Offer to Provide Services:

(Prospective Contractor Must Complete)

Contracting Corporation, Partnership, Limited Liability Company OR Proprietorship

Agency Name

Signature*

Typed

Title

Date

Part B: County Acceptance:

MONTGOMERY COUNTY, MARYLAND

Avinash G. Shetty, Director
Office of Procurement

Signature Date

RECOMMENDATION

James C. Bridgers, Jr., Ph.D., MBA, Director
Department of Health and Human Services

Date

This form has been approved as to form and legality by the Office of the County Attorney.

*** Must be signed by corporate officer or person legally authorized to bind organization to a contract.**

**ATTACHMENT C
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VENDOR INFORMATION FORM

Please review and complete the following information for Early Intervention Services for Infants and Toddlers Program. By signing this form you are signifying that you have received a copy of this Open Solicitation and understand the requirements of this Open Solicitation.

Name of Firm or Individual

Contact Name/Authorized Signature

Address

City, State, Zip Code

Phone Number

Fax Number

Tax Identification Number (TIN)*

Email Address

*Note: If Applicant does not have a TIN, the County will request the Applicant's Social Security Number at the time of Contract award in order to make payments for services rendered by the Applicant in accordance with the resulting Contract.

Profit or Non-Profit (please check one) Profit Non-Profit [Indicate type of non-profit corporation, i.e., 503c(3)]

Please provide the required licensure information for each person and language proficiency, if applicable. Use additional copies of this page if necessary.

License(s)/Degree(s)

Language Proficiency

ATTACHMENT F
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MCITP POLICIES AND PROCEDURES

Initiating Services

1. The County will initiate contact with the Contractor regarding provision of specific services such as occupational therapy through a telephone call or email from a MCITP Site Coordinator or designee.
2. The purpose of the initial contact with the Contractor is to discuss whether the Contractor has the current capacity to provide the specific service(s). This is NOT an official request for services.
3. Once the Contractor confirms for MCITP that it has sufficient capacity to provide the specific service(s) needed by the County, the MCITP Site Coordinator or designee will complete an Individualized Family Service Plan (IFSP) Referral Confirmation Request, the County's official request for services. A sample is attached, the County reserves the right to update the form as needed.
4. The MCITP Contract Monitor or designee will sign the IFSP Confirmation indicating the service request has been approved.
5. MCITP will fax or email the IFSP Referral Confirmation Request to the Contractor to signify that services can be initiated.
6. Contractor must sign and return within 48 hours or receipt.
7. The Contractor must not provide any services under this contract until it receives the County's written IFSP Confirmation.
8. The Contractor must make every effort to provide the services required by the County within two weeks of receipt of the IFSP Referral Confirmation. The Contractor shall notify the MCITP contract monitor of the first date of service. If the Contractor is unable to provide the required services, or unable to provide them within the required time frame, written explanation must be provided to the MCITP contract monitor and to the requesting service coordinator.
9. The County's IFSP Confirmation will provide specific information that delineates service details, depending on client needs, including:
 - a. type of services to be provided to the child and family, such as Physical Therapy.
 - b. frequency of visits, such as once a week, or 3 times only;
 - c. duration of each service, such as 60 minutes;
 - d. if the service is individual or group; and
 - e. service location, such as home, service provider location, or other locations such as a childcare center.

Continuation of Services

1. If no end date is specified or sessions are not limited by a specific number, services may not continue past the child's next IFSP review or third birthday, whichever comes first.
2. If the child/family chooses participation in an Extended IFSP Option (remaining with IDEA Part C rather than moving to Part B), a new IFSP Referral Confirmation must be completed for services to continue after the child's third birthday.

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3. If MCITP determines that services need to be continued beyond the IFSP review, a new IFSP Referral Confirmation will be submitted by the Site Coordinator or designee within 5 days of the IFSP meeting.
4. In order to allow for service continuity, services may continue for up to one week beyond the projected date of the next IFSP meeting, as indicated on the active ISFP Confirmation
5. It is the Contractor's responsibility to track end dates of services so as not to provide services beyond this date without a new IFSP Referral Confirmation in place. MCITP cannot guarantee payment for services rendered if they were not requested. It is recommended that the Contractor have a system in place to confirm with the Service Coordinator that a new IFSP Referral Confirmation will be submitted by the end date of the active Referral to ensure service continuity.

Discontinuation of Services

1. The County will provide notification to the Contractor if specific services are to be discontinued before the contracted time has passed for any assigned client for any reason and will state when they are to be discontinued.
2. Such communication may come directly from the Site Coordinator or designee.

ATTACHMENT D
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Rate Sheet

All rates below are fully burdened hourly rates for services provided:

Technical Assistance Consultant and Coaching to individuals, meeting participation.	\$75 hourly, to be prorated in quarter hours
Deliver Training	\$83 hourly, to be prorated in quarter hours
Development of new or modification of existing training (max allotment: 3 hours of prep/planning per hour of delivery)	\$116 hourly, to be prorated in quarter hours