OFFICE OF PROCUREMENT

Marc Elrich
County Executive

Avinash G. Shetty
Director

SOLICITATION AMENDMENT #1
Open Solicitation #1168152
April 8, 2026

FOR THE PROCUREMENT OF: **Individualized Supportive Services for Children, and Adults with Intellectual or Developmental Disabilities**

ALL SOLICITATION AMENDMENTS MUST BE ACKNOWLEDGED BY THE OFFEROR PRIOR TO THE HOUR AND DATE SPECIFIED IN THE SOLICITATION (AS AMENDED) FOR RECEIPT OF OFFERS. **FAILURE TO ACKNOWLEDGE AN AMENDMENT MAY BE CAUSE TO REJECT OFFER**.

DESCRIPTION OF AMENDMENT:

1. Replace Form Contract page 2 of 12 with revised page 2 of 12
2. Replace Form Contract page 3 of 12 with revised page 3 of 12
3. Replace Form Contract page 4 of 12 with revised page 4 of 12

**Changes/Updates are in RED

THERE ARE NO OTHER CHANGES.

THE SOLICITATION PROVISION ENTITLED "SOLICITATION AMENDMENTS" IS APPLICABLE TO THIS AMENDMENT. THE CHANGES SET FORTH ABOVE ARE HEREBY INCORPORATED INTO THE ABOVE-CITED SOLICITATION.

ISSUED BY: _____ for

Avinash G. Shetty,
Director, Office of
Procurement

A. SCOPE 1: *Supported Employment Services*

The Contractor must provide a program of individualized supportive employment services approved by the County to adults with intellectual or developmental disabilities. The Contractor must provide clients with training and support that build upon clients' unique talents, skills, and abilities, to assist clients to find and maintain employment. The Contractor must assist individuals in their employment to make informed choices in designing their unique pathway to increased independence, integration, inclusion, productivity, and self-determination. Referrals for services will be made by the DHHS based on the factors listed in the "Intent" section of this Contract. The Contractor must provide the following phases (1, 2, & 3) of services:

1. **Phase 1 - Preplacement Activities**

   a) Job Development - The Contractor must provide support services for clients to assist them in obtaining jobs in competitive integrated employment settings; and

   b) Training – To enable clients to obtain employment, the Contractor must provide appropriate training to clients (which can include training at employer sites) and assist clients with resume-writing skills, and training on how to successfully interview for jobs.

2. **Phase 2 - Intensive Job Coaching -** The Contractor must provide clients with the support necessary for them to learn their jobs and to complete assigned job tasks, whether a client is beginning a new job, has been promoted to a new position, or after a meaningful change in duties or circumstances. The Contractor must provide clients with individualized/tailored support, as needed, so that the client may successfully maintain his/her job.

3. **Phase 3 - Extended support services -** The Contractor must provide ongoing support services to clients including monitoring through phone check-ins, site visits, lunch meetings, and reviewing job evaluations either at the client's job site or in the Contractor's office.

B. SCOPE 2 – *Child Care, Before & After School Services, Saturday and School Break Programs*

The Contractor must provide support services for youth with autism and other developmental disabilities. These programs must emphasize community-based instruction, positive behavior management, and the development of independence for each client participant. These services must be provided either before or after school, on Saturdays, and during school breaks (based on Montgomery County Public Schools calendar). The Contractor must strongly encourage clients to participate in the program's daily activities. Client referrals will be made by DHHS based on the factors listed in the "Intent" section of this Contract. **Clients served under this Contract cannot be engaged in residential**

services.

The following two categories of services must be provided in consultation with DHHS staff. Client/family need will determine the category/categories of services they receive from the following:

Intensity Level 1:
Provides supervision for children, youth, and young adults who can regularly participate and function in a home or specialized setting with one staff member for every three students in structured activities (e.g., childcare, before/after school, Saturday, and School Break Programs).

Intensity Level 2:
Provides intensive support services/supervision for children, youth, and young adults requiring regular one-to-one support in the home or a specialized setting (e.g., childcare, before/after school, Saturday, and School Break Programs). This intensity level may also require Direct Service Provider (DSP) staff to provide and implement positive behavioral supports and techniques to assist children, youth, and young adults in enhancing independence, quality of life, and inclusion in their communities. This intensity level may also require DSP staff to implement delegable healthcare tasks or personal support tasks to assist the child, youth or young adult with completing both activities of daily living (e.g., dressing, toileting, bathing, and similar activities) and instrumental activities of daily living (e.g., administering medications or specific personal care tasks, using transportation, using technology, using money).

C. SCOPE 3 - *Emergency Personal Care/Nursing Services*

The Contractor must provide emergency temporary personal care/nursing services to children and adults with developmental disabilities. Emergency services must be provided within 24 hours of the request for service from DHHS. Certified Nursing Assistant services must include services such as personal care services, hygiene to assist with bed baths and care of mouth, skin and hair, assisting in bathroom use or in using a bedpan, helping in and out of bed, assisting with ambulation, transferring from bed to wheelchair, assisting with equipment such as walkers and crutches, helping with prescribed exercises and tasks which have been taught by professional health personnel, and assisting with a medically prescribed regimen. The Registered Nurse level of services requires skilled nursing care and is delivered by a licensed health practitioner.

Referrals will be made by the County based on the factors listed in the "Intent" section of this Contract. In some cases, the referrals will be part of an overall Service Plan or Plan of Care for the client, which is developed at the time of diagnosis and is updated yearly to address needs and/or update services for the client. As a result, the Contractor must demonstrate the ability to function as part of a multi-disciplinary and/or inter-agency service delivery team.

II. ADMINSTRATIVE AND QUALITY ASSURANCE REQUIREMENTS

A. The Contractor must abide by all applicable Federal, State, and local laws and regulations, and all applicable guidelines, policies, and procedures established by the County in the provision of services under this Contract.

B. The Contractor must develop, implement, and maintain a system of written records which meet the County's program requirements. The Contractor must make available to the County all client records upon request by the County. Each client's record must be available for review by County staff.

C. All personnel providing direct services under this contract must meet minimal professional

A. SCOPE 1: *Supported Employment Services*

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1. **Phase 1 - Preplacement Activities**

   a) Job Development - The Contractor must provide support services for clients to assist them in obtaining jobs in competitive integrated employment settings; and

   b) Training – To enable clients to obtain employment, the Contractor must provide appropriate training to clients (which can include training at employer sites) and assist clients with resume-writing skills, and training on how to successfully interview for jobs.

2. **Phase 2 - Intensive Job Coaching -** The Contractor must provide clients with the support necessary for them to learn their jobs and to complete assigned job tasks, whether a client is beginning a new job, has been promoted to a new position, or after a meaningful change in duties or circumstances. The Contractor must provide clients with individualized/tailored support, as needed, so that the client may successfully maintain his/her job.

3. **Phase 3 - Extended support services -** The Contractor must provide ongoing support services to clients including monitoring through phone check-ins, site visits, lunch meetings, and reviewing job evaluations either at the client's job site or in the Contractor's office.

B. SCOPE 2 – *Child Care, Before & After School Services, Saturday, and School Break Programs*

The Contractor must provide support services to youth with autism and other developmental disabilities. These programs must emphasize community-based instruction, positive behavior management, and the development of independence for each client participant. These services must be provided either before or after school, on Saturdays, and during school breaks (based on Montgomery County Public Schools calendar). The Contractor must strongly encourage clients

to participate in the program's daily activities. Client referrals will be made by DHHS based on the factors listed in the "Intent" section of this Contract. ***Clients served under this Contract cannot be in residential services[1].***

The following three categories of services must be provided in consultation with DHHS staff. Client/family need will determine the category/categories of services they receive from the following:

Intensity Level 1:
Provides supervision to children and youth in the home or in a specialized setting (e.g., after-school program, holiday break program), designed to provide the children with the support they need to engage in program activities. Clients under Intensity Level 1 services do not exhibit the behaviors listed under Intensity Level 2 or 3 (they require a lower level of support).

Intensity Level 2:
Provides supervision to children and youth in the home or in a specialized setting (e.g., after-school program, holiday break program), designed to provide the children with the support they need to engage in program activities. Children, youth, and young adults receiving services under this Intensity Level must meet the following requirements:

1. Clients either exhibit extreme and regularly occurring behaviors that endanger self or others (e.g., head banging, hitting, biting, scratching, bolting, non-eating, head-butting, pica); or

2. **Exhibit two or more of the following three behaviors:**
   a. Client requires major and regular assistance to complete functional life skills (e.g., dressing, toileting, bathing).

   b. Client has extreme difficulty or inability to engage in leisure activities independently, for more than a few minutes at a time or not at all.

   c. Client is severely impacted by significant family factors (e.g., mental/physical health of caregivers, other children with special needs in the home, other family members requiring special care, job requirements of caretakers, family constellation).

Intensity Level 3:
Provides a program of applied behavioral intervention to children, youth, and young adults who meet the criteria for Intensity Level 2 **and** who are in crisis or at imminent risk of being placed out of the home, as a means to facilitate a successful transition from one placement to another.

[1] Residential services for individuals with disabilities typically are funded through Developmental Disabilities Administration (DDA) and therefore clients receiving residential services would not be eligible to receive Scope 2 service under this contract.

This level of intervention is designed to meet an intense, short term need and requires persons who are formally trained and monitored by the Contractor's Behavioral Specialist and/or Case Manager. Intensity Level 3 services are specifically identified as to frequency and duration when requested by the County Case Manager in accordance with the Plan of Care or other approved treatment plan. For this Intensity Level, referrals will be made by the County based on the factors listed in the "Intent" section of this Contract. In some cases, referrals will be part of an overall Service Plan or Plan of Care or other approved treatment plan. In addition to any individual treatment plan created for the client, the Contractor must also be compliant with all Scope of Services requirements as stated in this Contract.

C. SCOPE 3 - *Emergency Personal Care/Nursing Services*

The Contractor must provide emergency temporary personal care/nursing services to children and adults with developmental disabilities. Emergency services must be provided within 24 hours of the request for service from DHHS. Certified Nursing Assistant services must include services such as personal care services, hygiene to assist with bed baths and care of mouth, skin and hair, assisting in bathroom use or in using a bedpan, helping in and out of bed, assisting with ambulation, transferring from bed to wheelchair, assisting with equipment such as walkers and crutches, helping with prescribed exercises and tasks which have been taught by professional health personnel, and assisting with a medically prescribed regimen. The Registered Nurse level of services requires skilled nursing care and is delivered by a licensed health practitioner.

Referrals will be made by the County based on the factors listed in the "Intent" section of this Contract. In some cases, the referrals will be part of an overall Service Plan or Plan of Care for the client, which is developed at the time of diagnosis and is updated yearly to address needs and/or update services for the client. As a result, the Contractor must demonstrate the ability to function as part of a multi-disciplinary and/or inter-agency service delivery team.

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