Tennessee’s Early Intervention System Home/Community Based Developmental Therapy Solicitation

Jan. 25, 2019

Part C, IDEA Grant

Tennessee Department of Education

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Interim Commissioner of Education

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BACKGROUND
Tennessee's Early Intervention System (TEIS) is an educational program for families with children ages birth through two years of age (up to the third birthday) with disabilities or developmental delays. The program provides early intervention services to TEIS eligible infants and toddlers and their families.

The supports and services provided through TEIS are focused on improving development at the individual child level and how improved development will support school readiness as the child transitions from TEIS at age three into a program for ages three through five years of age.

TEIS is a Part C program under the Individuals with Disabilities Education Act (IDEA) and is in the Division of Special Populations and Student Support.

Current Key Programs

• Nine TEIS district offices provide service coordination and eligibility determination for children from birth to age three who have a developmental delay or disability.

• 35 early intervention resource agencies provide developmental therapy for eligible children and families. Agencies are either center-based or home/community-based.

• Over 200 early intervention vendors provide Part C required services such as occupational therapy, physical therapy, speech therapy, assistive technology, audiology, vision and psychological services.

• TEIS prepares and submits an Annual Performance Report (APR) and a State Systemic Improvement Plan (SSIP) report to the Office of Special Education Programs (OSEP) to show Tennessee's progress relating to compliance and results for Part C eligible children and families. The APR provides a narrative and data relative to Part C compliance indicators. The SSIP provides a narrative and data relative to Part C results indicators.
  o Information pertaining to the Annual Performance Report (APR) and the State Systemic Improvement Plan (SSIP) can be found at https://www.tn.gov/education/early-learning/tennessee-early-intervention-system-teis/teis-reports-and-data.html

INTRODUCTION

The State is seeking through this solicitation to award grant contracts (“Grant Contract” or “Contract”) to provide the service of home/community based developmental therapy in the State of Tennessee. Grant contracts will be awarded, depending on need in the service area, to top scoring agencies that commit to providing 100 service hours per week. The State may award grant contract(s) to qualified agencies providing less than 100 service hours per week to meet volume of need.

Prospective grantees must identify the number of service hours to be provided per week and the county(ies) where services will be provided. Prospective grantees must address all areas indicated
in the rubric. Prospective grantees will include a cost proposal as part of the proposal, but it will not be scored.

The contracts will be awarded for five years beginning July 1, 2019 and ending June 30, 2024. The funding for all contracts awarded through this solicitation is estimated at $19,800,000 for the first year. Invoices may be submitted against the contracts for reimbursement 30 days after contract start date. The department reserves the right to not award all grants, and to determine specific grant amounts. Grants are not final until the grant contract is executed.

The Selected Grantees shall provide direct service to TEIS eligible children, birth through age two, and their families through the delivery of home/community based developmental therapy. The Grantees shall deliver home/community based developmental therapy with fidelity in the Family Guided Routines Based Intervention (FGRBI) model. The Grantees shall document progress in Early Childhood Outcomes (ECO) through the administration of the Assessment, Evaluation and Programming System (AEPS). The Grantees shall ensure inter-rater reliability for the individual administration of the AEPS to be used for the period of the contract.

PRINCIPLES OF EARLY INTERVENTION (EI)

- The primary goal of EI is to support families in promoting their child's optimal development and to facilitate the child's participation in family and community activities.
- The focus of EI is to encourage the active participation of families in the intervention by embedding strategies into family routines. It is the parents who provide the real early intervention by creatively adapting their child care methods to facilitate the development of their child, while balancing the needs of the rest of the family.
- The family must be present and engaged in interventions at all times. The child should never be provided services separate or isolated from the family.
- EI requires a collaborative relationship between families and providers, with participation by all involved in the process. An on-going parent-professional dialogue is needed to develop, implement, monitor, and modify intervention activities.
- Intervention must be linked to specific goals that are family-centered, functional, and measurable. Intervention strategies should focus on facilitating social interaction, exploration, and autonomy.
- Intervention shall be integrated into a comprehensive plan that encourages transdisciplinary activities and avoids unnecessary duplication of services. The plan shall be built around family routines, with written home activity programs to encourage family participation in therapeutic activities on a daily basis.
- Intervention should be monitored periodically to assure that the strategies implemented are successful in achieving goals.
- Children and their families in TEIS deserve to have services of the highest quality possible. High standards will be set for the training and credentialing of administrative and intervention staff. Training, supervision, and technology will be focused on achieving excellence.
1. **Assessment, Evaluation, and Programming System for Infants and Children (AEPS)** - Comprehensive curriculum and assessment tool to assist in the planning and monitoring of Individualized Family Service Plans (IFSPs).

2. **Assessment, Evaluation and Programming System for Infants and Children Interactive (AEPSi)** - Web based data management system of the AEPS.


4. **Child care** - Any place or facility operated by any person or entity that provides child care to children.

5. **Child find activity** - Any activity or event structured to locate, identify and evaluate children birth through two years of age to determine a level of developmental delay or other disability which may qualify the children for TEIS services.

6. **Baseline** - Number of minimum direct service hours to be delivered by the Grantee per week.

7. **Developmental Assessments** - On-going measurements of a child's progress toward achieving Individualized Family Service Plan (IFSP) outcomes.

8. **Developmental Delay(s)** - The failure to meet certain developmental milestones, such as sitting, walking, and talking, at the average age.

9. **Developmental Therapy** - A specific, individualized and focused intervention designed to promote an eligible child's motor, cognitive, communication and socio-emotional development as well as self-help skills.

10. **Differentiated monitoring** - Monitoring system designed to provide differentiated levels and types of support based on each district's unique strengths, progress, challenges, and needs. Based on federal indicators, the system is designed to ensure technical assistance resources and other supports are deployed to match the type, area, and level of need.

11. **Division of Early Childhood (DEC) Recommended Practices** - Guidance to practitioners and families about the most effective ways to improve the learning outcomes and promote the development of young children, birth through five years of age, who have or are at-risk for developmental delays or disabilities.

12. **Eligibility** - In Tennessee, a child with a diagnosis from the list below or children whose test results show that they have a 25% delay in two developmental areas or a 40% delay in one area may be eligible for TEIS. A child may have a developmental delay, if he or she is far behind other children their age in one or more of the five major skill areas:

   i. motor (crawling, walking, using their hands to play)
   ii. communication (babbling, indicating wants and needs, talking)
   iii. cognitive (thinking skills including making choices and solving problems)
   iv. social (playing near or with other children or adults)
   v. adaptive (taking care of one's needs)

13. **Family Guided Routines Based Intervention (FGRBI)** - a service delivery model that is based on ongoing research focusing on developing and validating an early intervention approach that incorporates the Part C of IDEA mandates and the recommended evidence-based practices for supports and services for young children with special needs and their families.
14. FGRBI Fidelity - Obtaining a score of 85 out of 100 percent using the state provided FGRBI observation checklist.
15. Individuals with Disabilities Education Act (IDEA) - Federal statute which is intended to maximize the development and school readiness of individuals with disabilities, birth through 21 years of age.
16. Individualized Family Service Plan (IFSP) - The plan, developed for Part C eligible infants and toddlers, which includes individualized outcomes, action steps and supports and services as determined by the IFSP team. The IFSP guides the early intervention process.
17. IFSP Meetings - Required periodic reviews of the IFSP by the IFSP team members.
18. IFSP Team - Individuals who participate in the development of the IFSP, including the parents/caregivers of each Part C eligible child along with a TEIS service coordinator, and early intervention personnel as appropriate.
19. Interpretation - A procedural safeguard afforded to families when the mode of communication is other than English or the spoken language.
20. Natural Environment - Settings which are natural and/or normal for the child's same age peers who have no disabilities. These settings may include but are not limited to the home, community and child care.
21. Part C - A section of IDEA that assists states in operating a comprehensive statewide program of early intervention services for infants and toddlers with disabilities, ages birth through age two years, and their families.
22. Public awareness program - The preparation and dissemination of materials and/or information to primary referral sources, parents and the general public on the availability of early intervention services.
23. Tennessee's Early Intervention Data System (TEIDS) - A web-based data system that includes demographic information, the child's complete IFSP record, the service logs, contact logs and accounts payable for provider reimbursement.
24. Tennessee's Early Intervention System (TEIS) – A voluntary, educational program, for families with children ages birth through two years of age with disabilities or developmental delays.
25. Tennessee Early Learning Development Standards-Revised (TNELDS) - a set of standards developed by the State of Tennessee Department of Education to be used as a resource for guiding design, selection and implementation of high quality curriculum.
26. TEIS Service Coordinator - State employee who coordinates eligibility, IFSP development and implementation and transition for all Part C eligible infants and toddlers enrolled in TEIS.
27. Timely delivery of service - No longer than 30 calendar days from the date of parent consent on an IFSP for any service.
28. Transition - Period of time (90 days to nine months prior to a child's third birthday) when the child exits the Part C system.

RESPONSIBILITIES OF THE GRANTEE – The selected grantee will be required to sign a grant agreement on the state template that includes the following deliverables (the State reserves the right to add or revise requirements prior to contract execution):

Staffing requirements

1. The Grantee shall ensure that staff are skilled in, meet and maintain fidelity in the FGRBI model to support home and community based developmental therapy services
implementing best practices in the provision of IFSP services as required under Part C of IDEA.

Prior to providing services, the Grantee must demonstrate that staff can accurately provide FGRBI model to families through all phases of service delivery, using the State's approved fidelity process. Fidelity is measured using a checklist provided by the State.

a. The Grantee shall meet and maintain fidelity as follows:

1) by end of year 3: all staff including supervisors providing home/community based developmental therapy will achieve at a minimum 55% fidelity according to the FGRBI checklist.
2) by end of year 4: all staff including supervisors providing home/community based developmental therapy will achieve at a minimum 75% fidelity according to the FGRBI checklist.
3) by end of year 5: all staff including supervisors providing home/community based developmental therapy will achieve at a minimum 85% fidelity according to the FGRBI checklist.

b. The Grantee shall develop a performance improvement plan, subject to approval from the State, if the percentages above are not met. The Grantee shall provide the State with documentation of progress on the performance improvement plan.

2. The Grantee shall maintain qualified staff and supports sufficient to:

a. Conduct or participate in the timely ongoing assessments of children and families in accordance with Part C of IDEA and Federal and State Regulations.

b. Maintain capability for the provision of direct services to Part C eligible children and their families and caregivers. The number of service hours provided will be determined by the State. The maximum number of direct service hours for a full-time employee (40 hours) shall be 20 service hours per week. Staff, not including supervisors, providing home/community based developmental therapy shall provide no less than eight (8) direct service hours per week. Failure to maintain sufficient staffing, as demonstrated through actions such as repeated declining of assignments due to staffing, may result in the State reducing the Grantee's number of service hours and funding.

c. Participate in either a 6 month or annual IFSP meeting at a minimum of 1 time per year per child. The mode of IFSP participation shall be delivered in the priority order of: 1) face-to-face with family and other team members during IFSP meeting, 2) virtual
with family and other team members during IFSP meeting, 3) telephone conferencing with family and other team members during IFSP meeting.

3. The Grantee shall ensure a minimum of one (1) FTE staff to provide supervision to providers of home/community based developmental therapy. Supervisors shall:

   a. Provide no more than 5 direct service hours of home/community based developmental therapy per week,

   b. Review, at a minimum, one TEIDS service log entry for each early intervention staff one time per month for those who have been employed one year or less. Those who have been employed for over a year shall have their TEIDS service log entry reviewed once quarterly. TEIDS service log entries will contain at a minimum details as listed in paragraph 14 below. Documentation will be maintained within an online system provided by the State.

   c. Observe each early intervention staff one time per quarter during a home/community based developmental therapy session utilizing the FGRBI checklist. Supervisors will be observed by designated State staff. Documentation will be maintained within an online system provided by the State. The Grantee shall develop a corrective action plan for any staff member who is not meeting expectations as defined by demonstrating fidelity with the FGRBI checklist. The corrective action plan must be approved by the State.

4. The Grantee shall ensure intrarater reliability for the administration of the AEPS, Second Edition, or successor edition as approved by the State. The Grantee shall ensure that all providers of home/community based developmental therapy obtain the AEPS intrarater reliability certification through Brookes Publishing within 6 months of hire date and maintain certification throughout the Contract Term. Staff who do not receive or maintain the certification will not be able to provide services under this Grant Contract. The State will request certification records a minimum of once per Grant Contract year.

5. The Grantee’s staff maintained under this Grant Contract shall assist the IFSP Team as requested regarding a child’s transition to other services at age three and, as appropriate, participate in the transition process with the TEIS POE District Office.

6. The Grantee shall participate in public awareness programs and/or child find activities as requested by TEIS.

Delivery requirements

7. The Grantee shall provide developmental therapy and on-going developmental assessments to Part C eligible children and families in accordance with the child’s IFSP or portion thereof. Developmental Therapy services will consist of Family Training and Special Instruction as defined by the Individuals with Disabilities Education Act (IDEA) 34 CFR §303.13.b.(3), 34 CFR §303.13.b.(14) and the Rules of State Board of Education, Chapter 0520-01-10-.02(2).
a. These services may include direct intervention and consultation, and may be delivered in a variety of settings dependent upon the determination of the IFSP team. The specific settings for each eligible child will be documented in their IFSP.

b. Interpreting is not a billable service. As noted in IDEA, 34 CFR Part 303 and TEIS’ Information and Guidance memorandum (IAG) #17-016, Use of Interpreters, interpretation is required at the time of administration of the state approved assessment for IFSP development. All efforts should be used to identify and utilize family resources and supports for on-going service sessions.

c. All services and supports, to the greatest extent possible, will be provided in the child’s Natural Environment as defined by IDEA, 34 CFR Part 303, and Tennessee Part C Policies and Procedures which can be found here https://www.tn.gov/content/dam/tn/education/teis/0520-01-10.20130630.pdf current as of the date of this solicitation.

d. The Grantee shall maintain a pool of providers and supervisors with education, competencies, and experience in compliance with the State’s minimum qualifications, listed in paragraph 25. Failure to maintain sufficient staffing, as demonstrated through actions such as repeated declining of assignments due to staffing, may result in the State reducing the Grantee’s number of service hours and funding.

8. The Grantee shall fully support the principles of early intervention (https://www.tn.gov/education/early-learning/tennessee-early-intervention-system-teis.html) and the TEIS POE staff in all contact with families and other community partners. Website listed above is current as of the date of this solicitation. The Grantee’s early intervention staff shall work with the TEIS POE District Office(s) and other local providers in all phases of the IFSP process including:

   a. Providing support of IFSP goals, utilizing FGRBI model of service delivery for those children for whom the Grantee has been identified as the responsible service provider on the IFSP, and maintaining ongoing data on child progress. The Grantee shall maintain data in AEPSi with access provided by the State and comply with all State data use policies and procedures.

   b. Collaborating with child care for those children whose natural environment include home/community and childcare settings to address the IFSP goals supported by both the Grantee and the child care provider.

9. The Grantee shall ensure that the staff that provides early intervention services has been informed about the Rights of Infants and Toddlers under Part C of IDEA https://www.tn.gov/content/dam/tn/education/teis/teis_brochure_rights.pdf share this information with families in a positive manner. Support for staff training on Part C rights and presentation to families is available from State staff as needed. Website listed above is current as of the date of this solicitation.
10. The Grantee shall adhere to the TEIS Operations Manual and updates on policies and procedures pertaining to providers of home/community based developmental therapy.

11. The Grantee shall contact the TEIS POE District Office within two (2) business days regarding all potentially eligible Part C children who are referred directly to the Grantee.

12. The Grantee shall not maintain a waiting list of children needing early intervention services. All referrals must be accepted by the Grantee up to the weekly service hours as determined by the State. The Grantee shall immediately consult with the appropriate TEIS POE District Office regarding any child for whom they are unable to provide a service in a timely manner as defined in Definition, #27 of this solicitation.

13. The Grantee shall provide prior notification and justification (e.g. agency closing due to holiday schedule, staff shortages based on leave or other circumstances, agency has fulfilled weekly children served requirement) to the State for any declination of referrals or suspension of provision of service for any period of time, Written approval from the State must be obtained prior to any declination of referrals or suspension of services.

14. The Grantee shall maintain a daily record for each child's service. The service will be documented in TEIDS to include a minimum of the service date, start/end times, actual setting, and service note detail. The Grantee shall also utilize the TEIDS contact log to document all child/family communications. The State shall be provided access to review this documentation during monitoring, and/or upon request.

15. The Grantee shall use the AEPS, Second Edition, or successor edition as approved by the State. The Grantee shall complete an initial developmental assessment within 45 days of service delivery and document on-going assessment progress for the duration of the child's participation in early intervention services. The AEPS is aligned with the TNELDS. The Grantee may use other curricula as supplemental resources to support IFSP goals.

16. The Grantee shall ensure initial, six month and annual developmental assessment information is documented in the AEPSi web based system. Only individuals authorized by the State shall have access to the system.

17. The Grantee shall have a written attendance policy and ensure the policy is shared with TEIS families. The Grantee shall notify TEIS at least 15 days in advance of unilaterally discharging a child prior to the child completing his/her IFSP goals.

18. The Grantee shall accommodate appointment times during normal business hours Monday through Friday. If requested the Grantee shall provide appointment times outside of normal business hours.
Training requirements

19. The Grantee staff shall have access to, and participate in, on-going training and meetings regarding State required procedures and best practices related to the provision of early intervention services. The Grantee shall provide training records a minimum of once per Grant Contract year. Failure to provide documentation of training received may affect the Grantee’s eligibility for future contract years.

   a. The Grantee staff shall participate in a minimum of 30 hours of in-service training per year including but not limited to trainings provided by the State. Agency required training can be utilized at a maximum of 10 hours to meet this requirement.
   
   b. Grantee staff (full, part-time staff, and supervisors) are required to attend the annual Building Best Practices conference.
   
   c. All Grantee staff (full, part-time staff, and supervisors) are required to receive the State sponsored early intervention credential no later than 18 months from anniversary of hire date. Staff who do not receive the credential will not be able to provide services under this contract.

20. The Grantee is responsible for paying for travel, hotel accommodation, and per diem if needed for attendance at trainings and meetings.

21. The Grantee’s reimbursement of expenses for staff participation in any out of state training or conference under this Grant Contract shall require prior written approval from the State.

Reporting requirements

22. The Grantee shall participate in differentiated monitoring activities as directed by the State. Based on the results of these activities, the State may determine that Grantee corrective action is required. If corrective action is needed the Grantee shall implement and track progress in order to maintain and/or achieve program compliance to federal and state requirements.

23. Performance Measures - The Grantee shall be evaluated monthly by the State using TEIDS data which will include an analysis and summary of the following:

   a. Maintain direct services to Part C eligible children and families at a minimum of 75 percent per month. After four months of noncompliance to provide services at 75 percent, the State may initiate a decrease in the agency's contract funding.
   
   b. Maintain monthly timely delivery of services as defined in Definitions, #27 of this solicitation 100 percent of the time.
   
   c. The State may collect and review Early Childhood Outcome (ECO) data for child progress as part of the IFSP development process.
24. The Grantee shall submit annual and final reports electronically, by fax or through the United States Postal Service (USPS) to the Grantor State Agency and designated State staff. The annual report will be submitted within three (3) months of the conclusion of each year of the term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the term. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, the Grantee's benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract. The report submitted to the Grantor State Agency may be the same report submitted to the Department of Finance and Administration (fa.audit@tn.gov) if required pursuant to the standard terms and conditions section of the Grant contract.

Documentation requirements

25. The Grantee shall submit documentation of provider and supervision credentials upon request.

   a. Grantee's staff providing home based developmental therapy early intervention services must maintain the following qualifications:

      1) Hold the minimum of a bachelor's degree.

      2) Hold a baccalaureate and/or masters and/or doctorate degree in early childhood special education, early childhood education, child and family studies (child development), early intervention, deaf education or visual disabilities, special education K-12, elementary education, communication disorders and speech language pathology or related field. Related field means a degree in social work, nursing, psychology, education administration, and sociology. Related field degrees require a minimum of three (3) years documented experience working with children with disabilities 0-5 years of age and their families. This requirement does not apply to Grantee staff who provided these services prior to July 1, 2014.

26. The Grantee shall provide a current copy of the Grantee's Certificate(s) of Insurance (COI) pertaining to professional liability insurance(s) and other required insurances to the State during the month of July of each year of the contract term.

27. The Grantee shall maintain and present upon request current licensure via the Department of Intellectual Disabilities (DIDD) if required by State law.

28. To ensure the safety of the children receiving early intervention services through the TEIS program the Grantee shall conduct fingerprint based criminal history records checks, conducted by the Tennessee Bureau of Investigation (TBI), for all persons who provide
services under this Grant Contract prior to commencing work. **Fingerprint documentation must be current (completed within the past five (5) years).** In addition to the above criminal history records check, the Grantee shall conduct database searches of the Tennessee and National Sexual Offender Registries and the Tennessee Department of Health’s elderly or vulnerable person's registry (links below). **The Tennessee and National Sexual Offender Registries and the Tennessee Department of Health’s elderly or vulnerable person’s registry database searches must be current (completed within the past six (6) months).** The Grantee shall provide documentation confirming that personnel providing TEIS services have been checked and if any results came back with an indication.

No person shall provide services under this contract if the criminal history records check indicates that the individual has ever been convicted of any of the following offenses, or the same or similar offense in any jurisdiction, including convictions for the solicitation of, attempt to commit, conspiracy, or acting as an accessory to:

- A sexual offense or a violent sexual offense as defined in § 40-39-202;
- Any offense in title 39, chapter 13;
- §§ 39-14-301 and 39-14-302
- §§ 39-14-401 – 39-14-404
- § 39-17-417
- § 39-17-1320; or
- Any other offense in title 39, chapter 17, part 13.

If any individual is convicted of any of the offenses listed above after the Grantee has conducted a criminal history records check on the individual, the Grantee shall remove the individual from service under this contract immediately upon becoming aware of the conviction and notify the State within seven (7) days.

The Grantee shall be responsible for the payment of all fee(s) for Grantee personnel providing their fingerprint samples and submitting to a criminal history review.

DO NOT click on the link in this email to move the websites listed below. **Type the website into your browser.** This will take you to the website. **These websites provide the required information at no cost to you.** Information is required from all three sites.

National sex offender registry found at [http://www.nsopw.gov/Core/Portal.aspx](http://www.nsopw.gov/Core/Portal.aspx)
Screen print the results page (will include the provider’s name) for submission.

Tennessee Bureau of Investigation’s sex offender registry found at [http://sor.tbi.tn.gov/SOMainpg.aspx](http://sor.tbi.tn.gov/SOMainpg.aspx)
Screen print the results page (will not include the provider's name); the agency representative conducting the search should write in the staff's name being searched and date & sign the results page.

The Department of Health’s elderly or vulnerable person’s registry found at [https://apps.health.tn.gov/abuseregistry](https://apps.health.tn.gov/abuseregistry)
Screen print the results page (will include the provider’s name) for submission.
Budgeting and billing

29. The Grantee understands that the State will no longer fund occupancy except as provided below:

   a. The State may fund up to ten percent (10%) of a Grantee's annual occupancy budget when the Grantee agrees to act as a co-location for TEIS staff. A Grantee can qualify as a co-location by offering dedicated office space for a minimum of three (3) TEIS staff with access to a copier/printer, internet and telephone access, as needed, between the hours of 8 am to 4:30 pm Monday through Friday.

APPLICATION REQUIREMENTS:

1. Complete all sections of the proposal.
2. Submit the proposal for approval within your organization as required by your internal policy.
3. Sign completed proposal (electronic signature is acceptable).

Hard copies of the Tennessee Early Intervention System proposal and all supporting documents must be submitted via FedEx or UPS to the address listed below no later than 3 p.m. CT, Feb. 25, 2019.

Department of Education
Attn: TEIS - Barbara Bridges
11th Floor, Andrew Johnson Tower
710 James Robertson Pkwy
Nashville, TN 37243

Candidates must direct communications concerning this request for solicitation to the following person designated as the solicitation coordinator:

Jill Rigsby, director of early intervention programming
Department of Education
1240 Foster Ave
TPS, Admin Building
Nashville, TN 37243
Jill.Rigsby@tn.gov
Telephone # (615) 626-0079
The State reserves the right to determine, at its sole discretion, the appropriateness and adequacy of responses related to this solicitation. The State also reserves the exclusive right to determine if a conflict of interest precludes an award.

RUBRIC

Candidates must address all items (below) and provide, in sequence, the information and documentation as required. Candidates must also detail the response page number for each item in the appropriate space below. Additional submission requirements, not used as part of the rubric, are listed after the rubric.

A Proposal Evaluation Team, made up of three or more State employees, will independently evaluate and score the response to each item. Each evaluator will use the following whole number, raw point scale for scoring each item:

0 = little value  
1 = poor  
2 = fair  
3 = satisfactory  
4 = good  
5 = excellent

The three evaluation scores will be averaged. The State is seeking to award grant contracts to provide the service of home/community based developmental therapy in the State of Tennessee based on need in the service area. Contracts will be awarded for provision of these services to the applicant(s) with the top score(s) that demonstrate the capacity to provide 100 service hours per week. The State may award grant contract(s) to agencies providing less than 100 service hours per week to meet volume of need.

<table>
<thead>
<tr>
<th>Response Page # (Candidate completes)</th>
<th>Item Ref.</th>
<th>Technical Qualifications, Experience &amp; Approach Items</th>
<th>Item Score</th>
<th>Evaluation Factor</th>
<th>Raw Weighted Score</th>
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<tbody>
<tr>
<td>1.</td>
<td>P</td>
<td>Provide a narrative that illustrates the Candidate's professional development plan for early intervention staff that illustrates the agencies intent to meet FGRBI practices with fidelity, plans for partnership with the state to ensure alignment with state FGRBI plan implementation.</td>
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<td>2.</td>
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<td>Provide a narrative that illustrates how the Candidate will complete the scope of services, accomplish required objectives, and meet the State's requirement of service hours provided per week, including times when the Candidate experiences a vacancy in staff positions. Include any previous experience or similar work completed in other states, business environments or as appropriate.</td>
<td>25</td>
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### Technical Qualifications, Experience & Approach Items

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<td>3.</td>
<td>Provide a narrative that illustrates the Candidate's supervision plan for early intervention staff to include observations to monitor individual staff performance to ensure fidelity in the administration of the FGRBI model of early intervention service delivery and inter-rater reliability in the administration of the AEPS.</td>
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<td>4.</td>
<td>Provide a narrative that illustrates how the Candidate will collaborate with child care providers for those children whose natural environment includes home/community and childcare setting to address IFSP goals supported by both the Candidate and the child care providers.</td>
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<td>5.</td>
<td>Provide a narrative that illustrates how the Candidate will ensure and document early intervention staff participation in IFSP meetings as required within the scope of services.</td>
<td>15</td>
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**Total Raw Weighted Score:**

(sum of Raw Weighted Scores above)

**Total Raw Weighted Score**

Maximum Possible Raw Weighted Score

(i.e., 5 x the sum of item weights above)  \( \times 100 \)

(maximum possible score)  \( = \)  SCORE:

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### Additional submission requirements (not scored on the rubric):

1. Cost proposal (while not scored, the cost proposal is required for your application to be considered complete):
   a. The below information is provided to assist in preparing the cost proposal.

The Cost Proposal shall indicate the proposed price for all services defined in the Scope of Services section of this solicitation for the entire Grant Contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this solicitation. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

2. Within 60 days of notification of contract selection, and prior to starting services, the Grantee shall submit a list of personnel, including:

   a. Department of Revenue Certificate of Registration or letter of exemption concerning sales and use tax.

   b. RESUMES: Copies of resumes for all staff rendering services or providing supervision to those rendering services for children referred to Part C IDEA under the Grant Contract.

   c. COLLEGE TRANSCRIPTS: Copies of college transcripts for all staff rendering services or providing supervision to those rendering services for children referred to Part C IDEA under the Grant Contract.

   d. To ensure the safety of the children receiving early intervention services through the TEIS program the Grantee shall conduct fingerprint based criminal history records checks, conducted by the Tennessee Bureau of Investigation (TBI), for all persons who provide services under this Grant Contract prior to commencing work. **Fingerprinting documentation must be current (completed within the past five (5) years).** In addition to the above criminal history records check, the Grantee shall conduct database searches of the Tennessee and National Sexual Offender Registries and the Tennessee Department of Health's elderly or vulnerable person's registry (links below). **The Tennessee and National Sexual Offender Registries and the Tennessee Department of Health's elderly or vulnerable person's registry database searches must be current (completed within the past six (6) months).** The Grantee shall provide documentation confirming that personnel providing TEIS services have been checked and if any results came back with an indication.

   No person shall provide services under this contract if the criminal history records check indicates that the individual has ever been convicted of any of the following offenses, or the same or similar offense in any jurisdiction, including convictions for the solicitation of, attempt to commit, conspiracy, or acting as an accessory to:

   - A sexual offense or a violent sexual offense as defined in § 40-39-202;
• Any offense in title 39, chapter 13;
• §§ 39-14-301 and 39-14-302
• §§ 39-14-401 – 39-14-404
• § 39-17-417
• § 39-17-1320; or
• Any other offense in title 39, chapter 17, part 13.

If any individual is convicted of any of the offenses listed above after the Grantee has conducted a criminal history records check on the individual, the Grantee shall remove the individual from service under this contract immediately upon becoming aware of the conviction and notify the State within seven (7) days.

The Grantee shall be responsible for the payment of all fee(s) for Grantee personnel providing their fingerprint samples and submitting to a criminal history review.

DO NOT click on the link in this email to move the websites listed below. **Type the website into your browser.** This will take you to the website. **These websites provide the required information at no cost to you.** Information is required from all three sites.

National sex offender registry found at [http://www.nsopw.gov/Core/Portal.aspx](http://www.nsopw.gov/Core/Portal.aspx)
   Screen print the results page (will include the provider’s name) for submission.

Tennessee Bureau of Investigation’s sex offender registry found at [http://sor.tbi.tn.gov/SOMainpg.aspx](http://sor.tbi.tn.gov/SOMainpg.aspx)
   Screen print the results page (will not include the provider’s name); the agency representative conducting the search should write in the staff's name being searched and date & sign the results page.

The Department of Health’s elderly or vulnerable person’s registry found at [https://apps.health.tn.gov/abuseregistry](https://apps.health.tn.gov/abuseregistry)
   Screen print the results page (will include the provider’s name) for submission.

e. **Certificate(s) of Insurance (COI) as indicated below.**

   1) **PROFESSIONAL LIABILITY INSURANCE [THIS SECTION SHALL NOT BE APPLICABLE IF THE GRANTEE IS A GOVERNMENTAL ENTITY, UNIVERSITY OF TENNESSEE OR BOARD OF REGENTS COLLEGE OR UNIVERSITY.]** The Grantee shall obtain and submit proof of professional malpractice liability insurance with a limit of not less than one million dollars ($1,000,000) per claim and two million dollars ($2,000,000) aggregate covering all staff providing direct services to TEIS eligible children. The State of Tennessee shall be named as a certificate holder.
The address that should be used to add the State as a certificate holder is:

State of Tennessee  
CPO Risk Manager  
312 Rosa L. Parks Ave.  
3rd floor, Central Procurement Office  
Nashville, TN 37243

2) Technology Professional Liability (Errors & Omissions)/Cyber Liability Insurance

a) The Grantee shall maintain technology professional liability (errors & omissions)/cyber liability insurance appropriate to the Grantee's profession in an amount not less than one million dollars ($1,000,000) per occurrence or claim and one million dollars ($1,000,000) annual aggregate, covering all acts, claims, errors, omissions, negligence, infringement of intellectual property (including copyright, patent and trade secret); network security and privacy risks, including but not limited to unauthorized access, failure of security, information theft, damage to destruction of or alteration of electronic information, breach of privacy perils, wrongful disclosure and release of private information, collection, or other negligence in the handling of confidential information, and including coverage for related regulatory fines, defenses, and penalties.

b) Such coverage shall include data breach response expenses, in an amount not less than one million dollars ($1,000,000) and payable whether incurred by the State or Grantee, including but not limited to consumer notification, whether or not required by law, computer forensic investigations, public relations and crisis management firm fees, credit file or identity monitoring or remediation services and expenses in the performance of services for the State or on behalf of the State hereunder.

3) Crime Insurance

a) The Grantee shall maintain crime insurance, which shall be written on a “loss sustained form” or “loss discovered form” providing coverage for third party fidelity, including cyber theft and extortion. The policy must allow for reporting of circumstances or incidents that may give rise to future claims, include an extended reporting period of no less than two (2) years with respect to events which occurred but were not reported during the term of the policy, and not contain a condition requiring an arrest or conviction.
Any crime insurance policy shall have a limit not less than one million dollars ($1,000,000) per claim and one million dollars ($1,000,000) in the aggregate. Any crime insurance policy shall contain a Social Engineering Fraud Endorsement with a limit of not less than two hundred and fifty thousand dollars ($250,000). This insurance may be written on a claims-made basis, but in the event that coverage is cancelled or non-renewed, the Grantee shall purchase an extended reporting or “tail coverage” of at least two (2) years after the Term.

4) Sexual Abuse and Molestation Insurance

a) The Grantee shall maintain sexual abuse and molestation insurance written on either an occurrence or a claims-made basis. This insurance may be written on a claims-made basis, but in the event that coverage is cancelled or non-renewed, the Grantee shall purchase an extended reporting or “tail coverage” of at least two (2) years after the Term.

b) Any sexual abuse and molestation insurance policy shall have a limit not less than one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) in the aggregate.

c) In lieu of this coverage requirement, the Grantee may provide an Educator’s Legal Liability (ELL) insurance policy endorsed to provide equivalent coverages as indicated in this provision.