



## **REQUEST FOR PROPOSAL (RFP)**

# **Summer Program Grants**

January 9, 2025

**Lucas County Board of Developmental Disabilities  
1154 Larc Lane  
Toledo, Ohio 43614  
(419) 380-4000**

**Due: January 31, 2025  
Time: 10:00 a.m.**

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## **LEGAL NOTICE**

Sealed proposals will be received by the Lucas County Board of Developmental Disabilities at 1154 Larc Lane, Toledo, Ohio 43614, until 10:00 a.m. on January 31, 2025, and at that time opened as provided by law for “Summer Program 2025” grants. Proposals submitted shall be in accordance with specifications on file in the Office of the Superintendent, Lucas County Board of Developmental Disabilities.

The Board reserves the right to reject any, part of, or all proposals and to waive any informalities in the proposal submission process and shall have no liability whatsoever to any bidder whose proposal is not accepted.

## **I. BACKGROUND INFORMATION**

### **A. Introduction**

The Lucas County Board of Developmental Disabilities (LCBDD) SSA Department announces funds available to create meaningful summer program opportunities for children eligible for LCBDD services.

### **B. Targeted Population**

This RFP targets children and teens eligible for LCBDD services.

### **C. Purpose and Priorities**

Children and teens up to high school graduation with medical, social/emotional, personal care or therapeutic needs will participate in a fun and integrative summer program that meets their specialized needs. Integrated settings are those that support full access of youth with developmental disabilities to the greater community with the same degree of access as youth not receiving disability related services. Integration is also about access to people and places in the same manner as the broader community.

### **D. Funding**

LCBDD will provide grant funding based on proposals submitted. Reimbursement will not be provided when the costs of child/teen's summer camp are paid for by extended school year (ESY) or a waiver.

### **E. Eligible Applicants**

Any summer program that is willing and able to provide inclusive and integrative services to children with all types of abilities in Lucas County, which includes children with developmental disabilities.

## II. INSTRUCTIONS TO APPLICANTS

### A. Questions/Interpretations

No interpretations of the meaning of the RFP documents will be made to any applicant orally. Every request for such interpretation should be in writing, addressed to Heather McVay, SSA Department, 1155 Larc Lane, Toledo, Ohio 43614 (email address hmcvay@lucasdd.org), and to be given consideration, must be received at least five (5) days prior to the date fixed for the opening of proposals. Any and all interpretations will be in the form of written addenda to the specifications which will be mailed no later than three (3) days prior to the proposal due date. All addenda so issued shall become part of the Contract Documents.

### B. Application Format

#### 1. Proposal

Consists of two (2) sections: the Project Narrative and the Budget Justification. The proposal must be typed.

##### a. Project Narrative

##### i. A description of the program/project including:

- Qualifications of manager and staff working with children.
- Goals and objectives of the program.
- Specific activities that will occur during the summer program.
- Dates the program will be in session.
- Number of hours each program day will last.
- Whether or not the agency will provide transportation to/from participants' homes.
- Whether or not the agency will charge a weekly camp fee to the family? If so, how much?
- Whether or not the agency will charge an application fee to the family? If so, how much?
- How will program success be evaluated?
- How will program provide the following GOOD LIFE experiences:
  - Building Relationships
  - Having Dignity

- Sharing Ordinary Places
- Making Choices
- Contributing to their Community

ii. A description of the applicant’s organizational capabilities.

This should include a description of services currently offered, the applicant’s organizational mission statement, a description of personnel who will be directly involved in the summer program.

**2. Budget Justification**

- a. Complete the attached budget form (Attachment B).
- b. Provide a written budget narrative for each line item of your budget.

**C. Criteria for Application Evaluation and Selection**

Proposals will be reviewed, evaluated and rated by the Review Committee. The Review Committee will be composed of specialists in the RFP program area. Review Committee representatives will not include applicants to this RFP or those who have any conflict of interest that would prohibit a fair and equitable review process. Applicants will receive written notification if their request was approved or denied on or before March 8, 2025. A contract will be awarded to the applicants that were selected by the Review Committee during the month of March 2025.

**D. Applicant Submission and Deadline**

Sealed proposals will be received by the LCBDD at 1154 Larc Lane, Toledo, Ohio 43614 until 10:00 a.m. on January 31, 2025, for “Summer Program 2025” grants. EACH PROPOSAL MUST BE SUBMITTED IN A SEALED ENVELOPE BEARING ON THE OUTSIDE THE NAME OF THE APPLICANT, APPLICANT’S ADDRESS, SUMMER PROGRAM 2025 AND BID OPENING DATE AND TIME. IF SUBMITTED BY MAIL, THE SEALED ENVELOPE CONTAINING THE BID MUST BE ENCLOSED IN ANOTHER ENVELOPE ADDRESSED TO:

Michele Myerholtz, Superintendent  
Lucas County Board of Developmental Disabilities  
1154 Larc Lane  
Toledo, Ohio 43614

Proposals received after the due date and time specified will be rejected.

**E. Receipt of Proposals**

No contract will be awarded to any person, firm or corporation that is in arrears or is in default to Lucas County upon any debt or contract, or that is a defaulter as surety or

otherwise upon any obligation to the County or has failed to perform faithfully any previous contract with the County. Complete Delinquent Personal Property Tax Statement (Attachment D).

Acceptance of the proposal of any applicant by the LCBDD shall not constitute an agreement between the LCBDD and such applicant, and shall not be binding upon the LCBDD unless and until an agreement covering all conditions and provisions of the work to be performed by the successful applicant has been reduced to writing and executed by both parties. Applicants may not withdraw a proposal within sixty (60) days of the date of proposal opening.

**F. Awarding of Contracts**

A contract will be awarded by the LCBDD to the applicants that were selected by the Review Committee.

**G. Reporting Requirements**

Each award recipient will be required to submit an End of Program Report (Attachment E) to be sent to Heather McVay (email [hmcvay@lucasdd.org](mailto:hmcvay@lucasdd.org)) and Anna Buschmann (email [abuschmann@lucasdd.org](mailto:abuschmann@lucasdd.org))

**H. Funding and Invoicing**

Payments will be made upon receipt of itemized invoices. A payment of one-half of the grant amount will be made upon execution of the Agreement and receipt of itemized invoice including names of registered participants. A final payment of one-half of the grant amount will be made upon submission of an itemized invoice and receipt of the End of Program Report. Without exception, the itemized invoice for the final payment and the End of Program Report must be received by the LCBDD by October 1, 2025, in order for award recipient to receive the last payout under the grant.

All invoices and reports are to be sent to Anna Buschmann at the following address:

Anna Buschmann  
Lucas County Board of DD  
1155 Larc Lane  
Toledo, OH 43614  
[abuschmann@lucasdd.org](mailto:abuschmann@lucasdd.org)

### **III. GENERAL CONDITIONS GOVERNING CONTRACTS**

#### **A. Intent**

It is the intent of these GENERAL CONDITIONS to cover the governing conditions and factors applicable in whole or in part to this contract. These conditions shall govern except where modified elsewhere in the specifications.

#### **B. Contract Documents**

Contract Documents mean all of the various portions of this contract: LEGAL NOTICE, INSTRUCTIONS TO APPLICANTS, GENERAL CONDITIONS GOVERNING CONTRACTS, REQUEST FOR PROPOSAL, CONTRACT, ADDENDA.

#### **C. Insurance and Indemnification**

1. The Contractor shall carry Workers' Compensation, contractual liability, comprehensive general liability and automobile liability in minimum limits of \$500,000/\$1,000,000 for personal injury and \$1,000,000 for property damage. The Contractor agrees that the insurance policies shall name LCBDD as an additional insured. Prior to the commencement of the term of the contract, the Contractor shall furnish LCBDD with certificates of insurance for such policies.
2. The Contractor shall indemnify and hold harmless LCBDD, its employees and agents against all claims, demands, causes of action, suits, or liability arising out of applicant's performance or that of his employees, subcontractors, material men or agents, and said indemnity shall include defense of any lawsuit.

#### **D. Basis for Contracts**

Contract will be awarded for a term of seven (7) months – March 1, 2025 to September 30, 2025.

#### **E. Laws and Regulations**

Services shall be provided in accordance with all applicable laws and regulations.





APPLICATION FOR FUNDING COVER SHEET  
LUCAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
"Summer Program 2025 Grants"

Title of Project:		
Agency/Institution:		Contact Person:
Street Address:	City:	Zip:
Phone: ( ) -	Fax: ( ) -	Email:
Project Description:		
Proposed number of LCBDD eligible students to be served:		
Total Number of all participants including community participants to be served:		
Project Manager Name/Title		
Street Address:	City:	Zip:
Phone: ( ) -	Fax: ( ) -	Email:
RFP Funds Requested:		
Financial Officer: Names/Title:		
Street Address:	City:	Zip:
Phone: ( ) -	Fax: ( ) -	Email:
Superintendent/Director/CEO Signature (Blue Ink)		Date:
Street Address:	City:	Zip:
Phone: ( ) -	Fax: ( ) -	Email:







**ATTACHMENT E**  
**END OF PROGRAM REPORT**  
**Due by October 1, 2025**

Name of Agency/Camp/Summer program \_\_\_\_\_

Amount of grant used for summer program \$ \_\_\_\_\_

Dates of summer program \_\_\_\_\_

# of Kids served who are LCBDD eligible \_\_\_\_\_

We believe children and teens should participate in programs that help them have a GOOD LIFE! The summer program that they participate in should focus on the 5 Valued Experiences:

- Building Relationships
- Having Dignity
- Sharing Ordinary Places
- Making Choices
- Contributing to their Community

Please share some success stories from your summer program: (Feel free to use the back.)

Are there any challenges you would also like to share?