



Department of Integrated Services for Individuals with Disabilities



Phyllis Leon Guerrero
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Dipattamenton Programa Para I Maninutet
Government of Guam

Lourdes A. Leon Guerrero,
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Division of Support Services for Individuals with Disabilities

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REQUEST FOR PROPOSALS DISID RFP 02-2021

Community Habilitation Program, Adult Day Care services and activities for
individuals with severe intellectual developmental delayed and significant disabilities

Amendment #3

Date: July 27, 2021

The above numbered and described solicitation is amended and set forth below:

1. The information on the original RFP 02-2021 packet:

Section II Scope of Work, Page 14 of 88:

Reads: *Day Activities will phase out at the end of the first year of the contract, and the rates will be adjusted accordingly.*

Correction: The above statement will be deleted from RFP 02-2021

2. The information on the original RFP 02-2021 packet:

Section II Scope of Work B. Ineligibility, Number 1, Page 14 of 88:

Reads: *Adult with cognitive deficits due to dementia and/or medical/neurological conditions;*

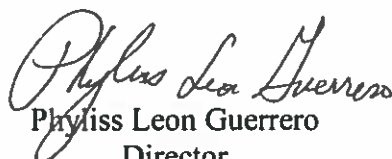
Correction: The above statement will be deleted from RFP 02-2021

3. The information on the original RFP 02-2021 packet:

Section II Scope of Work, D. Service Provider Must, Number 9, Page 16 of 88:

Reads: *Total cases of this program: A minimum sixteen (16) consumers must be accepted into the program with the expectation of increasing to eighteen (18) once the day activities component phases out after the first year of the contract.*

Correction: A minimum of sixteen (16) consumers must be accepted into the program


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Date: July 27, 2021

By my signature below, I hereby acknowledge receipt of and compliance with this amendment to the above referenced RFP.

NAME OF OFFEROR
MAILING ADDRESS
PRINTED NAME
SIGNATURE
TITLE
DATE

For those reviewing this proposal amendment from the website, this acknowledgement form can be dropped off at 238 Archbishop FC Flores St., DNA Building, Ste. 702, Hagatna, Guam, during weekdays, except Holidays and weekends, faxed at 671-477-2892 or emailed to Annemarie.Anulao@disid.guam.gov

Any questions regarding this amendment must be submitted in writing to DISID Director's Office.

Phylliss Leon Guerrero
Director

SECTION II.

SCOPE OF WORK

The scope of work is written by Michelle Perez, DD, with the approval of Phyllis Leon Guerrero, Director of Department of Integrated Services for Individuals with Disabilities (DISID).

Community Habilitation and Day Activities Program (CHP) serves adult individuals with severe intellectual developmental delayed and significant disabilities as documented by School Psycho-educational Evaluation, Guam or other Department of Vocational Rehabilitation Psychological Evaluation or other reports documenting a diagnosis of intellectual delayed disability, severe and/or (b) Severe congenital, developmental or neuro-developmental disabilities (e.g. Autism spectrum Disorder, Down's Syndrome).

A. Eligibility

1. Individual is eighteen (18) years or older, male or female;
2. Individual is documented as having a severe/intellectual delayed disability who requires rehabilitative services in order to function more independently in the home/community along with physical supervision by family member, caregiver or job coach;
3. Consumer should have completed educational or other services prior to referral to CHP program; and
4. Consumer must have a legal guardian documentation prior to referral to CHP.
5. Chronically impaired disabled persons eighteen years of age or older, including victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction, who are physically or intellectually disabled to the extent that their capacity for independence and their ability to carry out activities of daily living is markedly limited. Additionally, because the program is intended to benefit adults living in their community, enrolled participants who reside in the residential facility are not eligible for participation.

B. Ineligibility

1. Adults who are concurrently enrolled in educational and other day treatment or rehabilitative services; or
2. Adults with significant behavioral issues impacting the therapeutic environment such as, at risk for elopement, falling/mobility issues, aggressive behaviors, sexual acting out behaviors and other medical diagnosis/behaviors as deemed inappropriate by Service Provider.

C. Day Activities

1. DISID will initiate all referrals to CHP;
2. Acceptance in program will be determined by Service Provider;

rehabilitation, special education, psychology, social services, or three (3) to five (5) years working with consumers with intellectual disability;

- b. Responsibilities: The program director is responsible for managing the day-to-day activities of the program reporting to DISID and other involved agencies, monitoring compliance with all applicable laws and regulations governing the program and implementing the program's policies and procedures. The responsibilities of the program director include hiring, firing, training staff members, supervising staff activities, coordinating staff activities to meet the program objectives and overseeing member services.
7. Recruitment and Hiring: The Service Provider must ensure the recruitment and hiring of appropriate professional and para-professional staff, either employees or consultants of the Service Provider.
8. CHP Policies and Procedures: The Service Provider must establish internal policies and procedures governing the operations and administration of the program (i.e. consumer and staff rules and regulations, operational procedures and schedules, etc.) for consumers and staff guidance and approved by DISID.
9. Total Cases in this Program: A minimum of sixteen (16) consumers must be accepted into the program.
10. Recordkeeping: Staff must maintain a services record in each consumer's file, charting daily activities, to include training plan, its progress and updates, general daily behavior observation and incidences.
11. Yearly Training and Updated Health Certificates: Program staff must complete yearly CPR and CPI training. A copy of the list of staff certifications and/or re-certifications must be included in the monthly report.

E. DISID will provide:

1. Upon referral to Service Provider program, DISID staff member will provide a baseline psychological assessment and evaluation report to assist Service Provider and staff in the development of CHP comprehensive rehabilitative treatment plan.
2. DISID staff will provide consultative services to assist Service Provider with additional behavioral strategies to improve consumers' rehabilitative progress, if warranted.
3. DISID will participate in Service Provider's quarterly and annual review of progress and achievement of rehabilitative treatment goals;
4. DISID will provide case management, psychiatric and medication management services, if warranted.

F. Deliverables

The Service Provider will provide in detail a proposed plan outlining the completion of services by the CHP staff. The Service Provider must include plans to develop, expand or improve services and referral systems that adequately provide for the needs of the family and the individuals who have a significant disability. The plan should include facilities available, training of staff, and items that will ensure an effective delivery of service.