

**Request for Qualifications**  
**To Provide**  
**Information Technology Consultation**

**February 12, 2008**

The Developmental Disabilities Resource Board (DDRB) of St. Charles County is seeking **Requests for Qualifications** (RFQs) for information technology consultation for the development and execution of a feasibility and specifications study for an integrated information technology system for the DDRB. The goal of the study is to assess the DDRB's information needs, evaluate the existing systems capacity and capabilities, and to recommend an information technology plan and timeline to meet information needs.

The DDRB is a St. Charles County taxing district. The DDRB contracts with over 30 non-profit agencies to provide services for individuals with developmental disabilities. The DDRB also provides case management services to over 300 adults with developmental disabilities through governmental agreement with the Missouri Department of Mental Health.

The selected consultant will work with DDRB staff and Board members to develop and implement the feasibility and specifications study. In addition to assessing information needs and evaluating current capacity to meet the needs, the consultant will assist the DDRB Board and staff in prioritizing those needs using cost/benefit analyses. The study deliverable will be an information technology plan, budget and timeline.

Consultants interested in being considered should prepare a statement of qualifications including:

- Consultant's resume(s) and level of immediate availability for the project
- At least three references
- Descriptions and sample of previous work
- Certifications held in areas of software development and electronic records management
- Direct information technology experience in the field of developmental disabilities and/or other client-centered social services and with governmental agencies
- Experience with HIPAA and consumer confidentiality
- Probable hourly consulting rate
- Other pertinent information the consultant feels should be presented to the DDRB so that it has the best opportunity to make an informed decision.

**Responses to this RFQ are due on March 7, 2008 at 12:00 p.m. to the following address:**

Ms. Peg Capo, Executive Director  
Developmental Disabilities Resource Board  
156 St. Peters Centre Blvd.  
St. Peters, MO 63376

Late responses will be returned unopened. Ten copies of your statement of qualifications are required. Facsimile or electronic mail responses will not be accepted.

## **I. Introduction**

The Developmental Disabilities Resource Board (DDRB) of St. Charles County is a public taxing entity that contracts with 31 non-profit agencies that provide community-based services and supports to approximately 1,500 St. Charles County citizens with developmental disabilities. The DDRB also provides case management to over 330 individuals through contract with the Missouri Department of Mental Health.

Agencies that contract with the DDRB are required to submit annual applications, semi-annual financial and program outcome reports, monthly or quarterly invoices, and, at times, consumer specific information related to the management of the program. The DDRB case management program is funded through the Missouri Department of Mental Health and Medicaid. Case management services are documented and billed in great detail. All consumer-specific detail is protected by HIPAA and state confidentiality requirements.

Currently, DDRB and agency data is collected and analyzed through varied systems and programs. Therefore, it is virtually impossible, at this time, to view, report and analyze data on a countywide basis. As a county taxing district, the DDRB is interested in providing information to St. Charles County taxpayers regarding services provided and results gained for individuals with developmental disabilities.

The purpose of the Information Technology Plan is to guide the DDRB decision-making regarding technology investments to achieve an increased level of accountability.

## **II. Scope of Work**

A scope of work will be developed with the assistance of the consultant. In general, it will include:

- Assess the DDRB's information needs
- Analyze the existing systems' capacity and capabilities
- Assist the DDRB in setting priorities
- Recommend an information technology plan, timeline and budget

## **III. Qualifications**

Respondents should be qualified to conduct an information technology study. Prior experience in the field of developmental disabilities and/or other client-centered social services and in governmental agencies is preferred.

## **IV. Compensation**

Compensation to the consultant for service rendered in connection with this project shall be made based on negotiated work hours and billable rates for the actual work performed. Reimbursable expenses will be paid when necessary to accomplish the project scope.

## **V. Content of the Statement of Qualifications**

Statement of Qualifications in response to this request should be directed to Peg Capo, Executive Director, Developmental Disabilities Resource Board, 156 St. Peters Centre Blvd., St. Peters, MO 63376 and must be received no later than 12:00 noon on March 7, 2008. Late responses will be returned unopened. Ten copies of your statement of qualifications are required. Facsimile or electronic mail responses will not be accepted.

The statement of qualifications should include:

- Consultant's resume(s) and level of immediate availability for the project
- At least three references
- Descriptions and sample of previous work
- Certifications held in areas of software development and electronic records management
- Direct information technology experience in the field of developmental disabilities and/or other client-centered social services and with governmental agencies
- Experience with HIPAA and consumer confidentiality
- Probable hourly consulting rate
- Other pertinent information the consultant feels should be presented to the DDRB so that it has the best opportunity to make an informed decision.

## **VI. Evaluation Criteria**

A consultant will be selected after an overall evaluation of the statement of qualifications, including specialized experience, technical competence, accomplishments and reference satisfaction.

## **VII. Selection Procedures**

DDRB staff and Board representatives will review submissions. The proposals will be ranked and negotiations will be undertaken with the highest ranked proposal. Upon successful negotiation of the scope of the project and a contract rate, the DDRB will offer a contract to the consultant. In the event that a mutual agreement cannot be reached, the next highest ranked consultant will be contacted and negotiations will be undertaken. This process will continue until the contract is awarded.

Respondents should be available for interviews prior to the selection of a consultant, although interviews may not be required. The DDRB reserves the right to negotiate a contract, including the scope of work and contract price, with any respondent or other qualified party.

The DDRB reserves the right to accept or reject any or all responses received as a result of this request, or to cancel this request in part or in its entirety if it is in the best interest of the DDRB.

The selected consultant will contract directly with the DDRB. The DDRB contract includes a confidentiality agreement and a requirement of liability insurance.

## **VIII. Inquiries**

Inquiries about this request should be directed to Peg Capo at [pcapo@ddrb.org](mailto:pcapo@ddrb.org) . In order to ensure that all potential respondents receive the same information relative to this solicitation, the DDRB will post our response for any supplemental information requested on the DDRB's website [www.ddrb.org](http://www.ddrb.org) .

More information about the DDRB can be obtained at [www.ddrb.org](http://www.ddrb.org)