



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

**CHARLES & DAISY BLACK FARM**

**ROSS COUNTY BOARD OF DD  
PIONEER CENTER  
167 W. MAIN ST.  
CHILlicoTHE, OH 45601**

**OHIO UNIVERSITY CHILlicoTHE  
101 UNIVERSITY DR.  
CHILlicoTHE, OH 45601**

**JULY 7TH, 2023**



## **1. SUMMARY AND BACKGROUND**

Ohio University Chillicothe in partnership with the Ross County Board of DD (Pioneer Center), is currently accepting proposals to develop and implement community programming at the Charles & Daisy Black Farm.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best honors the legacy of Charles & Daisy Black.

The 268-acre horse farm is located at 32505 State Route 50, near Londonderry. While much of the farm is currently leased farmland, the horse park includes a 20-stall horse barn, outdoor riding arena and house. Charles & Daisy Black purchased the farm in 1948 and Charles used the location for breeding and training saddle horses. Daisy was one of the original founders of the Pioneer School. In 2002, Charles donated the farm to Ohio University Chillicothe for the purpose of supporting outdoor education and/or individuals with developmental disabilities.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm EST July 31st, 2023. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Proposed projects must be self-funding. All costs must be itemized to include a detailed explanation of all fees and expenses.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Contract terms and conditions will be negotiated upon selection of the winning applicant for this RFP. All contractual terms and conditions will be subject to review by the appropriate legal departments and will include scope, budget, schedule, and other necessary items pertaining to the project.



### **3. PROJECT PURPOSE AND DESCRIPTION**

#### **The purpose of this project is as follows:**

The Pioneer Center has managed this property in the past, offering therapeutic riding, summer enrichment opportunities and special events. It was most recently leased to a private family who made some repairs to the structures on the property. The property is currently vacant. Ohio University and the Pioneer Center are seeking proposals from community individuals and organizations for how best to use the farm to its full potential as intended by Charles & Daisy Black. The use restrictions presented in the property deed are as follows:

1. Therapeutic riding and other challenge-based therapies for children with disabilities;
2. Outdoor and equine programming for learning impaired and at-risk children, including programming regarding peaceful conflict resolution and cooperative play;
3. Equine studies courses;
4. Outdoor biology and horticulture laboratories;
5. Outdoor education; and
6. Other related activities.

#### **Project Description:**

The Ohio University Chillicothe and Pioneer Center are seeking an organization, group or individual who would provide programming that meets the deed requirements as outlined above. The party would be responsible for providing management of the property and implementing the programming. We are seeking proposals that provide the best use of the property at the greatest benefit to the community.

### **4. PROJECT SCOPE**

The scope of this project includes all planning, management, and implementation of the proposed programming.

Proposals must include the following:

- Who will be responsible for the programming, including any partnerships or contracted work?
- What is the timeline for preparation, implementation, and the beginning and ending of programming?
- How will you ensure that the project can be sustained long term?
- What, if any, support will be required of Ohio University and/or the Pioneer Center?



- How will your proposed use of the property benefit the community AND meet the use restrictions as intended by Charles and Daisy Black?
- What costs will be incurred and who will be responsible for them? Provide a detailed budget that includes the source(s) of funding.

## 5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 5pm EST July 31st, 2023.

Evaluation of proposals will be conducted from August 1<sup>st</sup> – August 31<sup>st</sup>, 2023. If additional information or discussions are needed with any applicants during this window, the applicant will be notified.

The selection decision for the winning applicant will be made no later than August 31<sup>st</sup>, 2023.

Upon notification, the contract negotiation with the winning applicant will begin immediately.

Notifications to applicants who were not selected will be completed by September 29<sup>th</sup>, 2023.

### **Project Timeline:**

Project initiation must begin within 30 days of successful contract negotiations or as outlined in the accepted contract.

## 6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC).

NOTE: All costs and fees must be clearly described in each proposal.

## 7. APPLICANT QUALIFICATIONS

Applicants should provide the following items as part of their proposal for consideration:



- Description of experience in planning, implementing, and managing the proposed community programming as well as any experience in property management.
- Description of experience in working with individuals with developmental disabilities.
- Description of experience in equine ownership or education.
- List of how many full time, part time, and contractor staff in your organization and other resources that will be involved in the proposed project.
- Identification of funding source(s).
- Timeframe of the project including planning, implementation, and long-term sustainability.

## **8. PROPOSAL EVALUATION CRITERIA**

Ohio University Chillicothe and the Pioneer Center will evaluate all proposals based on the following criteria. To ensure consideration, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Applicants will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Applicants will be evaluated on examples of their work pertaining to the scope of this project.
- Value and cost: Applicants will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.

Each applicant must submit their proposal to the address below by July 31st, 2023 at 5pm EST:

Pioneer Center  
167 W. Main St.  
Chillicothe, OH 45601

Or electronically to:

Lacey Derexson  
lдерexson@rossdd.org