

**RUSH COUNTY, INDIANA
BOARD OF COMMISSIONERS
REQUEST FOR PROPOSALS (RFP)**

Update of ADA and Title VI Policies

Issue Date: June 2, 2025

Proposal Due Date: July 14, 2025, no later than 9:00 a.m. (Local Time)

Submission To: Rush County Auditor, 101 East 2nd Street, Room 208, Rushville, IN 46173

I. INTRODUCTION

The Rush County Board of Commissioners is soliciting sealed proposals from qualified consultants or firms to provide services for the review and update of the County's ADA and Title VI policies and supporting documentation. This update must ensure compliance with federal and state civil rights, accessibility, and anti-discrimination laws.

II. SCOPE OF WORK

The selected consultant will be responsible for reviewing, updating, and consolidating the following materials and documents to ensure compliance and consistency across all County ADA and Title VI initiatives to meet current needs and standards:

- 2023 Rush County ADA Transition Plan
- Rush County Highway 2023 Appendixes
- Rush County Court House Exterior 2023 Appendixes
- Rush County Court House 1st Floor 2023 Appendixes
- Rush County Court House 2nd Floor 2023 Appendixes
- Rush County Court House 3rd Floor 2023 Appendixes
- Rush County Court House Attic and Misc 2023 Appendixes
- Disability Awareness for Law Enforcement
- Section 504 Grievance Procedure
- Section 504 Grievance Complaint Form
- Standards for Accessible Design
- Areas of Concern Form
- Auxiliary Aids for Communication
- Policy for Mobile Devices
- Policy on Service Animals
- Disability Guidelines and Etiquette Handbook for Employees
- Ordinance Review Report
- 2024.5 Ordinance Adopting Title VI Plan
- 8.12.24 Rush County Title VI Implementation Plan 2023 amended
- I SPEAKCARD
- Rush County Title VI Complaint Form 2024

Current Policies are available for reference at: <https://rushcounty.in.gov/ada-and-title-vi/>

III. PROPOSAL REQUIREMENTS

All submitted proposals must include the following:

- Detailed scope and methodology
- Timeline for project completion
- Qualifications and experience of the firm and assigned personnel
- Total proposed cost with itemized detail
- At least two references from similar projects

IV. SELECTION CRITERIA

Proposals will be evaluated on the following basis:

- Cost: 75%
- Experience and Qualifications: 25%

V. SUBMISSION DEADLINE AND INSTRUCTIONS

Sealed proposals must be submitted to the Rush County Auditor no later than: July 14, 2025, at 9:00 a.m. (Local Time). Proposals must be clearly labeled as:

"RFP – ADA and Title VI Policy Update – Rush County Commissioners"

Proposals should be delivered to:

Rush County Auditor
101 East 2nd Street, Room 208
Rushville, IN 46173

VI. QUESTIONS

All inquiries regarding this RFP must be submitted in writing to the Rush County Auditor at auditor@rushcounty.in.gov no later than June 30, 2025.

VII. RESERVATION OF RIGHTS

Rush County reserves the right to reject any or all proposals, to waive any irregularities or informalities, and to award the contract to the proposer deemed to be in the best interest of the County.

/s/ Rush County Board of Commissioners