

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

Update of ADA and Title VI Policies

Issue Date: June 7, 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 212, 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/>

Any proposal shall include but not be limited to the specific deficiencies in Exhibit A.

(An independent review of other issues/concerns shall also be conducted.)

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 212
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

EXHIBIT A – KNOWN CONCERNS
2024 RUSH COUNTY TITLE VI COMPLIANCE REVIEW

	ITEM DESCRIPTION	STATUS	NOTES
1	POLICY STATEMENT	Yes	Page 3 and 4 Policy statement is ok.
2	STANDARD DOT TITLE VI ASSURANCES. Does the plan include a signed copy of the DOT Standard Title VI Assurances with Appendices “A,” “B,” “C,” “D,” and “E”? (This can be attached as an appendix to the plan)	No	Page 3, 5, and Appendix A The plan includes the Title VI assurances with Appendices. The plan has also been adopted by Rush County. However, the Title VI plan was not signed. (Page 3)
	Are the assurances signed with a current date?	No	Title VI plan and assurances on page 3 was not signed. The Title VI assurances and implementation on page 3 needs to be signed with current date.
3	ORGANIZATION AND STAFFING. Does the Plan identify the Title VI Coordinator who has easy access to the head of the agency as well as others who have Title VI responsibilities in the agency (Title VI specialists and liaisons)?	No	The plan identifies Jodi Harr as the Title VI Coordinator. However, the plan does not state that the Title VI Coordinator, has easy access to the Rush County Chairman/Board of Commissioners.
	Is there an organizational chart that identifies a Civil Rights Unit, and its placement in the agency?	No	There is no organizational chart. The implementation plan must show the hierarchy and relationship between the Title VI Coordinator and the Rush County Chairman/Board of Commissioners in a chart. The plan should include an organizational chart that shows how the Title VI Coordinator has direct access to the Agency head.
4	PROGRAM REVIEW PROCEDURES. Does the Plan have a brief description of the recipient’s program areas, the Title VI responsibilities in each program area and include	No	The Title VI Implementation plan/program review procedure section of the plan just listed the accomplishment and goals report. Program Procedure does not describe the program areas, Title VI responsibilities of each program areas such as parks and recreation etc., and the procedures/process for conducting yearly reviews of the

	procedures for conducting reviews of the program areas?		<p>program areas. The Program Area must identify the program areas and identify what risks, if any, exists and what data has been or is being collected to assess the risks for discrimination.</p> <p>LPA should show how they will determine the compliance of program areas activities.</p>
5	<p>SUB-RECIPIENT REVIEW PROCEDURES.</p> <p>Does the Plan describe the process for determining how many and which subrecipients will be reviewed each year and the process for conducting reviews of subrecipients?</p>	No	<p>The Title VI implementation plan does not have sub-recipient review procedures.</p> <p>The plan must describe the process for determining how many and which subrecipients will be reviewed each year, and the process for conducting review of subrecipients.</p>
6	<p>DATA COLLECTION – REPORTING – ANALYSIS.</p> <p>Does the Plan contain a process for collecting, analyzing, and reporting Title VI data on race, color, national origin for each of its program areas and in the subrecipient reviews? (This may be more effective by including data collection/reporting/analysis by program area.</p>	No	<p>The data collection needs to be revised to describe the process of collecting and analyzing Title VI data. LPA must describe the method of collecting data, how data will be analyzed, and what you do with the report. LPA must collect data in the areas of race, color, and national origin to determine whether your programs have a discriminatory effect. LPA must analyze and collect data in these areas to prove that you are nondiscriminatory in your programs, activities, policies and procedures.</p>
7	<p>TITLE VI TRAINING.</p> <p>Does the Plan describe the process the state uses to conduct Title VI training of staff members and subrecipients?</p>	No	<p>Page 13</p> <p>The plan describes the process LPA uses to conduct Title VI training of staff members. However, the plan does not describe the process of conducting training for <u>subrecipients</u>.</p>
8	<p>COMPLAINT PROCEDURES.</p> <p>Does the Plan contain complaint procedures which describe the process for investigations and disposition of Title VI complaints that conforms to the FHWA complaints procedures found</p>	No	<p>Page 26 and 27</p> <p>The plan has an incorrect complaint process. The plan fails to list FHWA has complete jurisdiction over all complaints. LPA explained that “<i>Within 60 days of the receipt of the complaint the company will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complainant. The company will try to obtain an informal</i></p>

	in the FHWA Title VI Complaints Q and A?		<i>voluntary resolution to all complaints at the lowest level possible.</i> LPA does not have jurisdiction to investigate complaints. The complaint procedure needs to be modified to explain FHWA has complete jurisdiction over complaints. The Plan also listed incorrect government agencies and department where complaints may be filed.
9	DISSEMINATION OF TITLE VI INFORMATION. Does the Plan contain community outreach and public education procedures as well as how the public outreach data is collected/analyzed to ensure effectiveness?	Yes, but the Voluntary statement should be taken out.	Page 14 and Appendix E (Page 36) The Plan contains community outreach and public education procedures as well as how the public outreach data is collected. However, paragraph 2 of the public involvement survey form attached as Appendix E explained that “ <i>You are not required to complete this Survey.</i> ” This voluntary statement needs to be taken out from the Public Survey form.
10	REVIEW OF STA DIRECTIVES Does the Plan describe how the STA reviews directives to determine if there are Title VI implications, and interpret how directives impact Title VI program areas?	No	The plan does not contain review of directives to determine if there are Title VI implications. The plan must describe the process of reviewing LPA directives for potential Title VI implications.
11	COMPLIANCE AND ENFORCEMENT PROCEDURES. Does the Plan outline Title VI Program compliance and enforcement procedures to address deficiencies or when noncompliance is determined for internal program areas and subrecipients?	No	The plan does not outline Title VI Program compliance and enforcement procedures to address deficiencies or when noncompliance is determined for internal program areas. The compliance and enforcement procedures must reveal how LPA is going to make sure there is compliance and nondiscrimination in internal program areas and subrecipients.
12	LIMITED ENGLISH PROFICIENCY. Does the Plan explain how LEP populations are identified statewide and per project as well as how the 4-factor analysis is applied to each in determining what translations are appropriate?	Yes	Page 10, 11, Appendix F LPE is ok.

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