

REQUEST FOR QUALIFICATIONS (RFQ)  
3D-PRINTING MICROGRANT  
FOR  
REGION 1 TECH HUB EXPANSION PROJECT

The Region 1 Tech Hub housed in the Wood County Board of Developmental Disabilities (WCBDD) is soliciting applications from qualified agencies or certified providers interested in providing 3D-printed supportive technology solutions throughout Ohio. Agencies with relevant experience and qualifications are encouraged to submit an application.

The Region 1 Tech Hub and WCBDD were awarded a Tech Hub Expansion and Innovation grant through Ohio Department of Developmental Disabilities (DODD). A component of this grant is the award of a microgrant to a community partner for the expansion of the availability of 3D-printed supportive tech solutions. The Region 1 Tech Hub and the community partner will collaborate to develop a catalog of available prints. Key stakeholders statewide will then have the opportunity to request a 3D printed solution at no cost to them. The selected community partner will be responsible for collecting requests, printing, and distributing devices. The partner will track outcomes and report to the Region 1 Tech Hub. Priority will be given to a partner who will establish a vocational opportunity for an individual with developmental disabilities to implement the program. The grant award will be offered across both state fiscal years 2026 and 2027. The annual contract amount will be \$8000.00 which, for state fiscal year 2026, will be pro-rated from February 1, 2026 to June 30, 2026 for \$5000.00. \$8000.00 will be awarded for state fiscal year 2027 from July 1, 2026 through June 30, 2027.

The purpose of the RFQ process is to identify the most qualified agency for the 3D-printing partnership. WCBDD reserves the right to make the selection based solely on the qualifications submitted without conducting a formal interview process. This application process is not subject to public bidding under O.R.C. 307.86(D). The agency ultimately selected by the WCBDD will provide 3D-printed supportive tech solutions for individuals, as directed by the WCBDD.

A complete package of this RFQ including the required application can be obtained from the Wood County Board of Developmental Disabilities website [www.woodcountyydd.org](http://www.woodcountyydd.org) or by contacting Rhonda Kendall Wood County Board of Developmental Disabilities at [rkendall@woodcountyydd.org](mailto:rkendall@woodcountyydd.org), or by calling 419-352-5115. Copies will also be available for pick up in Administrative Offices, Entrance A, located at 1921 East Gypsy Lane Road, Bowling Green, Ohio.

**1. RESPONSES:**

- a. Questions and responses must be submitted in writing and addressed to the WCBDD in care of Rhonda Kendall, [rkendall@woodcountyydd.org](mailto:rkendall@woodcountyydd.org)
- b. All questions must be submitted in writing by December 18, 2025, by 4:30 p.m. All questions will receive a response within two (2) business days. No questions will be accepted verbally and beyond the time listed.

**2. SCOPE OF SERVICES:**

**Required Agency Deliverables:**

Maintain a catalog of supportive technology 3D-printed solutions.

Receive 3D-print requests, print solutions requested, and distribute devices to the requestor.

Maintain an operational 3D printer and necessary supplies for successful printing of catalog items.  
Maintain supplies for mailing 3D printed items to recipients.

Track the following outcomes and submit monthly reports to the Region 1 Tech Hub:

1. Number of orders fulfilled.
2. Number of each device printed and distributed.
3. Name and number of counties participating in the program.
4. Cost of supplies, shipping, and staff time.

If certified as a DODD HCBS waiver provider, will maintain DODD certification for remote support/Assistive Technology Consultation or Support.

Collaborate with the Wood County Board of Developmental Disabilities and Region 1 Tech Hub.

### **3. REVIEW AND AGENCY SELECTION SCHEDULE:**

The schedule is as follows:

Issuance of RFQ – **December 4, 2025**

Final date to submit questions – **December 18, 2025**

Application due – **January 9, 2026**

Selection of agencies for interviews – **January 12, 2026**

Interviews of Selected Agencies – **January 20, 2026 through January 22, 2026**

Proposed Agency notification (board action required) – **Week of January 26, 2026**

Contract Commencement – **February 1, 2026**

### **4. LOCATION:**

The Wood County Board of Developmental Disabilities desires to expand the availability of 3D-printed supportive tech solutions throughout the state. The agency selected will have a physical location in Ohio. The agency selected will own and maintain the property, 3D printer, and all other supplies utilized for this project.

### **5. REQUIREMENTS:**

Minimum: Own a 3D printer, ability/willingness to obtain by the beginning of the contract, or use microgrant funding to purchase a 3D printer. Experience with 3D printing including locating print files and printing them.

Preferred: Certified Provider(s) by Ohio Department of Developmental Disabilities or ability/willingness to obtain by the beginning of the contract. Experience working with or offering programming for individuals with intellectual/developmental disabilities. Experience creating 3D print files and experience using programs such as Thingiverse, Tinkercad, or similar software.

### **6. SELECTION PROCESS:**

From a review of the applications received, the Wood County Board of Developmental Disabilities intends to evaluate and possibly invite one or more agency(s) to be interviewed before making a final selection for services. The WCBDD will notify selected agency(s) of the date and times of any interview. The WCBDD reserves the right to select agency(s) based solely on application received. All applicants will be scored based on the rubric provided below.

The agency(s) selected based on qualifications will then enter into a contract with the Wood County Board of Developmental Disabilities. The annual contract amount will be \$8000.00 which, for state fiscal year 2026, will be pro-rated from February 1, 2026 to June 30, 2026 for \$5000.00 to cover costs for equipment, shipping, and staff as needed. \$8000.00 will be awarded for state fiscal year 2027 from July 1, 2026 through June 30, 2027.

<b>Applicant Scoring Criteria</b>		
<b>Criteria</b>	<b>Possible Points</b>	<b>Points Awarded</b>
Agency already owns an operational 3D printer.	10/10	
Agency is willing to obtain a 3D printer prior to beginning of this contract using their own funds.	5/10	
Agency is willing to obtain a 3D printer prior to beginning of this contract using this grant's funds.	2/10	
Agency has experience locating 3D print files and printing them.	10/10	
Agency has experience collecting orders and/or order fulfillment.	10/10	
Agency has experience with inventory management.	10/10	
Agency is a certified DODD provider.	10/10	
Agency is willing to become a certified DODD provider prior to the beginning of this contract.	8/10	
Agency is a community partner of the WCBDD.	5/10	
Agency has experience working with or offering programming for individuals with intellectual/developmental disabilities.	10/10	
Agency has experience creating 3D print files and experience using programs such as Thingiverse, Tinkercad, or similar software.	10/10	
Agency is willing to create or modify existing 3D print files for requested solutions.	10/10	
Agency currently serves multiple counties.	10/10	
Agency will offer this project as a vocational opportunity for individual(s) with intellectual or developmental disabilities.	10/10	
<b>TOTAL</b>	<b>/100</b>	

## **7. APPLICATION PACKET REQUIREMENTS:**

**A. Application Content:** Each Submittal shall be organized in the following order:

### **1. Cover Letter:**

The cover letter shall include:

- Summary why the Agency believes they are the most qualified;
- The statement that, to the best of the Agency's abilities, all information contained in a complete and accurate application;
- A statement granting the WCBDD and its representatives' authorization to contact any references; and
- At least one copy of the cover letter must have the original signature of the CEO or Authorized Representative of the agency.

### **2. Completed Application**

### **3. Supporting Documentation including:**

- a. Letters of Reference from multiple stakeholders, minimum of two (2)
- b. Evidence of Current DODD Provider Certification, if applicable

#### **B. Submittal Documents – Format**

Application and supporting documents can be submitted electronically to Rhonda Kendall at [rkendall@woodcountydd.org](mailto:rkendall@woodcountydd.org) or in total, two (2) hard copies of the completed application and supporting documents are to be submitted to the Wood County Board of Developmental Disabilities in a sealed envelope labeled with Agency(s) name.

The sealed envelope in which the applications are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "WCBDD 3D Printing Microgrant Qualifications Packet".

Upon submission of the electronic application, you will receive an e-mail confirmation of receipt. If you do not receive an e-mail confirmation within one business day, please call Rhonda Kendall at 419-352-5115.

It is preferred that the application be typed.

**Applications shall be delivered electronically, mailed/delivered to the following addressee on or before 4:30 p.m. local time on Friday, January 9, 2026, to [rkendall@woodcountydd.org](mailto:rkendall@woodcountydd.org) electronically or hard copies addressed below.**

ATTN: Rhonda Kendall  
Wood County Board of Developmental Disabilities  
1921 East Gypsy Lane Road  
Bowling Green, Ohio 43402

**Late applications will not be accepted.**

**C. Modifications and withdrawal:** Agency may modify their application by submitting a new application at any time prior to the scheduled closing time for receipt of application. The revised application must state it supersedes and replaces the previous statement of interest. Applications may be withdrawn by written request if received from the Agency prior to the scheduled closing time for receipt of application.

#### **8. RESERVATION OF RIGHTS:**

A. The WCBDD reserves the right to reject all agencies, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

B. Nothing in this document shall require the WCBDD to proceed with a contract for services.

#### **9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION:**

A. The WCBDD reserves the sole right to (1) evaluate the applications submitted; (2) waive any irregularities therein; (3) reject any or all applicants submitting applications, should it be deemed in the WCBDD's best interest to do so; (4) to make selection based solely on qualifications without an interview process; (5) to negotiate a contract with the agency it believes can best meet the needs of the program.

END DOCUMENT

## Application for 3D-Printed Supportive Tech Solutions

1. Provide a brief narrative regarding your agency's history & mission. What county(s) do you currently serve?
2. Describe any experience in 3D-printing, including locating and printing files. Does your agency already own or have access to a 3D printer?
3. Describe your agency's process for any 3D-printing programming you currently complete.
4. Describe any experience in providing services for individuals with intellectual/developmental disabilities.
5. Describe any experience you have with receiving orders, order fulfillment, and/or inventory management.
6. Are you a Certified Provider(s) by Ohio Department of Developmental Disabilities? What services are you certified in?
7. Name of the CEO and/or Authorized Representative of the agency.
8. Location of main and branch offices.
9. Provide a brief narrative describing your staffing plan to meet the deliverables and timelines identified within this RFQ. Include a backup plan. Does your staffing plan include offering this project as a vocational opportunity for individual(s) with intellectual or developmental disabilities?

#### Supporting Documentation

- a. Letters of Reference from multiple stakeholders, minimum of two (2)
- b. Evidence of Current DODD Provider Certification, if applicable
- c. Supporting information for the questions if you wish to provide it.

#### Directions

Please send completed application and supporting documentation to [rkendall@woodcountydd.org](mailto:rkendall@woodcountydd.org) by January 9, 2026. If you wish to submit a paper copy, please include 2 copies of the application and supporting documentation and send via mail postdated no later than January 9, 2026, to:

*Wood County Board of Developmental Disabilities  
C/O Rhonda Kendall  
1921 East Gypsy Lane Road  
Bowling Green, OH 43402*

Paper copies may also be submitted in person at the above address, entrance "A" by January 9, 2026.