



**Clark County Department of Job and Family Services
By and through the authority of the
Board of Clark County Commissioners**

REQUEST FOR PROPOSALS

RFP: 16-SFY-09

**FOR: TANF Summer Youth Employment Program
PROGRAM DATES: May 1, 2016 through August 31, 2016**

Offered By:

**Clark County Department of Job and Family Services
1345 Lagonda Avenue
Springfield, Ohio 45503
(937) 327-1700**

PROPOSAL DUE DATE:

April 11, 2016

FUNDS AVAILABLE:

TBD

2015 Allocation: \$531,727.00

PROPOSALS SUBMITTED TO:

**1345 Lagonda Avenue
Springfield, Ohio 45503
Building C, 4th Floor
Attn: Ashley Clericus
Ashley.Clericus@jfs.ohio.gov**

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1. Purpose, Project Information, and General Procedures

1.1. Purpose

The Board of Clark County Commissioners (“Board”) on behalf of The Clark County Department of Job and Family Services (“Department”) releases this Request for Proposals (“RFP”) for the purpose of providing workplace experiences for its Summer Youth Employment Program (SYEP) for low-income Clark County youth ages 16-24 and foster children ages 16-18. Individuals or organizations responding (“Proposers” or “Potential Proposers”) must adhere to all RFP requirements herein.

1.2. Agency Mission and Services

Department’s mission statement is: To promote safety, strengthen families, and empower people.

Department is considered a quadruple-combined agency consisting of: Family & Children Services, Child Support Enforcement, OhioMeansJobs, and BenefitsPlus.

OhioMeansJobs One-Stop Center helps job seekers find rewarding employment opportunities and employers find qualified employees.

1.3. Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
March 17, 2016	Board releases RFP. Q&A period opens. - RFP becomes active. - Proposers may submit inquiries for RFP clarification.
March 24, 2016	Bidders’ Conference at Clark County Department of Job and Family Services, Springfield Room located in Building B at 11:00 a.m.
March 25, 2016	Q&A Period Closes 9:00 a.m. (for inquiries for RFP clarification). - No further inquiries for RFP clarification will be accepted.
March 28, 2016	Department provides Final Proposer Question & Answer document.
April 11, 2016	Deadline for Proposers to Submit Proposals to Department (10:00 a.m.). - This is the proposal opening date, beginning of Department process of proposal review.
April 15, 2016	Letter of intent to award contract issued. - All proposers notified.
April 21, 2016	Contract suggestions submitted to Board for award.
May 1, 2016	Service provision begins.

IMPORTANT: Board reserves the right to revise, with reasonable notice given, this schedule in the best interest of Department and/or to comply with any applicable County, State, or Federal procurement procedures and regulations. Only Board has the authority to bind Department into a contract. The letter of intent to award is not binding. Since the letter of intent to award is not binding, any costs incurred by proposer prior to Board’s award may not be recovered.

1.4. Bidder’s Conference

A “Bidder’s Conference” has been scheduled for **March 24, 2016 at 11:00 a.m. in the Springfield Room in Building B** at the Clark County Department of Job & Family Services campus, 1345 Lagonda Avenue, Springfield, Ohio. Department staff will respond to questions regarding the requirements of the RFP. Questions asked at the conference and the **final** responses will be included in the Q&A document.

While attendance is not mandatory, Board strongly encourages potential proposers to attend this conference. Please bring your copy of the RFP.

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1.5. Internet Question and Answer Period; RFP Clarification Opportunity

Should Proposer experience technical difficulties accessing Department’s website where the RFP and its related documents are published, they may contact Ashley Clericus at Ashley.Clericus@jfs.ohio.gov or by phone at (937) 327-1867.

Who may ask questions?	Potential proposers may ask clarifying questions regarding this RFP.
When and how can I ask a question?	Potential proposers may ask clarifying questions regarding this RFP via email or U.S Mail during the Q&A Period as outlined in Section 1.3.
To whom do I address the question?	A potential proposer must submit all questions in writing, via email or U.S. mail to Ashley.Clericus@jfs.ohio.gov or to the mailing address on the RFP cover sheet; if sending via U.S. Mail, it must be received prior to the closing time and date for the Question & Answer Period.
How do I correctly ask a question? ¹	To ensure timely receipt of all questions, “TANF Summer Youth Employment Program RFP-Request for Clarification” must be written in the subject line of emailed questions and on the outside of the envelope of any mailed questions. ¹ Questions about this RFP must reference the relevant part of this RFP. ² Please provide the heading and provision section under question, and the page number of the RFP where the provision can be found. The potential proposer must include the name of a representative to contact, the company/organization name, and business phone number and email address of representative
How will my answer be returned?	Potential proposers will not receive personalized or individual email responses to their properly submitted individual questions. Board responses to all questions asked via email or U.S. Mail will be posted on the Internet website dedicated to this RFP or mailed (if properly requested by the potential proposer), for reference by all potential proposers. Clarifying questions asked and Board responses to such questions comprise the “Q&A Document” for this RFP Responses will include the relevant page number, heading, and provision in question. Proposals in response to this RFP are to take into account any information communicated by Board in the Final Q&A Document for the RFP.
Can I view previous RFP’s and Proposals for this Program?	Yes. Requests from potential proposers for copies of previous RFPs, past proposals, score sheets, or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFP. PRRs submitted in accordance with Department policy (available upon request or online [click for Public Records Notice and Public Records Policy]) will be honored. The posted time frames for Board responses to email questions for RFP clarification do not apply to PRRs. Potential proposers who choose to rely on responses to public records requests when preparing their proposals do so at their own risk.

¹ Board reserves the right to disregard any email or mailed questions that are not properly titled.

² Board will disregard any questions which do not appropriately reference a RFP provision or location, or which do not include identification for the originator of the question. If Board determines that a question cannot be resolved by reference to any section of the RFP, Board may, at its discretion, make necessary additions or changes to the RFP by addendum or amendment. Board will not respond to any questions received after 9:00 a.m. on the date the Q&A period closes. (See Section 1.3 for closing date.)

IMPORTANT	There is an established time period for the Q&A process (see Section 1.3). “Department Q&A document” will only answer those questions submitted within the stated time frame for submission of potential proposers’ questions, and which pertain to issues of RFP clarity, and which are not requests for public records. Board is under no obligation to acknowledge incorrectly submitted questions.
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1.6. Communication Prohibitions

From the issuance date of this RFP until the date Board awards a contract there may be no communications concerning the RFP between any potential proposer and any employee of Clark County, or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of Contractor.

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 1.5, Q&A Period; and Section 1.4, Bidders’ Conference;
2. For the purpose of conducting necessary business arising from a pre-existing or on-going business relationship with Board;
3. As part of any proposer interview process initiated by Board, which Board deems necessary in order to make a final selection;
4. Potential proposers may request that the RFP and all posted RFP documents be sent via U.S. mail;
5. Any Public Records Request (PRR) made through Department;
6. Notification of any changes or announcements related to this RFP through Department vendor notification list; and
7. A public meeting of The Board of Clark County Commissioners at which the award of a contract pursuant to this RFP has been placed on the agenda for discussion.

***Important Note:** Amendments to the RFP or to any documents related to it will be accessible to interested potential proposers through the original web page established for the RFP. All interested potential proposers must refer to that web page regularly for amendments or other announcements. Board may not specifically notify any potential proposer of changes or announcements related to this RFP except as provided in Section 1.5. It is the affirmative responsibility of interested potential proposers to be aware of and fully respond to all updated information posted on this web page or provided by U.S. Mail when previously requested by proposer. Potential proposers without access to the web page established for the RFP may request that amendments to the RFP or documents related to it be sent to them by U.S. mail by contacting Ashley Clericus via email or U.S. Mail at the following address: Ashley.Clericus@jfs.ohio.gov or Clark County Job & Family Services, Attn: Ashley Clericus, 1345 Lagonda Avenue, Springfield, Ohio 45503.

Board is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source not authorized for this RFP. **Any attempts at prohibited communications by potential proposers shall result in the disqualification of those providers’ proposals and shall prohibit the potential provider from entering into any contractual relationship with Board for services requested through this RFP for the duration of the RFP period. A proposer may also be disqualified for failing to take reasonable steps to prevent its employees, agents, and business associates from making communications that would be prohibited if made directly by that provider’s authorized representatives.**

2. Scope of Work

Board seeks to fund one contractor to provide workplace experience for its Summer Youth Employment Program (SYEP) for low-income Clark County youth ages 16-24 and foster youth ages 16-18. The intent of this Request for Proposals (RFP) is to find viable worksites that provide meaningful employment aligned to the participants' vocational/educational interests for summer youth employment including pre-employment training that includes participants registering in OhioMeansJobs.com and ten (10) hours of soft-skills training. All pre-employment components, including the soft-skills training, are capped to no more than thirty (30) days of classroom training.

The County seeks to potentially fund one provider who will find viable worksites for youth determined eligible for the TANF SYEP and/provide soft-skills training. The proposed program must be designed to achieve specific, measurable outcomes.

Programs may provide summer employment opportunities as work crews or as customized, individual placements. Preferred worksite locations are public non-profits or government entities, but may include private sector worksites. Summer youth program participants cannot displace or jeopardize the status of current employees. In addition, youth work experience participants shall not replace the work of employees who have experienced layoffs.

An approved agreement with each worksite is required prior to performing work. The worksite agreement must outline job duties and responsibilities of the program Provider, employer, worksite and youth participant. Youth are required to be supervised at all times. The worksite agreement shall identify who is responsible for daily supervision of youth while at the worksite, ensure all applicable employment and wage regulations are followed and that the summer youth participant will not displace a regularly paid employee or replace employees who have been laid off. The Worksite Agreement form is included in Section 10, below.

The program provider will serve as the actual employer (i.e., employer of record) of the youth participants. While a third party payroll agent, such as a temporary employment agency, may be used for payroll services, the program provider must remain the employer of record.

Through this program, the provider will:

1. Provide innovative work experiences that help youth gain marketable skills;
2. Connect youth's education and career choice with the employment placement; and
3. Offer structured work experiences in public and non-profit organizations, as well as private sector businesses.

Summer employment may last through August 31, 2016 with youth working a minimum of 25 hours per week, not to exceed 40 hours per week. Provider(s) may propose to serve youth only during the summer months, June through August. Youth still enrolled in school may need accommodations to their schedule after returning to school, working after school or on weekends as allowed by applicable labor laws. Department reserves the right to negotiate the number of paid work hours based upon the availability of funds.

Prior to starting employment, youth participating in the Summer Youth Employment Program are required to participate in a paid, pre-employment program for a minimum of five (5) days but not to exceed thirty (30) days of classroom training. The pre-employment training must include a minimum of ten (10) hours of soft-skills development which includes, objective assessments of their academic skills, occupational skills, prior work experience, employability interests, and aptitudes. Youth who successfully complete the ten (10) hour training are required to write an essay on lessons learned from the pre-employment program, take the ACT National Career Readiness Credential (NCRC) assessment, or the Fit and Performance Assessments (if the youth earned their NCRC within the last two (2) years), OSHA 10 certification, followed by a standardized structured interview for referral to the job program. Provider must

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offer remediation for youth who unsuccessfully complete the pre-employment program or if they are terminated by their employer. Remediation can only be implemented for a period not to exceed twenty (20) days.

Preference will be given to programs providing the following:

1. Employment activities for Clark County foster children ages 16-18 residing within Clark County and surrounding counties; and
2. Transportation to and from worksites.
 - a. Transportation costs are allowable and if needed should be considered when developing a budget.

Preference regarding services for Clark County foster children:

Youth in the temporary or permanent custody of Department's Family & Children Services division ("FCS") who are placed in a licensed foster care setting, that are between the ages of 16 and 17 years of age, or 18 years of age if they are a full-time student in a secondary school, may be served under the TANF Summer Youth Employment Program. Department estimates there are 15-20 youth in custody who would be appropriate for summer work activities. Approximately ten (10) Foster Children currently reside in Clark County between ages of 16-18, and twelve (12) reside in counties contiguous to Clark County including Montgomery, Miami, and Greene counties. Additionally, ten to fifteen (10-15) youth are currently placed in Clark County from other counties and may participate.

The provider must:

1. Provide services to Clark County foster children including independent job development/placement and job coaching as youth are not centrally located and will require the provider to travel out of county;
2. Consider and accommodate youth who may have multiple barriers to employment including, but not limited to, mental health/behavioral issues and criminal records when developing worksites and hiring staff to work directly with youth;
3. Complete a FCS record check in addition to a Federal Bureau of Investigation (FBI) and a Bureau Criminal Investigation (BCI) background check for each employee and demonstrate that all employees successfully passed the background checks before working with foster youth;
4. Coordinate transportation to and from work for all foster youth as needed; and
5. Collaborate with foster parents, foster agencies and Department Social Workers as needed and required to assist the youth with summer work activities.

Proposals should demonstrate:

1. The ability to begin planning and developing the program by May 1, 2016; and
2. The ability to accept and accommodate all referrals after participants are determined eligible by Department;
3. The use of each participant's assessments, educational background and interest to place each participant at a non-profit or private sector employment site;
4. The ability to develop, provide and review job descriptions of duties to be performed with each youth participant;
5. The ability to retain 60% of the participants between ages of 18-24 who have graduated from high school for the period of May 1, 2016 through August 31, 2016 and retain 60% of the youth participants ages 16-17 for the period of May 1, 2016 through August 1, 2016;
6. The ability to handle the wage reimbursement process ensuring youth receives wages;
7. The ability to supervise the youth that are dispersed to the worksites as needed;
8. Understanding and the ability to overcome unique challenges when placing youth in the workplace including, but not limited to, being familiar with minor labor laws, overcoming transportation barriers, establishing bank accounts and cashing paychecks, etc.;

9. That a contingency plan is in-place to re-engage youth who are separated from employment for the duration of the program;
10. Administer pre- and post-employment evaluations to each participant;
11. Issue a certificate of completion to each participant after completion with required language of the employment program;
12. Maintain records and meet all reporting requirements as specified in Section 2.5., Reporting Requirements;
13. Provide alternative worksites when planned activities are cancelled due to inclement weather conditions; and
14. Pay the youth up to \$10.00 per hour (reimbursement for wages shall not exceed \$10.00 per hour).

2.1. Target Population

This program will only serve youth from a TANF/PRC-eligible family. Youth who may be served are:

1. Youth ages 16-17, as long as the youth is a minor child in a needy family and is in-school (youth may be 18 if they are a full-time student in a secondary school);
2. Youth ages 18-24, as long as they are in a needy family that also has a minor child;
3. Youth ages 18-24 that have a minor child and are considered needy; or
4. Youth ages 16-17 in the temporary or permanent custody of FCS who are placed in a licensed foster care setting; or age 18 if youth is a full-time student in secondary school.

The youth served need not be custodial parents as long as they are considered “needy” and have a minor child. “Needy” is not specifically defined by state or federal regulation but may be no greater than income at 200% of the federal poverty level.

Minor Child and Families are defined in federal and state regulations as:

1. “Minor child” means an individual who:
 - a. Has not attained 18 years of age; or
 - b. Has not attained 19 years of age and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training).
2. “Families” are defined by federal regulation and state law as follows:
 - a. A minor child who resides with a parent, specified relative, legal guardian, or legal custodian (a child may be temporarily absent from the home provided certain requirements are met);
 - b. A pregnant individual with no other children; or
 - c. A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren).

The selected Provider must comply with ORC Chapter 4109; Employment of Minors, Ohio Minor Labor Law and a Minor Wage Agreement.

Proposals must identify the targeted population(s) the bidder(s) believe would best be served by their proposed program and explain why. The bidder(s) must describe how the populations to be served will be engaged and retained. Proposals must also describe the bidder’s experience and/or expertise with similar individuals.

2.2. Demonstration of Experience

Board is seeking Proposers who possess the experience listed below.

Proposers must demonstrate that these minimum prior experience requirements are met:

1. The capacity to undertake the scope of work (see Section 2) based on demonstrated history of three (3) or more years of successfully completing similar or related work with the targeted service populations.
2. The capacity to undertake the scope of work (see Section 2) based on organizational structure with adequate facilities, fiscal controls, staff, equipment, research tools, administrative, and other resources.

2.3. Specification of Deliverables

The provider selected must define how they will meet the following deliverables in their proposed program(s):

1. Identify and establish projects or worksites for all eligible youth;
2. Provide an approved agreement for each worksite prior to work being performed;
3. Outline job duties, responsibilities of the program provider, worksite, and name of youth participant;
4. Ensure that youth are supervised at all times;
5. Ensure all applicable employment and wage regulations are followed;
6. Administer employer evaluation of youth and employer self-evaluation using tools provided by Department;
7. Submit weekly report to Department by the 5th of each month using the reporting tool required by ODJFS;
8. Submit resumes for all provider staff coaching, teaching, or working with youth;
9. Develop worksites in the following areas: non-profit, government agencies, educational Institutions, and/or private sector;
10. All printed materials, website, or social media sites must list Department as a funding source; and
11. Service provider must ensure that all participants under age 18 obtain work permits.

Department will provide the following deliverables as outlined in this RFP:

1. Department staff will:
 - a. Recruit for the TANF Summer Youth Program using various media sources including, but not limited to, newspaper, Department website, social media – Twitter and Facebook, and referrals;
 - b. Collect TANF Summer Youth applications and determine eligibility;
 - c. Assign designated staff member who will serve as the liaison between service provider and Department to ensure a flow of communication;
 - d. Administer the ACT WorkKeys Assessments to those who successfully complete the job readiness program and WorkKeys Fit Assessment as part of pre-employment;
 - e. Mail ACT WorkKeys certificate and/or other earned credential results to the address on record;
 - f. Coordinate reporting procedures with service provider;
 - g. Enter reported hours worked by the 10th of each month using the reporting tool required by the State;
 - h. Enter the Employer Evaluation Survey as required by the State; and
 - i. Work with selected provider to create a template for the certificate that must be issued to the participating youth who complete the summer youth program.

2.4. Expected Outcomes

The provider selected under this proposal must implement direct-service program(s) meeting the following outcomes:

1. 100% of participants placed at a worksite will demonstrate improvement in employment soft-skills by increasing their pre-evaluation score by 75%;
2. 60% of participants ages 18-24 will retain employment through August 31, 2016;
3. 60% of participants ages 16-17 will retain employment through August 1, 2016;
4. 90% of participants will show an understanding in workplace safety by earning an OSHA 10 certification; and
5. 90% of participants will attend the ten (10)-hour job readiness program.

2.5. Reporting Requirements

Funded contractor(s) will have reporting finalized in their contract. At a minimum each Contractor will report status of work to Department quarterly. Details should be given as to the number of customers served, status of deliverables, status of specified outcome measures, and program effectiveness. The specific number of reports, the data elements to be included, and the frequency of reports is at the discretion of Department.

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A reporting tool created by ODJFS will be used to capture the data necessary for this program. Provider is required to complete the hard copy employer survey and youth survey. Surveys must be completed and forwarded to Department within seven (7) calendar days of the completion of the program or when the youth exits the program, whichever occurs first.

Further instructions concerning the reporting tool, surveys, and the date monthly reporting is due will be issued when made available by ODJFS. At the request of Department, provider will also issue a certificate of completion, with the design left up to the provider. The certificate shall contain at a minimum, the following items:

1. Name of program (TANF Summer Youth Employment Program);
2. The name of the youth participant;
3. The dates of participation;
4. The name of the employer; and
5. A statement that funding for this program was provided by ODJFS.

2.6. Contract Period and Funds Available

Board is seeking, at their discretion, to award a contract to be effective May 1, 2016, and to conclude no later than August 31, 2016.

This initiative will be funded utilizing Temporary Assistance for Needy Families (CFDA 93.5588) to achieve the following:

1. To provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives; and
2. To end dependence of needy parents on governmental benefits by promoting job preparation, work, and marriage.

In no instance shall the contractor's or sub-contractors' administrative costs exceed 15% of the total cost of their contract or sub-contract.

Ninety percent (90%) of the contract's annual value is to be set aside each year as the maximum payment for the Contractor's direct program provision costs. The remaining ten percent (10%) of the contract's annual value will be payable only if stated contract/program outcomes are achieved.

This RFP and all Department contracts are contingent on the availability of funds. If, during the RFP process or any point prior to contract execution, funds are not available for the proposed services, the RFP process will be canceled. Proposers will be notified at the earliest possible time. Board is not required to compensate any proposers for any expenses incurred as a result of the RFP process.

3. Format for Organization of the Proposal

In order for Board to conduct a fair and complete evaluation of proposals and evaluate proposals fairly and completely, proposers must follow the required format (listed below). If specifically requested, proposer must provide Board with additional information. The proposer's technical proposal must contain the following components, at minimum. It is mandatory that proposals be organized in the following order and that wherever appropriate, sections/portions of the proposal make reference by section number to those RFP requirements to which they correspond. A sample technical proposal score sheet for this RFP can be found on the dedicated website. **Proposers are strongly encouraged to use the score sheet to check their proposals for quality, compliance, and completeness prior to submission.**

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3.1. Technical Proposal

Proposer must use the format listed below in order to submit a technical proposal.

A. Required Vendor Information and Certifications

Cover Page	This must include the RFP number, title, the complete vendor name and mailing address, and the amount of funding requested by the vendor under this RFP.
Cover Letter	Cover Letter must include the telephone number, name, and title of the person Department should contact regarding the proposal. Must indicate the proposer will comply with all requirements of the RFP. An authorized representative capable of binding the organization must sign the Cover Letter.
Table of Contents	Provide sufficient detail so PRT members can locate all the important elements of your document readily. Identify each section of your response as outlined in the proposal package.
Conflict of Interest	Each proposer shall include a statement indicating whether or not their organization or any of the individuals performing work for their organization has any possible conflict of interest or perceived conflict of interest and, if so, the nature of that conflict. Board reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program. Board’s determination is final.
Mandatory Disclosures	Proposer must disclose whether its performance, or the performance of any proposed subcontractor(s), under contracts for the provision of services that are the same or similar to those to be provided for the project (which is the subject of this RFP) has resulted in any “formal claims” for breach of those contracts within the past five years. For purposes of this disclosure, “formal claims” include but are not limited to any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), assigned to mediation, or any claims that resulted in termination of a contract. If any such claims are disclosed, proposer shall fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration or mediation regarding those claims, including terms of any settlement. If no such claims have been experienced by proposer within the past five years, so indicate. Proposer must indicate whether it or any of its proposed subcontractor(s) have been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to proposer’s performance of services similar to those described in this RFP. If any such instances are disclosed, proposer must fully explain, in detail, the nature of the government action, the allegations that led to the government action, and the results of the governmental action including any legal action that was taken against proposer by any governmental agency. If no such governmental actions have been experienced by proposer, so indicate.
Financial Statement	Proposer shall submit a copy of its most recent audited or compiled financial statements, which must have been completed by a Certified Public Accountant. Proposer shall also submit the name, address, and telephone number of a contact in the company’s principal financing or banking organization.

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Executive Summary	Proposer must provide a brief description of the organization. This brief description must include history; number of years the organization has been in business; type of services provided; legal status of vendor organization (i.e. corporation, partnership, sole proprietor); and Federal Tax ID number. Proposer should provide a high level overview of its approach, the distinguishing characteristics of its proposal, and the importance of this project to proposer’s overall operation.
Required Forms	Proposer must complete and sign the Contractor Assurances Form, Campaign Contribution Form, Personal Property Tax Form, Independent Contractor Worker Acknowledgment (if required ³), and Certification of Compliance with County Insurance Requirements. Forms can be found on Department website under “RFP-Related Documents” section.

B. Proposer Experience and Qualifications

Vendor Qualifications	Identify the qualifications that you bring to this project. Explain what differentiates your services from others.
Prior Experience	Explain your capacity to undertake the scope of work based on demonstrated history of successfully completing similar or related work with the targeted service population(s). Explain your capacity to undertake the scope of work based on an organizational structure with adequate facilities, fiscal controls, staff, equipment, research tools, administrative and other resources.
Personnel ⁴	Provide a position description for each of the key positions, the work each position performs, and the name of the individual(s) filling each position. All proposed key project personnel must be identified in the proposal. Each person’s role is to be identified and documented in the following format: Name Position with company Role in the project (Including accountability for completion of components or deliverables of the proposal) Experience with the specific tasks being proposed Work history on similar projects Relevant Education, Licenses and/or Certifications Legal Relationship with the Prime Contractor (Such as full time employee, part time employee, volunteer, or subcontractor)
Subcontractors	Subcontractors may be used to perform work under this contract. Substitution of one subcontractor for another shall be made only at the discretion of Board, with prior written approval. Proposers will be responsible for the subcontractors meeting all terms and conditions of the specifications. <i>See below for more information on Subcontractors (Section 3.1(B)(i)).</i>

i. Subcontractor Identification and Participation Information

Proposers must clearly identify the subcontractor(s) that will be used if its proposal is selected. Additionally, Proposers must highlight the subcontractors’ tasks in the submitted proposal with sufficient detail to decipher their exact role in the proposed program. Proposals must also include a letter from the

³ Form is only required if the proposer is a sole-proprietor, corporation, or organization with less than five (5) full-time employees.

⁴ Board reserves the right to approve or disapprove any change in the successful Vendor’s project personnel whose participation is specifically offered in the proposal. This is to assure that persons with vital experience and skill are not arbitrarily removed from the project by selected Vendor.

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proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

1. The subcontractor’s legal status, federal tax ID number, and principle business address;
2. The name, phone number, email address and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;
4. A commitment to do the work, if the provider is selected; and
5. A statement that the subcontractor has read and understands the RFP, the nature of the work, and the requirements of the RFP.

Letters submitted in response to this provision should be included in the Attachments section (see section 3.1(D)).

C. Administrative Structures and Scope of Work

Scope of Work, Solution, Project Narrative	<p>Describe your program to the fullest extent possible.</p> <p>Explain your capacity to identify and establish projects or worksites the following areas: non-profit, government agencies, educational institutions, and/or private sector that are 16-24 age appropriate for eligible youth and aligned to the youths’ career/educational objectives.</p> <p>Explain your capacity to administer the paid pre-employment training including OMJ required registration, ten-hour job readiness program (soft skills), and OSHA 10.</p> <p>Explain your capacity to implement the SYEP by May 1, 2016 and how your organization will transition youth into the program who are still in school during the month of May.</p> <p>Explain your capacity to offer alternative worksites for inclement weather conditions.</p> <p>Explain how you will provide work experience for foster youth residing outside of Clark County (Greene and Montgomery Counties).</p> <p>Explain how your organization will accommodate youth who may have multiple barriers to employment (including but not limited to mental health/behavioral issues and criminal records) when developing worksites and hiring staff to directly work with this population.</p>
Deliverables	<p>Explain how your organization will secure approved agreements for each worksite and ensure that youth are supervised at all times.</p> <p>Describe how your organization will ensure that all applicable employment and wage regulations are followed, and youth under the age of 18 will obtain work permits.</p> <p>Explain your capacity to obtain job descriptions for the work performed at various worksites.</p>
Outcomes	<p>Describe how you plan to accomplish each of the five outcomes listed in Section 2.4</p> <p>How do you intend to measure your performance against the stated outcomes to be achieved?</p>
Methodology	<p>Describe the methodology you would use to carry out this project and the reason for selecting this methodology. Detail the tasks to be undertaken.</p>
Evaluation Plan	<p>How will you assess the progress of your project while it is underway?</p> <p>How will you adjust your program should your assessment of progress yield less-than-</p>

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	favorable results? Explain your capacity to administer the employer evaluation and the youth evaluation and when these evaluations will be conducted. Both evaluations are required by ODJFS.
Management Approach	Describe your management approach and your project management organizational structure including reporting levels and lines of authority.
Project Control	Describe your approach to project control including details of the methods used in controlling project activities.
Risk Management	Identify the pertinent issues as well as the potential risks and problems, which in your experience occur on projects of this type.
Risk Mitigation	Identify steps that can be taken to avoid or mitigate any problems and steps to be taken should the problem occur. Incorporate activities in the project plan to reduce the occurrence, severity, and impact of events or situations that can compromise the attainment of any project objective.

D. Attachments

Letters from proposed subcontractors should be included in this section (see section 3.1(B)(i)).

Proposers must submit (3) letters of reference for similar projects it has completed. Letters must include the name and telephone number of an individual who can provide additional information about the similar projects completed. There is a limit of one (1) total reference from any Clark County government agency (including Board of County Commissioners and other appointing authorities [e.g. Courts, Sheriff, Prosecutor, etc.]). NOTE* Department may NOT be used as a reference.

Provide a chart which outlines the project schedule including all project activities and deliverables and the timeframes for completion of each.

Any other information thought to be relevant to the Technical Proposal, but not applicable to a specific RFP section number/letter may be provided as an attachment to the proposal. Department reserves the right not to review submitted attachments which include information or materials not required in the RFP.

3.2. Cost Proposal

Estimated proposal prices are not acceptable. Proposer must use the format listed below in order to submit a cost proposal.

Submittals	Proposers must complete, sign, and submit Submittals A1- A3. The template for Submittals A1-A3 and instructions for completion can be found on Department’s website in the “RFP-Related Documents” section.
Incentive Payments	Proposers must include a proposed allocation for incentive payments. Each proposed outcome must be allocated a portion of 10% of the total contract value. Incentive payments will be made on an annual basis from contract start. Follow the example below for guidance. Allocation of Incentives: Outcome 1: 3% of available non-allocated incentive funds (detail what was provided, and how it met requirements). Outcome 2: 3.5% of available non-allocated incentive funds (detail what was provided, and how it met requirements). Outcome 3: 3.5% of available non-allocated incentive funds (detail what was provided, and how it met requirements).

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Narrative on Related Costs	Proposers must submit a detailed narrative, which demonstrates how costs are related and why they are necessary to the proposed program. The narrative must detail the amount of money being requested from Department. The narrative should also describe the reasoning behind percentages of expenses allocated to this program, and the percentage allocations to the Administrative, Direct, and Support categories for each expense.
Narrative describing Non-Department funding streams	Proposers shall submit a detailed narrative describing all non-Department funding received from any source that funds any part of the proposed project. Proposer must include the percentage of the total project cost of each funding source.

A. Unallowable Costs

Proposers must not include any expenses in Cost Proposals which are unallowable under laws or regulations relating to the funding source to be used. If there is a dispute regarding whether a certain item of cost is unallowable, Board’s decision is final.

The unallowable costs for the funding source to be used include, but are not limited to the following:

TANF

Allowable expenditures for particular activities, benefits, or services consist of those that are "in any manner reasonably calculated to accomplish" any one of the four purposes of the TANF program. The four purposes are:

1. To provide assistance to needy families so that children can be cared for in their own homes.
2. To reduce the dependency of needy parents by promoting job preparation, work, and marriage.
3. To prevent and reduce the incidence of out-of-wedlock pregnancies.
4. To encourage the formation and maintenance of two-parent families.

Purposes 1 and 2 require that the families served be determined eligible based on income. Please see the Clark County PRC Plan for more information on determining eligibility.

TANF Unallowable Costs:

1. Expenses for construction, rehabilitation, or purchase of buildings;
2. Costs of medical insurance or medical services of participants (except for pre-pregnancy family planning services);
3. Costs not necessary, reasonable, and allocable to the program;
4. Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities). Food expenses can be included only if provided at a meeting which is intended to provide technical information to program participants.
5. Administrative expenses cannot exceed 15% of the total contract budget.

4. Proposal Submission

Board requires proposal submissions in both paper and electronic format. The submission of the electronically formatted version may be waived, at the discretion of Board, when requested in writing by proposer at least twenty-four (24) hours prior to the submission deadline. The proposal must be prepared and submitted in accordance with instructions found in this Section. The proposal submission must be comprised of:

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Paper Copies of Proposal	1 Original Technical Proposal Signed 6 Copies of Original Technical Proposal Signed ⁵ 1 Original Cost Proposal Signed 6 Copies of Original Cost Proposal Signed
Electronic Copy of Proposal (disregard if waived)	The electronic copy can be submitted via e-mail, CD-ROM, or Flash Drive. The electronic copy can be PDF, Word, or Excel format, or other formats that are compatible with Microsoft Office. <u>It is preferred that proposers submit Budget Submittals A1-A3 in Microsoft Excel format, the Technical Proposal in Microsoft Word format, and all other documents in PDF format.</u>

1. The original and all copies of the Cost Proposal shall be submitted in a separate, sealed envelope, and labeled: "COST PROPOSAL ENCLOSED FOR RFP # 16-SFY-09 SUBMITTED BY [PROPOSER'S NAME HERE]."
2. Proposals must be submitted no later than 10:00 a.m. on April 11, 2016. Faxed submissions will not be accepted. Board will not consider a proposal to be submitted until the time at which the proposal is actually received by Board in both the paper and electronic formats. There are no exceptions to this deadline, and proposals received after the deadline will be immediately rejected.
3. Proposals may be submitted via hand delivery or U.S. Mail (preferably certified).
4. Board is not responsible for proposals incorrectly addressed or for proposals delivered to any location other than the address specified on the cover sheet of this RFP.
5. For hand delivery on the due date, proposers are to deliver the proposals to the address specified above, Building C Lobby. When hand delivering on the due date, proposers should allow sufficient time for traffic delays, accidents, and parking.
6. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Board and the proposer selected.

5. Proposal Review, Scoring, and Contract Award

Board will contract on behalf of Department with a vendor that best demonstrates the ability to meet requirements as specified in this RFP. Proposers will be evaluated based on the capacity and experience demonstrated in their technical proposal. All qualifying proposals will be reviewed and scored by a Proposal Review Team (PRT) comprised of randomly selected Department staff and/or their designees. Vendors should not assume that the review team members are familiar with any past or current work activities with Department, Board, or any other County agency. Proposals containing assumptions, lack of detail, poor organization, lack of proofreading, and unnecessary use of self-promotional claims will be evaluated accordingly. PRT members will be required to sign disclosure forms to establish they have no personal or financial interest in the outcome of the proposal review and contractor selection process.

Board's selection of vendor will be based on Department's evaluation and grading. Board reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The PRT may waive minor defects that are not material when the intent is not unreasonably obscured.

5.1. Scoring of Proposals

In scoring the proposals, Department will score in three phases. Once proposals enter into Phase I they are considered, for the purposes of this RFP, to be in the "review process."

⁵ It is the Proposers affirmative responsibility to ensure that all copies and all formats of the proposal are identical. Any pages or documents omitted from any or all copies can negatively affect the Proposer's score and possibly result in the Proposers disqualification. In the event of any discrepancies or variations between copies, Department is under no obligation to resolve the inconsistencies and may make its scoring and proposal selection decisions accordingly, including the decision to disqualify Proposer.

Phase I. Review – Initial Qualifying Criteria:

In order to be fully reviewed and scored, proposals submitted must pass Phase I review. Any “no” for the following Phase I criteria triggers a Board elimination of proposal from further consideration:

1. Was the proposal received by the deadline?
2. Did the proposer submit six paper copies and one original copy of their technical proposal?
3. Did the proposer submit six paper copies and one original copy of their cost proposal?
4. Did proposer submit one electronic copy? (Disregard if requirement is properly waived.)
5. Does the technical proposal include all required certifications and forms required by Section 3.1(A) of the RFP?
6. Does proposer affirmatively indicate that it is not on the federal debarment list, and it is fiscally solvent?
7. Does Department’s review of the Auditor of State and SAM.gov websites verify that proposer is not excluded from contracting with Board?

Phase II. Review – Criteria for Scoring the Technical Proposal:

The PRT will then score qualifying technical proposals not eliminated by Board in Phase I. The PRT will assess how well proposer meets the requirements as specified in Section 3.1 of this RFP. Using the Technical Proposal Scoring Sheet, the PRT will read, review, and discuss the proposals and reach consensus on the final score for each qualifying proposal.

The Technical Proposal Review Team (PRT) Scoring sheet that will be used can be found on the website dedicated to RFPs and related documents ([Click Here](#)). Below is a chart indicating the possible points available in each section of the technical proposal:

SECTION	POSSIBLE POINTS (75)
Proposer Experience and Qualifications	25
Administrative Structures and Scope of Work	40
Attachments	10
DEDUCTIONS	-12

Phase III. Review – Criteria for Scoring the Cost Proposal:

The grand total of each proposer’s requested funding will be divided by that proposer’s final technical proposal score. This compares the cost with the quality of the technical proposal, which will provide an average cost-per-quality point earned on the technical application. The proposer with the lowest cost per technical point will be recommended for a contract.

Department may, at its sole discretion, negotiate with all proposers for a revised cost proposal. Department reserves the right to reject any cost proposals including expenses which are unallowable costs. Department reserves the right to award a contract value which is less than the amount of proposer’s requested funding.

5.2. Review Process Caveats

Board reserves the right to reject any and all proposals, in whole or in part, received in response to this request. Board may waive minor defects in the RFP that are not material when no prejudice will result to the rights of any proposer or to the public. Board may, at its sole discretion, waive minor errors or omissions in proposers’ proposals/forms when those errors do not unreasonably obscure the meaning of the content.

Board reserves the right to request clarifications from proposers regarding any information in their proposals/forms, and may request such clarification as it deems necessary at any point in the proposal review process. Any such requests for proposal clarification when initiated by Board, and proposers' verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 1.6 of this RFP. Such communications are expressly permitted when initiated by Board, but will be initiated at the sole discretion of Board.

Should Board determine a need for interviewing proposers prior to making a final selection, notwithstanding the fact that no two proposals have received substantially similar scoring in accordance with Section 5.1, Board may exercise its discretion to interview proposers, and results to interview questions shall be scored in a manner similar to the process described in Section 5.1, Scoring of Proposals Phase II Review, above. Such scored results may be either added to those proposers' proposal scores, or will replace certain criteria scores, at the discretion of Board. The standards for scoring the interviews and the method used for considering the results of the interviews shall be applied consistently for all proposers participating in the interview process for that RFP.

Board reserves the right to negotiate with proposers for adjustments to their proposals should Board determine, for any reason, to adjust the scope of the project for which this RFP is released. Such communications are not violations of any communications prohibition, and are expressly permitted when initiated by Board, but are at the sole discretion of Board.

In Board's sole discretion, any proposer deemed not responsible, or any proposer(s) submitting a proposal deemed non-responsive to the terms of this RFP, shall not be awarded the contract.

5.3. Final Selection

Based on the cost-per-quality point awarded to each proposal, the Proposal Review Team will make a recommendation to the Director of Department to award a contract to one proposer. Director will make a final selection of contractor to recommend to Board. To make the final selection, Director may consider technical proposal quality, reasonableness and appropriateness of proposed budget, funding available, and past contract/subgrant performance. Board reserves the right to accept or reject Director's recommendation.

6. Protests

Any potential or actual proposer may file a protest on any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

1. Protests shall be in writing and shall contain the following information:
 - a. The name, address, and telephone number of the protestor;
 - b. The program name and number of the RFP being protested;
 - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - d. A request for a ruling by Department;
 - e. A statement as to the form of relief requested from Department; and
 - f. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest;
2. A protest shall be considered timely if received within the following periods:
 - a. A protest based on alleged improprieties or events about which the protestor knew or could have reasonably discovered, prior to the closing date for receipt of proposals, shall be filed no later than the deadline for receipt of proposals.

- b. If the protest relates to the PRT's or the Director's recommendation to award a contract or to reject any or all proposals, the protest shall be filed no later than 9:00 a.m. of the seventh (7th) calendar day after the issuance of the Letter of Intent to Award the contract or the Letter of Intent to Reject all proposals, whichever is applicable.
3. An untimely protest may be considered by Department if it determines that the protest raises issues significant to Department's procurement system. An untimely protest is one received by Department after the time periods set forth in Item 2 of this section.
4. All protests must be filed at the following location:
Virginia K. Martycz, Ph.D., Director
Clark County Department of Job & Family Services
1345 Lagonda Avenue, Springfield, Ohio 45503
5. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless Board determines that a delay will severely disadvantage Board. Proposer(s) who would have been awarded the contract(s) shall be notified of the receipt of the protest.
6. Board shall issue written decision on all timely protests and shall notify any provider who filed an untimely protest as to whether or not the protest will be considered.

7. Additional Documents and Clauses

7.1. Changes to the RFP

Material changes to this RFP will be provided via the agency website. Proposers are responsible for obtaining any such changes without further notice by Board.

7.2. Proposal Costs

Costs incurred in the preparation of this proposal are to be borne solely by proposer. Board will not contribute in any way to the costs of the preparation of the proposal, associated documents, or any other items/documents related to this RFP. Any costs associated with interviews will also be borne by proposer and will not be Board's responsibility.

7.3. Proposal Submissions as Public Record

Following submission of a proposal to Department, all proposals submitted may become part of the public record. It is the responsibility of the proposer to remove all personal confidential information (such as home addresses and social security numbers) of proposer's staff and/or of any subcontractor and subcontractor staff from the proposal package. Department reserves the right to disqualify any proposer whose proposal is found to contain personal confidential information. The proposer shall be responsible for any and all information disclosed in the proposal submission and any or all information released by Department in any public records requests.

7.4. Contractual Requirements

Any contract/subgrant resulting from the issuance of this RFP is subject to the terms and conditions as provided in the sample contract/subgrant, which can be found on the website dedicated to this RFP.

Many of the terms and conditions contained in the sample contract/subgrant are required by state and federal law; however, the vendor may propose changes to the sample contract/subgrant during the contract negotiation period (after the Letter of Intent is issued). Any changes are subject to Board review and approval.

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Payments for any and all services provided pursuant to an awarded contract/subgrant are contingent upon the availability of state and federal funds.

All aspects of the contract/subgrant apply equally to work performed by any and all subcontractors.

Contractor, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFP. Contractor, and any subcontractor(s), agrees to be bound by all of the confidentiality, disclosure, and safeguarding requirements of the Ohio Revised Code and the Ohio Department of Job & Family Services, including, but not limited to those stated in the Ohio Revised Code Sections 5101.26, 5101.27, 5101.272, 5101.28, and 5160.45; 42 Code of Federal Regulations Sections 431.300 through 431.307; and Ohio Administrative Code Sections 5101:1-1-03 and 5160:1-1-01.1. Disclosure of information in a manner not in accordance with all applicable federal and state laws and regulations is deemed a breach of the contract and subject to the imposition of penalties, including, but not limited to, the penalties found in Revised Code Section 5101.99.

Contractor must maintain the required insurance coverage throughout the entirety of the contract/subgrant period.

No employee designated in a proposal as “key personnel” or any employee identified as critical to the success of the project can be removed without reasonable notice to Board, and replacements will not be made without Board approval.

Contractor will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

7.5. Limitations

The award of a contract is contingent upon the approval of Board. No contract shall be valid and legal until it has been approved and executed, in signature, by Board.

This RFP does not commit Board to award a contract or to pay any cost incurred in the preparation of a proposal. Board reserves the right to accept or reject any or all proposals received, to negotiate services and cost with proposers, and to cancel in part or in its entirety this RFP.

Board will review each proposal with respect to price, proposer’s administrative and programmatic capabilities, and conformance to the RFP criteria. Board may reject all responses if proposed rates are unreasonable or if proposers do not meet the RFP acceptance criteria. All proposals submitted in response to the RFP will become the property of Board.

Proposal selection does not guarantee that a contract for services will be awarded. Board reserves the right to terminate the negotiation process in the event that negotiations fail with proposer whose proposal is selected and/or issues arise during negotiations that prevent Board from entering into a contract with that proposer. If this happens, Board, in its sole discretion, reserves the right to: (1) select the next highest rated proposer that responded to the RFP, or (2) cancel and/or reissue the RFP.

Proposer(s) selected will be required to agree to the terms of the Sample Contract included on the website dedicated to RFP related documents. These terms cannot be modified without authorization from Board.

7.6. Compensation Structure

Board agrees that reimbursement of all costs will be dependent upon Contractor(s)’ performance in the delivery of services specified in the approved budget, once the contract is awarded. Payment shall be made by the Clark

County Auditor upon proper presentation of request, when approved by Board and the funded contractor. Payment shall be made on a direct cost reimbursement basis.

Board recognizes only those expenses that have actually occurred; invoices must be submitted as a request for reimbursement of actual cash expenditures. Additionally, the contractor must submit copies of paid sub-contractor invoices in order to be reimbursed for those service costs.

Contractor shall provide a monthly invoice to Department, no later than 30 days past the service month. This invoice shall adhere to the guidelines communicated by Department and shall include all documentation requested by Department. Failure to submit an invoice within this time frame may result in payment delay or non-payment of an invoice due to restrictions on available funds.

8. Forms

8.1. Contractor Assurances Form

Form is located online. To view this form, [click here](#).

8.2. Campaign Contribution Declaration

Form is located online. To view this form, [click here](#).

8.3. Personal Property Tax Statement

Form is located online. To view this form, [click here](#).

8.4. Independent Contractor/Worker Acknowledgment

Form is located online. To view this form, [click here](#).

8.5. Certification of Compliance with County Insurance Requirements

Form is located online. To view this form, [click here](#).

8.6. Submittals A1-A3 Instructions and Forms

Instructions for A1-A3 are located online, to view these instructions, [click here](#).

Forms for A1-A3 are located online, to access these forms, [click here](#).

9. Sample Contract

Form is located online. To access this form, [click here](#).

This is a comprehensive form that includes all clauses and funding requirements. The sample contract will indicate the funding stream and requirements that specific clauses apply to. Not all clauses will apply to each awarded contract/subgrant.

10. Worksite Agreement

**TANF SUMMER YOUTH EMPLOYMENT PROGRAM
WORKSITE AGREEMENT**

Employer Name _____

Address _____

Worksite Address if different from company address: _____

City _____ ZIP _____

Supervisor Name _____ Phone: _____

Check One: [] Non-profit [] Public/Government [] Private

Please check which career field(s) apply to this job or internship:

- | | |
|--|---|
| <input type="checkbox"/> Agriculture and or Environmental System | <input type="checkbox"/> Health Sciences |
| <input type="checkbox"/> Arts and Communication | <input type="checkbox"/> Hospitality and Tourism |
| <input type="checkbox"/> Business and Administration Services | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Construction and Technologies | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Government and Public Administration |
| <input type="checkbox"/> Food Service | <input type="checkbox"/> Other _____ |

Position:	# of Youth Requested:	Days/Week:	Hours From - To:
Description – the duties to be performed by Youth participants and the skills to be taught for the position listed above.			
Duties:			
Skills Taught:			
Other Requirements:			

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Employer agrees to:

1. Provide experienced supervision with ratio of at least one supervisor per one to ten youth. Time frame for youth is _____ though _____,
2. Provide thorough orientation of youth to job and training site: structured learning by assigning appropriate work tasks.
3. Evaluations of job performance, time for consultation with and on-site monitoring visits by authorized staff.
4. Consult with provider regarding concerns related to the placed youth in regards to work issues before considering suspension, transfer or termination.
5. Provide a safe and healthy work environment with sufficient equipment and materials to carry out assignment that will occupy the participants working time.
6. Abide by Federal, State, local labor laws and civil rights provisions.
 - a. No participant shall be placed in a job currently affected by hiring freezes, reduction in hours, or lay off and/or labor disputes in the same or equivalent positions.
 - b. Not discriminate and/or violate the civil rights of any participant or trainee due to race, religion, color, national origin, age, sex, or disability.
7. Participants shall be required to adhere to training site rules and regulations.
8. Provide to youth a post evaluation before last day of work and return completed to the provider.

I certify that the above information is, to the best of my knowledge, true and correct:

Employer:	Provider:
Authorized Signature and Date	Authorized Signature and Date:
Print Name and Title	Print Name and Title