



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

**REQUEST FOR PROPOSALS**

**RFP: 17-SFY-01 (AMENDED RE-RELEASE)**

**FOR: Workforce Innovation and Opportunities Act (WIOA)  
and the Comprehensive Case Management Employment Program (CCMEP)  
In-School and Out-of-School Youth Services  
(Multiple Awards)**

**PROGRAM DATES: August 1, 2016 through July 31, 2017**

**Offered By:**

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

**PROPOSAL DUE DATE:**

**July 8, 2016 at 3:00PM**

**FUNDS AVAILABLE:**

**\$365,000.00**

**PROPOSALS SUBMITTED TO:**

**1345 Lagonda Avenue  
Springfield, Ohio 45503  
Building C, 4<sup>th</sup> Floor  
Attn: Ashley Clericus  
[Ashley.Clericus@jfs.ohio.gov](mailto: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 obtaining multiple contractors to develop and implement program services for youth and young adults, ages 14-24 for the Comprehensive Case Management and Employment Program (“CCMEP”) to be operated in Clark County effective July 1, 2016. Components of the Temporary Assistance for Needy Families (“TANF”) program combined with the Workforce Innovation Opportunities Act (“WIOA”) Youth Program will create a better coordinated, person-centered case management program where early intervention will have the greatest impact. By leveraging the strengths of both workforce and human services systems, CCMEP seeks to improve employment and education outcomes for low-income youth and young adults by helping recipients overcome barriers to employment and develop skills local employers need. Providers wishing to bid on services are to understand that the designated lead agency of CCMEP for Clark County is Department, which will provide all pre-enrollment and framework activities which include eligibility determination, assessments, self-sufficiency plans, and individual opportunity plan (“IOP”) development and follow-up.

CCMEP requires a full array of services to meet the needs of participants as they work toward their employment, education, and/or training goals. This includes access to supportive services such as child care, transportation, and housing in order to address barriers to employment. Co-location of services supports improved coordination and integration of TANF and WIOA Services. By offering a common entry point, co-location makes it easier for individuals to access services without confusion and burden of having to visit multiple addresses. In addition, if staff in different programs work in close proximity, they can more easily share knowledge and offer streamlined service delivery.

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
July 24, 2016	Board releases RFP. Q&A period opens. - RFP becomes active. - Proposers may submit inquiries for RFP clarification.
June 30, 2016	Bidders’ Conference at Clark County Department of Job and Family Services, Springfield Room located in Building B at 10:00AM.
July 1, 2016	Q&A Period Closes 9:00 a.m. (for inquiries for RFP clarification). - No further inquiries for RFP clarification will be accepted.
July 5, 2016	Department provides Final Proposer Question & Answer document.
July 8, 2016	<b>Deadline for Proposers to Submit Proposals to Department (3:00 p.m.).</b> - This is the proposal opening date, beginning of Department process of proposal review.
July 15, 2016	Letter(s) of intent to award contract(s) issued. - All proposers notified.

July 21, 2016	Contract(s) suggestions submitted to Board for award.
August 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 **June 30, 2016 at 10:00AM** in the **Springfield Room** at the Clark County Department of Job & Family Services campus, 1345 Lagonda Avenue, Building B, 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.

#### 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](mailto: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 <a href="mailto:Ashley.Clericus@jfs.ohio.gov">Ashley.Clericus@jfs.ohio.gov</a> 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? <sup>1</sup>	To ensure timely receipt of all questions, "WIOA and CCMEP Youth Services 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. <sup>1</sup>  Questions about this RFP must reference the relevant part of this RFP. <sup>2</sup> 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.

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

<sup>2</sup> 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.)

How will my answer be returned?	<p><b>Potential proposers will not receive personalized or individual email responses</b> to their properly submitted individual questions.</p> <p>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&amp;A Document” for this RFP.</p> <p>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&amp;A Document for the RFP.</p>
Can I view previous RFPs 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 <b>Public Records Requests (PRRs), and are not clarification questions regarding the present RFP</b> . PRRs submitted in accordance with Department policy (available upon request or online [click for <a href="#">Public Records Notice</a> and <a href="#">Public Records Policy</a> ]) 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.
<b>IMPORTANT</b>	<b>There is an established time period for the Q&amp;A process (see Section 1.3). “Department Q&amp;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.</b>

## 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(s).

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 Board at which the award of a contract(s), 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

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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](mailto: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 or more contractors to provide, develop, and implement youth services and activities under WIOA, TANF, and CCMEP.

The purpose of the funds allocated to serving in-school youth ("ISY"), ages 14-21 or out-of-school youth ("OSY"), ages 16-24 under the WIOA program is to:

1. Assist youth in achieving academic and employment success;
2. Provide effective and comprehensive youth activities;
3. Offer on-going mentoring opportunities;
4. Direct youth toward activities that lead to the attainment of a secondary school diploma or its recognized equivalent, or recognized post-secondary credentials;
5. Prepare and place youth in unsubsidized employment opportunities;
6. Provide opportunities for eligible youth related to leadership development, decision-making, citizenship, and community service; and
7. Provide follow-up services to ensure credential attainment and employment retention.

CCMEP is a Title IV-A and workforce development activity that provides employment, training services, and other supportive services to mandatory and voluntary participants based on a comprehensive assessment of an individual's employment and training needs. CCMEP targets youth ages 16 to 24. The goal is a seamless program that strategically assists youth and young adults to overcome barriers and prepare for work, so they may achieve self-sufficiency through meaningful, long-term employment.

Multiple contracts will be awarded for the following programs:

1. WIOA In-School Youth and CCMEP Services;
2. WIOA Out-of-School and CCMEP Leadership Development and Post-secondary Education Preparation Services;
3. WIOA Out-of-School and CCMEP Comprehensive Guidance and Counseling Services;
4. WIOA Out-of-School and CCMEP Financial Literacy Education Services; and
5. WIOA Out-of-School and CCMEP Entrepreneurial Skills Training Services.

**Proposers may submit proposals for one or more of the programs listed above. If a proposer intends to apply for more than one program, a separate proposal must be submitted for each program. The cover sheet of the proposal must clearly indicate the program name and number. Available funding for each program is designated below. Additional funding may be awarded during the contract period depending on usage of the individual contract.**

PROGRAM 1: WIOA IN-SCHOOL YOUTH AND CCMEP SERVICES – \$50,000.00

Department is seeking one provider to develop and implement a program to serve in-school youth between the ages of 14 and 21 who are low-income and have an identified barrier to employment. More information about the youth population to be served is included in Section 2.1.

Youth participants will be enrolled in this program by Department and referred to the selected provider. The assigned Department case manager will indicate the specific services that each participant will receive. The selected provider will be responsible for maintaining constant communication with the Department case manager to report progress of each participant.

WIOA requires that all fourteen (14) of the program elements listed below be made available to all enrolled youth as needed or requested. Proposers must identify which of the fourteen (14) WIOA elements will be the focus of their program. Proposers need not identify all of the fourteen (14) elements to be considered for award. It is expected that proposers will work cooperatively with Department to ensure that all fourteen (14) elements are made available. The following make up the fourteen (14) WIOA elements to be addressed:

- Tutoring, study skills training, instruction, and evidence-based dropout prevention recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential;
- Alternative secondary school services and drop-out recovery services (please note, that if the organization or agency has not been approved by the state or local school board to operate as an alternative secondary school and provided the necessary documents so attesting, the organization or agency will not be recognized as an alternative school);
- Paid and unpaid work experiences (which combine occupational and academic education, and includes summer employment, pre-apprenticeship programs, internships, job shadowing, and on-the-job training);
- Occupational skill training (includes priority consideration for training programs that lead to industry-recognized credentials that are aligned with state and local in-demand industry sectors or occupations);
- Education offered concurrently with workforce preparation activities for a specific occupation or occupational cluster;
- Leadership development opportunities. This includes activities that may include exposure to post-secondary opportunities, community service and service learning projects, peer-centered activities including peer mentoring and tutoring, organizational and team leadership, training in decision making, and citizenship and life-skills training;
- Supportive services that may include linkages to community services and/or assistance with transportation, child care, housing, referrals to medical services, and the provision of appropriate work attire and work-related tools. In accordance with rule 5101:14-1-05 of the Administrative Code, the failure to provide supportive services related to participation in an assigned CCMEP activity is good cause for failing to participate in the activity;
- Adult mentoring for a duration of at least twelve (12) months that may occur both during and after participation in CCMEP. This must be a formal relationship and include face-to-face contact;
- Follow-up services for at least twelve (12) months after each youth exits the program to ensure continuity of services and progress towards the performance outcomes;
- Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- Financial literacy education;
- Entrepreneurial skills training for interested youth are identified as individuals who possess the following skills that have been identified as necessary to become a successful entrepreneur: critical and creative thinking skills, practical skills, personal characteristics, and interpersonal skills;

- Labor market and employment information; and
- Activities that help youth transition to post-secondary education and training.

In-school youth will be enrolled in this program by Department and referred to the selected provider. In addition, all in-school youth between the ages of 16 and 21 will also be enrolled in CCMEP. Youth who are enrolled in CCMEP will receive a comprehensive assessment from Department and will be assigned to a Department employee who will serve as the CCMEP case manager. The selected provider will be responsible for maintaining constant communication with the Department case manager to report progress of each participant.

**PROGRAM 2: WIOA OUT-OF-SCHOOL AND CCMEP LEADERSHIP DEVELOPMENT AND POST-SECONDARY EDUCATION PREPARATION SERVICES – \$45,000.00**

Department is seeking one provider to develop and implement a program to serve out-of-school youth between the ages of 16 and 24 who are low-income and have an identified barrier to employment. More information about the youth population to be served is included in Section 2.1.

The selected provider will operate a program which will provide leadership development opportunities and activities that prepare for transition to post-secondary education and training to out-of-school youth participants as needed. Youth participants will be enrolled in this program by Department and referred to the selected provider. The assigned Department case manager will indicate the specific services that each participant will receive. The selected provider will be responsible for maintaining constant communication with the Department case manager to report progress of each participant.

Leadership development opportunities include community service and peer-centered activities encouraging responsibility and focusing on other positive social and civic behaviors. Opportunities should encourage responsibility, confidence, employability, self-determination, and other positive social behaviors. Opportunities can include activities such as:

- Exposure to post-secondary educational possibilities;
- Community and service learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and team work training, including team leadership training;
- Training in decision-making, including determining priorities and problem solving;
- Citizenship training, including life skills training such as parenting and work behavior training;
- Civic engagement activities which promote the quality of life in a community; and
- Other leadership activities that place youth in a leadership role such as serving on youth leadership committees.

Positive social and civic behaviors are outcomes of leadership opportunities. These outcomes may include the following:

- Positive attitudinal development;
- Self-esteem building;
- Openness to work with individuals from diverse backgrounds;
- Maintaining healthy lifestyles, including being drug- and alcohol-free;
- Maintaining positive social relationships with responsible adults and peers;
- Contributing to the well-being of one's community, including voting;
- Maintaining a commitment to learning and academic success;
- Avoiding delinquency;

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- Postponing parenting and responsible parenting, including child support education;
- Positive job attitudes and work skills; and
- Keeping informed of community affairs and world events.

In addition, proposals should demonstrate the ability to advise and assist youth on the process of pursuing post-secondary education. Services should include assisting youth in completing applications, securing references, and gathering information needed for FAFSA applications.

**PROGRAM 3: WIOA OUT-OF-SCHOOL AND CCMEP COMPREHENSIVE GUIDANCE AND COUNSELING SERVICES – \$135,000.00**

Department is seeking one provider to develop and implement a program to serve out-of-school youth between the ages of 16 and 24 who are low-income and have an identified barrier to employment. More information about the youth population to be served is included in Section 2.1.

The selected provider will operate a program which will provide comprehensive guidance and counseling services to out-of-school youth participants as needed. Youth participants will be enrolled in this program by Department and referred to the selected provider. The assigned Department case manager will indicate the specific services that each participant will receive. The selected provider will be responsible for maintaining constant communication with the Department case manager to report progress of each participant.

The selected contractor will provide individualized counseling to participants. Types of counseling must include career and academic counseling, drug and alcohol abuse counseling, and mental health counseling. Counseling services must be provided both off-site at proposer's offices and on-site at Department's campus when requested. Preference will be given to proposers who are also able to accept Medicaid and/or private insurance.

**PROGRAM 4: WIOA OUT-OF-SCHOOL YOUTH AND CCMEP FINANCIAL LITERACY EDUCATION SERVICES – \$45,000.00**

Department is seeking one provider to develop and implement a program to serve out-of-school youth between the ages of 16 and 24 who are low-income and have an identified barrier to employment. More information about the youth population to be served is included in Section 2.1.

The selected provider will operate a program which will provide financial literacy education classes to out-of-school youth participants as needed. Youth participants will be enrolled in this program by Department and referred to the selected provider. The assigned Department case manager will indicate the specific services that each participant will receive. The selected provider will be responsible for maintaining constant communication with the Department case manager to report progress of each participant.

Classes must be available on an individual or group basis depending on needs of Department. Classes must be provided both off-site at proposer's offices and on-site at Department's campus when requested. Classes should be a combination of lecture and hands-on activities that include the following tasks:

- Creating budgets, opening checking and savings accounts at banks, and making informed financial decisions;
- Learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- Learning the significance of credit reports and credit scores, rights regarding credit and financial information, determining the accuracy of a credit report and how to correct inaccuracies, and learning how to improve or maintain good credit;
- Developing the ability to understand, evaluate, and compare financial products, services, and opportunities to make informed decisions;
- Learning about identity theft, ways to protect personal information, and how to resolve cases of identity theft;

- Financial literacy education specific to the needs of non-English speakers, including development and distribution of multilingual financial literacy and education materials; and
- Financial education that is age appropriate, timely, and provides opportunities to put lessons into practice.

#### PROGRAM 5: WIOA OUT-OF-SCHOOL YOUTH AND CCMEP ENTREPRENEURIAL SKILLS TRAINING SERVICES – \$90,000.00

Department is seeking one provider to develop and implement a program to serve out-of-school youth between the ages of 16 and 24 who are low-income and have an identified barrier to employment. More information about the youth population to be served is included in Section 2.1.

The selected provider will operate a program which will provide entrepreneurial skills training services to out-of-school youth participants as needed. Youth participants will be enrolled in this program by Department and referred to the selected provider. The assigned Department case manager will indicate the specific services that each participant will receive. The selected provider will be responsible for maintaining constant communication with the Department case manager to report progress of each participant.

The selected provider will conduct individual or group training classes that will provide the basics of starting and operating a small business. Classes must be provided both off-site at proposer's offices and on-site at Department's campus when requested. Classes should be a combination of lecture and hands-on activities that can include the following activities:

- Encouraging participants to take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand options for acquiring capital and the advantages/disadvantages of the options, and communicate effectively and market oneself and one's ideas;
- Giving participants an introduction to the values and basics of starting and running a business, including development of a business plan and simulations of start-up and operation;
- Providing support and services to incubate and help youth develop their own business; and
- Providing youth with experience in the day-to-day operation of a business.

#### **2.1. Target Population**

Effective July 1, 2016, the lead agency (Department) will serve youth and young adults in the CCMEP program in accordance with the following:

Required CCMEP Participants:

- a. Participants in the Ohio Works First (OWF) program who have been determined to be work eligible.

Volunteer CCMEP participants:

- a. OWF participants not determined to be work eligible;
- b. Individuals receiving benefits and services through the Prevention, Retention, and Contingency ("PRC") program.

Workforce Innovation and Opportunity Act participants:

OSY is an individual who is not attending any school and is between the ages of 16 and 24 and exhibits one or more of the following:

1. Low-income, defined as having household income below 200% of the Federal Poverty Level, and meets one or more of the following categories:
  - a. School dropout;
  - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
  - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and

- is basic skill deficient, or an English language learner;
- d. An individual who is subject to the juvenile or adult justice system;
- e. Homeless, runaway, or current or former foster child, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement (*Defined in section 41403(6) of the Violence Against Women Act of 1994 (42 USC 14043e-(6))*); (*as defined in section 725(2) of the McKinney-Vento Homeless Assistance (42 USC 1134a(2))*);
- f. Pregnant or parenting;
- g. A youth who is an individual with a disability;
- h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

ISY means an individual who is attending school (as defined by state law), between the ages of 14 and 21, who is low-income and exhibits one or more of the following:

1. Not younger than age 14 or older than 21 (unless an individual with a disability who is attending school under State law);
2. A low-income individual defined as having a household income of less than 200% of the Federal Poverty Guidelines, and one or more of the following categories:
  - a. Basic skills deficient;
  - b. An English Learner;
  - c. Homeless, runaway, or current or former foster child, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
  - d. Pregnant or parenting;
  - e. An offender;
  - f. A youth who is an individual with a disability;
  - g. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

Department estimates a total of 30 participants will be enrolled in the ISY program, 30 participants will be enrolled in the OSY program, 36 participants will be enrolled in CCMEP as OWF work eligible, and approximately 10 volunteers will be enrolled in CCMEP.

## 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 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.

### **Additional prior experience requirements vary by program.**

#### **PROGRAM 1: WIOA IN-SCHOOL YOUTH AND CCMEP SERVICES**

Proposers must demonstrate that these prior experience requirements are met:

1. Demonstrated ability to train and place youth in unsubsidized employment in industries that align with jobs with projected growth and demands in the local area;
2. Strong links to employers to train a quality pipeline of skilled workers with the goal of the job placement;
3. Staff expertise and experience in engaging employers and post-secondary institutions in program development and implementation activities;

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4. Demonstrated ability to provide educational services that lead to a high school credential, post-secondary education, or training enrollment, perseverance, and completion;
5. Skilled program staff with experience integrating academic and employment services;
6. Staff expertise in implementing work-based learning, job readiness, and preparation activities;
7. Experience working with targeted youth population;
8. Ability to partner with other organizations to allow provision of a full set of education, youth development, and employment experiences for youth participants;
9. Ability to conduct process and outcome evaluations to implement mid-course program corrections, as necessary;
10. Demonstrated capacity to follow-up with youth to ensure long-term success;
11. Evidence-based, scalable, and cost-effective intervention with opportunities for leveraging additional resources;
12. Ability to meet all federal and state WIOA performance outcomes.

**PROGRAM 2: WIOA OUT-OF-SCHOOL AND CCMEP LEADERSHIP DEVELOPMENT AND POST-SECONDARY EDUCATION PREPARATION SERVICES**

Proposers must demonstrate that these prior experience requirements are met:

1. Demonstrated ability to provide structured leadership development activities to youth;
2. Skilled program staff with experience preparing youth for post-secondary education;
3. Experience working with targeted youth population;
4. Ability to meet all federal and state WIOA performance outcomes.

**PROGRAM 3: WIOA OUT-OF-SCHOOL AND CCMEP COMPREHENSIVE GUIDANCE AND COUNSELING SERVICES**

Proposers must demonstrate that these prior experience requirements are met:

1. Demonstrated ability to provide career and academic counseling, drug and alcohol abuse counseling, and mental health counseling;
2. Experience working with targeted youth population;
3. Ability to meet all federal and state WIOA performance outcomes.

**PROGRAM 4: WIOA OUT-OF-SCHOOL YOUTH AND CCMEP FINANCIAL LITERACY EDUCATION SERVICES**

Proposers must demonstrate that these prior experience requirements are met:

1. Demonstrated ability to provide financial literacy education classes to individuals and groups;
2. Experience working with targeted youth population;
3. Ability to meet all federal and state WIOA performance outcomes.

**PROGRAM 5: WIOA OUT-OF-SCHOOL YOUTH AND CCMEP ENTREPRENEURIAL SKILLS TRAINING SERVICES**

Proposers must demonstrate that these prior experience requirements are met:

1. Demonstrated ability to provide entrepreneurial skills training classes to individuals and groups;
2. Experience working with targeted youth population;
3. Ability to meet all federal and state WIOA performance outcomes.

**2.3. Specification of Deliverables**

Proposals must define at least five (5) specific deliverables relating to the proposed program. Deliverables should detail the actual services to be provided.

## 2.4. Expected Outcomes

Proposers should develop a minimum of three outcomes that measure a direct, positive impact on the target population for the specific project. Care should be taken to ensure that the outcomes to be measured are directly related to the program. How outcomes are measured can significantly affect how the results should be interpreted. The use of questions and measures from existing survey instruments is strongly recommended, especially if such instruments have proven validity.

Additionally, WIOA requires that Department achieves performance outcomes for its WIOA-funded youth programs. As a result, Department will require all contractors to achieve these same performance outcomes for their individual WIOA-funded programs. The required performance outcomes will be set forth in the contract. Those selected through this process will be expected to coordinate and/or implement one or more of the fourteen (14) WIOA elements, (see Section 2), to meet the state negotiated (TBD) outcomes listed below:

<b>WIOA Performance Outcomes</b>
<b>Placement</b> in Employment, Education, and Training (measured after 2nd quarter after exit).
<b>Retention</b> in Employment, Education, or Training (% of participants in education, training, or unsubsidized employment; measured 4th quarter after exit).
<b>Credential Rate</b> (% of participants who obtain a recognized credential, secondary diploma during participation, or within one (1) year after program exit).
<b>Earnings</b> after entry into unsubsidized employment (median earnings of participants in unsubsidized employment during Q2 after exit).
<b>In-Program Skills Gain</b> (% of participants in education leading to credential or employment during the program year achieving measurable gains. Measured in real time).

## 2.5. Reporting Requirements

Funded contractor(s) will have reporting finalized in their contract. For purposes of CCMEP, providers will report the status of participants to the CCMEP case manager at least once every fourteen (14) days for participants receiving intensive case management services or once every thirty (30) days for participants not receiving intensive case management, and 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.

For all youth participants who are enrolled in CCMEP, contracted providers are expected to maintain constant contact with the assigned Department case manager to report progress of the youth participant. Requests from Department case manager for updated information should be responded to no later than one (1) business day after the request is made.

## 2.6. Contract Period and Funds Available

Board is seeking, at their discretion, to award contract(s) to be effective August 1, 2016, and to conclude no later than July 31, 2017.

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This initiative will be funded utilizing:

CFDA Title and Number:	WIOA Youth Activities 17.259
Award Name:	Workforce Innovation and Opportunity Act
Name of Federal Agency:	Education and Training Administration, Department of Labor
Program Authorizing Legislation:	Workforce Innovation and Opportunity Act of 2014 (WIOA), Title I, Public Law 113-128.
CFDA Title and Number:	TANF 93.558
Award Name:	Temporary Assistance for Needy Families
TANF Purpose:	To provide assistance to needy families so that children can be cared for in their own homes, and to reduce the dependency of needy parents by promoting job preparation, work, and marriage.
Name of Federal Agency:	U.S. Department of Health and Human Services
Program Authorizing Legislation:	Social Security Act, Title IV, Part A, as amended; Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193; Balanced Budget Act of 1997, Public Law 105-33.

In no instance shall the contractor's or sub-contractors' administrative costs exceed 10% 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 annual outcomes are achieved.

This RFP and all Department contracts are contingent on the availability of funds. If, during the RFP process, 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 and cost proposal score sheet for this RFP can be found on the dedicated website. **Proposers are strongly encouraged to use the score sheets to check their proposals for quality, compliance, and completeness prior to submission.**

#### **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, and program name and number. It should also include the complete vendor name and mailing address, and the amount of funding requested by the vendor under this RFP.
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Cover Letter	<p>Cover Letter must include the telephone number, name, and title of the person Department should contact regarding the proposal.</p> <p>Must indicate the proposer will comply with all requirements of the RFP. <b>An authorized representative capable of binding the organization must sign the Cover Letter.</b></p>
Table of Contents	Provide sufficient detail so reviewers 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	<p>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.</p> <p>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.</p> <p>Board's determination is final.</p>
Mandatory Disclosures	<p>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.</p> <p>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.</p>
Financial Statement	<p>Proposer shall submit a copy of its most recent audited or compiled financial statements, which must have been completed by a Certified Public Accountant.</p> <p>Proposer shall also submit the name, address, and telephone number of a contact in the company's principal financing or banking organization.</p>
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 <sup>3</sup> ), and Certification of Compliance with County Insurance Requirements. Forms can be found on Department's website under "RFP-Related Documents" section.
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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	<p>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).</p> <p>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.</p> <p>Explain how your organization meets the additional prior experience requirements that relate to the specific program you will provide. (See Section 2.2)</p>
Personnel <sup>4</sup>	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>Name</li> <li>Position with company</li> <li>Role in the project (Including accountability for completion of components or deliverables of the proposal)</li> <li>Experience with the specific tasks being proposed</li> <li>Work history on similar projects</li> <li>Relevant Education, Licenses and/or Certifications</li> <li>Legal Relationship with the Prime Contractor (Such as full time employee, part time employee, volunteer, or subcontractor)</li> </ul>
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

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

<sup>4</sup> 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.

their exact role in the proposed program. Proposals must also include a letter from the 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;
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 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>Detail how the proposed program is specifically designed to meet the needs of the target population it will serve.</p> <p>Describe the methods and procedures used to ensure coordination and collaboration of services with Department.</p> <p>Describe in detail your service delivery model and the specific services you plan to provide in delivering one or more of the fourteen (14) WIOA elements described in this RFP.</p> <p>Describe your organization's experience with the former WIA services, federal regulations, and performance measures as it relates to serving the target population for which you are seeking funding.</p> <p>Describe evidence of your organization's development of credible and realistic partnerships as part of the workforce development system in Clark County including OhioMeansJobs partners, community colleges, community organizations, economic development agencies, and other service providers to leverage funds and integrate services.</p>
Deliverables	Section 2.3 requires that proposers define a minimum of five deliverables. Describe your deliverables in specific, and to the extent possible, measurable terms.
Outcomes	Section 2.4 requires that proposers define a minimum of three expected outcomes to be achieved. What are the three outcomes you intend to achieve through your program?
Methodology	Detail how you will achieve the WIOA Performance Outcomes applicable to your proposed program.
Evaluation Plan	How do you intend to measure your performance against the stated outcomes to be achieved?
	Describe the methodology you would use to carry out this project and the reason for selecting this methodology. Detail the tasks to be undertaken.
	How will you assess the progress of your project while it is underway?
	How will you adjust your program should your assessment of progress yield less-than-favorable results?

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	<p>Describe how you will maintain constant contact with Department case managers for CCMEP participants. How will you insure that requests for updated information are responded to within one business day?</p> <p>What tracking or scheduling mechanism will you use to ensure that status of participants will be reported to the CCMEP case manager every 14 or 30 days?</p>
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 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 other appointing authorities [e.g. Courts, Sheriff, Prosecutor, etc.]). \*NOTE: Department and Board may NOT be used as references.

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 can be found on the Department website in the "RFP-Related Documents" section.
Incentive Payments	<p>Proposers must include a proposed allocation for incentive payments. Each of the outcomes you propose must be allocated a portion of 10% of the total contract value. Incentive payments will be made on an annual basis from contract start. WIOA Performance Outcomes will not be included in this section. Follow the example below for guidance.</p> <p>Allocation of Incentives:</p> <p>Outcome 1: 3% of available non-allocated incentive funds (detail what was provided, and how it met requirements).</p> <p>Outcome 2: 3.5% of available non-allocated incentive funds (detail what was provided, and how it met requirements).</p> <p>Outcome 3: 3.5% of available non-allocated incentive funds (detail what was provided, and how it met requirements).</p>
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(s) 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 participant eligibility.

TANF Unallowable Costs:

1. Expenses for construction, rehabilitation, or purchase of buildings;
2. Costs of medical insurance or medical services (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.

**WIOA**

WIOA Unallowable Costs:

1. Costs not necessary, reasonable, allowable, and allocable to the proposed program.
2. Costs of construction or purchase of facilities.
3. Costs for employment or training programs for sectarian activities.
4. Entertainment costs.
5. Administrative expenses cannot exceed 10% of the total program 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:

Paper Copies of Proposal	1 Original Technical Proposal Signed 6 Copies of Original Technical Proposal Signed <sup>5</sup> 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 # 17-SFY-01 SUBMITTED BY [PROPOSER'S NAME HERE] FOR PROGRAM # (PROGRAM NUMBER)."
2. Proposals must be submitted no later than 3:00 p.m. on June 8, 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).

<sup>5</sup> 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 Proposer's 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.

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 vendors that best demonstrate the ability to meet requirements as specified in this RFP. Proposers will be evaluated based on the capacity and experience demonstrated in their technical and cost 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."

#### **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 proposer submit one electronic copy? (Disregard if requirement is properly waived.)
4. Does the technical proposal include all required certifications and forms required by Section 3.1(A) of the RFP?
5. Does proposer affirmatively indicate that it is not on the federal debarment list, and it is fiscally solvent?
6. 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 for Phase II scoring, 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 (100)
Proposer Experience and Qualifications	25
Administrative Structures and Scope of Work	40
Attachments	10
Cost Proposal	25
<b>DEDUCTIONS</b>	<b>-10</b>

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

Cost proposals will be opened and scored by a second PRT. The Cost PRT Scoring sheet that will be used can be found on the website dedicated to RFPs and related documents ([Click Here](#)). Cost proposal scores will be weighted and added to the technical proposal scores as indicated in the chart above (in Phase II review section). The proposer(s) with the highest overall score(s) 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 total point value awarded to each proposal, the PRT will make a recommendation to the Director of Department to award contract(s) to one or more proposers. Director will make a final selection of contractor(s) 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; or
  - 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 (7<sup>th</sup>) 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.

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, 5160.45, 42 Code of Federal Regulations Sections 431.300 through 431.307 and Ohio Administrative Code Section 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(s) 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 thirty (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. *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.*

To access this form, [click here](#).