



REQUEST FOR PROPOSALS (RFP)
For
Comprehensive Case Management Employment Program (CCMEP) Providers for
Workforce Innovation and Opportunity Act (WIOA) Youth and Temporary
Assistance for Needy Families (TANF)

RFP: 18-SFY-03

PROGRAM DATES: July 1, 2018 through June 30, 2020

Offered By:
Clark County Department of Job and Family Services

On behalf of
The Regional WorkPlus System of
Clark, Champaign, Logan, Madison and Union* Counties

***Union County is not accepting any proposals at this time.**

PROPOSAL DUE DATE:

May 18, 2018
10:00 a.m.

PROPOSALS SUBMITTED TO:
Clark County Department of Job and Family Services
1345 Lagonda Avenue, Building C
Attn: Contract Development
Springfield, Ohio 45503

Contents

1. Purpose, Project Information, and General Procedures.....	3
1.1. Purpose	3
1.2. Anticipated Procurement Timetable.....	4
1.3. Bidder's Conference.....	5
1.4. Internet Question and Answer Period; RFP Clarification Opportunity.....	5
1.5. Communication Prohibitions	6
2. Scope of Work.....	7
2.1. Target Population.....	7
2.2. Demonstration of Experience	9
2.3. Specification of Deliverables.....	9
2.4. CCMEP Performance Measures and Expected Outcomes	9
2.5. Reporting Requirements.....	10
2.6. Technical Proposal	10
A. Required Vendor Information and Certifications	10
B. Proposer Experience and Qualifications	12
C. Administrative Structures and Scope of Work.....	13
D. Attachments.....	14
2.7. Cost Proposal	14
A. Unallowable Costs.....	15
B. Contract/Sub-grant Agreement Period and Funds Availability.....	15
3. Proposal Submission	15
4. Proposal Review, Scoring, and Contract Award.....	16
4.1. Scoring of Proposals.....	16
4.2. Review Process Caveats	17
4.3. Final Selection	18
5. Protests	18
6. Additional Documents and Clauses	18
6.1. Changes to the RFP	18
6.2. Proposal Costs.....	19
6.3. Proposal Submissions as Public Record	19
6.4. Contractual Requirements.....	19
6.5. Limitations.....	19
6.6. Compensation Structure	20
7. Forms	20
7.1. Contractor Assurances Form.....	20
7.2. Campaign Contribution Declaration	20
7.3. Personal Property Tax Statement	20

7.4.	Independent Contractor/Worker Acknowledgment	20
7.5.	Certification of Compliance with County Insurance Requirements.....	20
7.6.	Non-Collusion Affidavit	20
7.7.	Submittals A1-A3 Instructions and Forms.....	20

1. Purpose, Project Information, and General Procedures

1.1. Purpose

Clark, Champaign, Logan, Madison and Union County Departments of Job and Family Services (CDJFSs) have authorized the Clark County Department of Job & Family Services (CCDJFS) to release this Request for Proposals (RFP) to solicit innovative CCMEP WIOA and CCMEP TANF programs. To be funded, each proposal must provide services for one or more of nine (9) WIOA Elements and address one or more of the seven (7) CCMEP Primary Performance Measures.

“Provider” means any person or organization capable of providing the services described herein. The potential provider will sometimes be referred to as “bidder” “provider” “proposer” “contractor” and “applicant” interchangeable throughout this RFP and related documents.

For the purposes of this RFP document, the CDJFSs will sometimes be collectively referred to as “CDJFS”, the Board of County Commissioners are referred to as “Board”, and “Counties” refers to CDJFSs and/or Board as appropriate for the respective counties.

The fourteen (14) WIOA Elements are:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies
2. Alternative secondary school services or dropout recovery
3. Work experience, paid and unpaid
4. Occupational Skills
5. Education and Training
6. Leadership skills
7. Supportive Services
8. Adult mentoring
9. Follow-up services
10. Comprehensive guidance and counseling
11. Financial literacy education
12. Entrepreneurial skills training
13. LMI Information
14. Transition to post-secondary education and training

The nine (9) WIOA Elements being sought through this RFP vary by CDJFS. The following table indicates which Elements are being requested by each County (indicated by “X”). Elements not indicated below are not being solicited at this time.

Five County Region CCMEP/WIOA Elements

Element Number	Service Elements	Clark	Champaign	Logan	Madison	Union
1	Tutoring			X		
2	Dropout Recovery			X		
3	Work Experience	X	X	X	X	
6	Leadership	X		X		
8	Mentoring			X		
10	Comprehensive Guidance			X		
11	Financial Literacy	X		X		
12	Entrepreneurial Skills	X		X		
14	Transition to Post-Secondary Education			X		

Contracts will also be funded through TANF funds. CFDA 93.558 requires that programs are designed to achieve at least one of the following:

Purpose #1- Assisting needy families so that children may be cared for in their own homes

Purpose #2- Reducing the dependency of needy parents by promoting job preparation, work, and marriage

Purpose #3- Preventing out-of-wedlock pregnancies

Purpose #4- Encouraging and promoting the formation of two-parent families

The seven (7) CCMEP Primary Performance Measures are:

1. Education, training, or employment at exit
2. Education, training, or employment 2nd quarter after exit
3. Education, training, or employment 4th quarter after exit
4. Credential attainment rate
5. Median earnings 2nd quarter after exit
6. Measurable skills gains
7. Effectiveness in serving employers (i.e. job retention)

The respective CDFJSs will provide all pre-enrollment and framework activities. This includes eligibility determination, assessments, self-sufficiency plan, and individual opportunity plan (IOP) development, and case management

Proposers may submit proposals for more than one CCMEP WIOA Element and for more than one CDJFS. If a proposer applies for more than one WIOA Element or more than one CDJFS, a separate proposal must be submitted for each Element and/or CDJFS. The cover sheet of each proposal must clearly indicate the proposer's name, name of the program being proposed, CDJFS, RFP number, and amount requested.

Contracts will be awarded for a two (2) year term. There will not be an additional third year extension. There is no minimum contract award.

1.2. Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
May 1, 2018	Counties release RFP. Q&A period opens. - RFP becomes active. - Proposers may submit inquiries for RFP clarification.
May 7, 2018	Bidders' Conference at Clark County Department of Job and Family Services, Reid/Snyder Room located in Building B at 10:00 a.m.

May 9, 2018	Q&A Period Closes 9:00 a.m. (for inquiries for RFP clarification). - No further inquiries for RFP clarification will be accepted.
May 11, 2018	CCDJFS provides Final Question & Answer document.
May 18, 2018	Deadline for Proposers to Submit Proposals (10:00 a.m.). - This is the proposal opening date, beginning of the process of review.
June 1, 2018	Letter of intent to award contract(s)/Sub-grant agreements issued by respective Counties. - All Proposers notified.
June 22, 2018	Contracts submitted to respective counties for approval.
July 1, 2018	Service provision begins.

IMPORTANT: The counties reserve the right to revise, with reasonable notice given, this schedule in the best interest of CDJFSs and/or to comply with any applicable County, State, or Federal procurement procedures and regulations. The respective CDJFS and/or Boards have the sole authority to bind the CDJFSs into 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 the award may not be recovered.

1.3. Bidder's Conference

A "Bidder's Conference" has been scheduled for at the Clark County Department of Job & Family Services campus, May 7, 2018, at 1345 Lagonda Avenue, Springfield, Ohio. CDJFS 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. The Q & A period closes 9:00 am on May 9, 2018.

While attendance is not mandatory proposers are strongly encouraged to attend this conference. **Please bring your copy of the RFP and related documents**

1.4. 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 Contract Developer at 937-327-1867 or Clark_Contract_Development@jfs.ohio.gov.

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 proposer must submit all questions in writing, via email to Clark_Contract_Development@jfs.ohio.gov or U.S. mail to Contract Developer, 1345 Lagonda Avenue, Building C (4 th floor), Springfield, Ohio 45503; 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, "RFP # 18-SFY-03 - 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.

¹ The CDJFSs reserve right to disregard any questions that are not properly titled.

² The CDJFSs will disregard questions which do not appropriately reference a RFP provision or location, or which do not include identification for the originator of the question. If determined that a question cannot be resolved by reference to any section of the

	<p>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</p>
How will my answer be returned? (continued on following page)	<p>Potential proposers will not receive personalized or individual email responses to their properly submitted individual questions.</p> <p>CCDJFS will respond 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 county responses to such questions comprise the “Q&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 county in the Final Q&A Document for the RFP.</p>
Can I view previous RFP's and Proposals for this Program?	<p>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 CDJFS's policy will be honored. The posted time frames for counties 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. Public Records Request Policies may vary.</p>
IMPORTANT	<p>There is an established time period for the Q&A process (see Section 1.3). Q&A document will only answer those questions properly 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. There is no obligation to acknowledge incorrectly submitted questions.</p>

1.5. Communication Prohibitions

From the issuance date of this RFP until the date CDJFS award a contract there may be no communications concerning the RFP between any potential proposer and any employee of the respective CDJFS, 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 relationships;
3. As part of any proposer interview process initiated by the CDJFS;
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 any of CDJFSs;
6. Notification of any changes or announcements related to this RFP through the CDJFSs vendor notification list; and,
7. A public meeting of the respective Boards of County Commissioners at which the award of a contract(s), pursuant to this RFP has been placed on the agenda for discussion.

RFP, CDJFSs may, at their discretion, make necessary additions or changes to the RFP by addendum or amendment. Questions received after 9:00 a.m. on the date the Q&A period closes will not receive a response. (See Section 1.3 for closing date.)

***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. Counties 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 the CDJFS's designated 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 related documents be sent to them by via email by contacting Clark_Contract_Development@jfs.ohio.gov or U.S. Mail at the following address: Clark County Department of Job & Family Services, ATTN: Contract Developer, Building C, 4th Floor, 1345 Lagonda Avenue, Springfield, Ohio 45503.

CDJFSs are 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 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

The Regional WorkPlus System of Clark, Champaign, Logan, Madison and Union seeks to fund multiple contractors/subgrantees who will develop, implement, and/or coordinate a variety of direct-service programs that will prepare and connect youth to postsecondary education, training and employment that aims to close the middle skills gap in Ohio. The program is designed to help eligible individuals gain practical work history and job skills during a period of paid employment, with the goal of one or more of the following:

1. continuing in unsubsidized employment
2. enrolling in post-secondary career training
3. entering into a qualified apprenticeship program
4. enlisting in the military following the program's employment period

2.1. Target Population

The target populations to be served are individuals ages 14 to 24 who are eligible under CCMEP and are referred to the contractor by the CDJFSs. The respective CDJFSs anticipate serving the following number of youth in a given year:

- Clark - 150
- Champaign - 5
- Logan - 25
- Madison - 10
- Union – not accepting proposals at this time

The youth will be referred for one or more of the nine (9) WIOA Elements covered by this RFP as specified by county previously listed in the table in Section 1.1 in this RFP.

- 1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies (Element #1).** These must lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a postsecondary credential.
- 2. Alternative secondary school service or dropout recovery services (Element #2).**

3. **Paid and unpaid work experiences (Element #3).** Work experience helps youth understand proper workplace behavior and what is necessary to attain and retain employment. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. The types of work experience include, but are not limited to: summer employment, pre-apprenticeship programs, internships, or on-the-job training. Not less than 20 percent of the youth program funds shall be used to provide in-school and out-of-school youth with work experience. The employer will be responsible for all aspects of the employment relationship including but not limited to payroll, worker's compensation insurance, obtaining work permits, etc. Programs must cultivate and develop work sites as appropriate.
4. **Leadership Development (Element #6).** Includes community service and peer centered activities encouraging responsibility and focusing on other positive social and civic behaviors opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors 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, such as a Standing Youth Committee. (WIOA sec. 129(c)(2)(F)) Positive social and civic behaviors are outcomes of leadership opportunities, which are incorporated by local programs as part of their menu of services. Positive social and civic behaviors focus on areas that may include the following:
 - (a) Positive attitudinal development; (b) Self-esteem building; (c) Openness to work with individuals from diverse backgrounds; (d) Maintaining healthy lifestyles, including being alcohol- and drug-free;
 - (e) Maintaining positive social relationships with responsible adults and peers, and contributing to the well-being of one's community, including voting; (f) Maintaining a commitment to learning and academic success; (g) Avoiding delinquency; (h) Positive job attitudes and work skill.
5. **Adult mentoring (Element #8).** The purpose of adult mentoring is to build positive, supportive relationships between youth and adults and to provide positive adult role models for youth. Adult mentoring must:
 - last at least 12 months and may take place both during the program and following exit from the program;
 - be a formal relationship between a youth and an adult that includes structured activities;
 - include a mentor who is an adult other than the assigned youth case manager;
 - and, while mentoring through electronic means are available, at a minimum the program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis.
6. **Comprehensive guidance and counseling (Element #10).** The purpose of comprehensive guidance and counseling is to promote growth in each youth's educational, personal, social, and employable skills. It provides individualized counseling to participants that includes career and academic counseling, drug and alcohol counseling, mental health counseling, and referral to partner programs.
7. **Financial literacy education (Element #11).** Financial literacy includes activities which:
 - Support the ability of youth participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
 - Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;

- Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit;
- Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed decisions;
- Educate participants about identity theft;
- Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;
- Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and
- Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including where possible, timely and customized information, guidance, tools, and instructions.

8. **Entrepreneurial skills training (Element #12).** Entrepreneurial skills training must develop skills associated with entrepreneurship. Such skills include, but are not limited to:

- take initiative; creatively seek out and identify business opportunities;
- develop budgets and forecast resource needs; understand various options for acquiring capital and the trade-offs of each option;
- and, communicate effectively and market oneself and one's ideas.

9. **Transition to post-secondary education (Element #14).** Activities that help youth prepare for and transition to post-secondary education and training.

2.2. Demonstration of Experience

Proposers must have experience working with the target population in programs that are the same or similar to the Elements they intend to address. They should demonstrate that these minimum prior experience requirements are met:

1. The capacity to undertake the scope of work in their response, based on demonstrated history of successfully completing similar or related work with the targeted service population;
2. The capacity to undertake the scope of work in their response, based on an organizational structure with adequate facilities, fiscal controls and other resources;
3. An appropriate management structure and staffing as documented in a current organizational chart/Table of Organization, a description of the key positions and the work each performs and the credentials/resume(s) of the people filling the key positions; and
4. Demonstrate a minimum of three years of experience working with children and families.

2.3. Specification of Deliverables

Selected proposer(s) must define at least three (3) specific deliverables relating to their individual proposed program. Deliverables are the services the proposer intends to provide through their program.

2.4. CCMEP Performance Measures and Expected Outcomes

Ohio's CCMEP has established seven (7) Primary Performance Measures which are outlined in OAC Rule 5101:14-1-07. Proposals must identify one or more Primary Performance Measure for each of the program Elements the proposal intends to address. The Primary Performance Measures are:

- 1) **Education, training or employment at exit.** The percentage of program participants who are in unsubsidized employment, education, or training activities at exit from the program.
- 2) **Education, training or employment 2nd quarter after exit.** The percentage of program participants who are in unsubsidized employment, education, or training activities during the 2nd quarter after exit from the program.
- 3) **Education, training or employment 4th quarter after exit.** The percentage of program participants who are in unsubsidized employment, education, or training activities during the 4th quarter after exit from the program.
- 4) **Credential attainment rate.** The percentage of program participants who were in an education or training program while enrolled in CCMEP who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from CCMEP. A program participant who has attained a secondary school diploma or its recognized equivalent can only be included in this measure if the program participant is also employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
- 5) **Median earnings 2nd quarter after exit.** The median earnings of program participants who are in unsubsidized employment during the 2nd quarter after exit.
- 6) **Measurable skills gains.** The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment. Gains will be based on attainment of one of the following: 1) gain in at least one educational functioning level; 2) secondary/post-secondary transcript/report card showing that the participant is achieving the state unit's policies for academic standards; 3) satisfactory or better progress report towards established milestones from the employer/training provider who is providing training; or 4) successful completion of an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.
- 7) **Effectiveness in serving employers (i.e. retention).** The percentage of program participants who were in unsubsidized employment during the 2nd quarter after exit who during the 4th quarter after exit are employed with the same employer.

Outcomes are what the proposer expects to result from the services they provide. Each proposal should specify a minimum of three (3) outcomes. It is best, but not required, that the proposer provides an outcome for each of their Deliverables. The proposal should clearly state how the proposed outcomes will indicate the program's success in meeting the CCMEP Primary Performance Measure(s) selected for each of the Element(s) the proposal will address.

2.5. Reporting Requirements

Each selected Proposer will have reporting finalized in the contract. Details on reporting requirements will be specified by each CDJFS.

Format for Organization of the Proposal

In order to conduct a fair and complete evaluation of proposals, proposers must follow the required format detailed below. If specifically requested, proposer must provide the county 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.

2.6. Technical Proposal

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

A. Required Vendor Information and Certifications

Cover Page	This must include: 1. RFP number; 2. Title;
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	<p>3. The complete vendor name and mailing address, and; 4. The amount of funding requested by the vendor under this RFP.</p>
Cover Letter	<p>Cover Letter must include:</p> <ol style="list-style-type: none"> 1. Telephone number, 2. Name and title of the person CDJFS should contact regarding the proposal. <p>Must indicate the proposer will comply with all requirements of the RFP.</p> <p>An authorized representative capable of binding the organization must sign the Cover Letter.</p>
Table of Contents	<ol style="list-style-type: none"> 1. Provide sufficient detail so the Project Review Team (PRT) members can locate all the important elements of your document readily. 2. Identify each section of your response as outlined in the proposal package.
Conflict of Interest	<ol style="list-style-type: none"> 1. 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>Counties reserve 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>Any Board and/or County'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	<ol style="list-style-type: none"> 1. Proposer shall submit a copy of its most recent audited or compiled financial statements, which must have been completed by a Certified Public Accountant (CPA). 2. Proposer shall also submit the name, address, and telephone number of a contact in the company's principal financing or banking organization.
Executive Summary	<ol style="list-style-type: none"> 1. Proposer must provide a brief description of the organization. This brief description must include: <ol style="list-style-type: none"> a. History of organization;

	<ul style="list-style-type: none"> b. Number of years the organization has been in business; c. Type of services provided; d. Legal status of vendor organization (i.e. corporation, partnership, sole proprietor) and; e. Federal Tax ID number. <p>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.</p>
Required Forms	<p>Proposer must complete and sign all of the following:</p> <ol style="list-style-type: none"> 1. Contractor Assurances Form; 8.1 2. Campaign Contribution Form; 8.2 3. Personal Property Tax Form; 8.3 4. Independent Contractor Worker Acknowledgment (if required³); 8.4 5. Certification of Compliance with County Insurance Requirements; and, 8.5 6. Non-Collusion Affidavit. 8.6 <p>Forms can be found on the CCDJFS website under "RFP-Related Documents" section.</p>

B. Proposer Experience and Qualifications

Vendor Qualifications	<ol style="list-style-type: none"> 1. Identify the qualifications that you bring to this project. 2. Explain what differentiates your services from others. 3. Describe your projected contact points with CDJFS, including types of communications and level of interface.
Prior Experience	<ol style="list-style-type: none"> 1. Provide an explanation of 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). 2. Provide a description of your experience working with youth and knowledge of the needs of these individuals within their respective county. 3. <i>IF APPLICABLE: Provide an explanation of your past performance in these areas with CDJFSs and if your outcomes were reached.</i> 4. Provide an explanation of 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	<ol style="list-style-type: none"> 1. 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: <ol style="list-style-type: none"> a. Name b. Position with company c. Role in the project (Including accountability for completion of components or deliverables of the proposal) d. Experience with the specific tasks being proposed e. Work history on similar projects f. Relevant Education, Licenses and/or Certifications g. Legal Relationship with the Prime Contractor (Such as full-time employee, part time employee, volunteer, or subcontractor)

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

⁴ The counties reserve the right to approve or disapprove any change in the successful proposer'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.

	<ol style="list-style-type: none"> 2. Provide an organizational chart including all the personnel assigned to accomplish the work described in your proposal. 3. Designate and identify the person responsible and accountable for the completion of each component and deliverable of the proposal.
Subcontractors	<p>Subcontractors may be used to perform work under this contract. Substitution of one subcontractor for another shall be made only at the discretion of county, 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 2.6(B)(i)).</i></p>

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. The subcontractors provided are under the same legal obligations outlined in this RFP as the Proposer. Proposals must also include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, stating 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 complete;
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> <ol style="list-style-type: none"> 1. What WIOA Element(s) will you address through your program? 2. What is your proposed solution to the needs identified by the WIOA Element(s) your program will address? 3. How will the targeted populations referred to your program be served?
Deliverables	<p>A deliverable is a service you intend to provide, expressed in measurable terms.</p> <ol style="list-style-type: none"> 1. Section 2.3 requires that proposers define a minimum of three (3) deliverables. Describe your deliverables in specific and, to the extent possible, measurable terms.
Outcomes	<p>Outcomes are what you expect to result from the services you provide, expressed in measurable terms.</p> <ol style="list-style-type: none"> 1. Which CCMEP Performance Measures will your program address? 2. Section 2.4 requires proposers define a minimum of three (3) expected outcomes to be achieved. What are the outcomes you intend to achieve through your program(s)? 3. Please describe how you will accomplish the outcomes listed above. 4. Describe how you intend to measure the outcomes proposed and the measurement tools to be used.
Methodology	<ol style="list-style-type: none"> 1. Describe the methodology you would use to carry out this project, and the reason for selecting this methodology. Detail the tasks to be undertaken.

Evaluation Plan	1. How will you assess the progress of your project while it is underway? 2. How will you adjust your program while it is underway to improve services based on your assessment of progress?
Management Approach	1. Describe your management approach and your project management organizational structure including reporting levels and lines of authority.
Project Control	1. Provide a description of your approach to project control, include: a. Details of the methods used in controlling project activities. b. Describe your status reporting methodology including details of written and oral progress reporting.
Risk Management	1. Identify the pertinent issues as well as the potential risks and problems, which in your experience occur on projects of this type. 2. Identify steps that can be taken to avoid or mitigate these problems and steps to be taken should the problem occur. 3. Describe activities included in your project plan to reduce the occurrence, severity and impact of events or situations that can compromise the attainment of any project objective.
Risk Mitigation	1. Identify steps that can be taken to avoid or mitigate any problems and steps to be taken should the problem occur. 2. 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

1. Letters from proposed subcontractors should be included in this section. (See 2.6(B)(i))
2. Proposers must submit **(3) letters of reference** for similar projects it has completed.
3. 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 County government agency (including Board of County Commissioners and other appointing authorities [e.g. Courts, Sheriff, Prosecutor, etc.]). NOTE* CDJFSs may NOT be used as a reference.
4. Provide a chart which outlines the project schedule including all project activities and deliverables and the timeframes for completion of each.
5. Any other information relevant to the Technical Proposal, but not applicable to a specific RFP section number/letter may be provided as an attachment to the proposal. CDJFSs reserve the right not to review submitted attachments which include information or materials not required in the RFP.

2.7. Cost Proposal

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

Submittals	1. Proposers must complete, sign, and submit Submittals A1, A2 and A3. (The template for Submittals A1-A3 can be found on the CCDJFS website in the “RFP-Related Documents” section).
Narrative on Related Costs	1. Proposers must submit a detailed narrative, which demonstrates how costs are related and why they are necessary to the proposed program <ol style="list-style-type: none"> a. The narrative must detail the amount of money being requested. b. 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. c. If proposer is requesting to be reimbursed on a unit rate basis, the narrative should clearly articulate the desired unit rate and the methodology used in calculating the unit rate.

	<p>d. Does the money being requested from Department represent more than 50% of your total program cost? Please list all funding streams and the dollar amount that will fund this program.</p>
Payment Schedule	<ol style="list-style-type: none">1. Proposer must include a proposed schedule of payments.2. The trigger for payment for each cost must be identified (e.g. timing, deliverable).
Narrative describing Non CDJFS funding streams	<ol style="list-style-type: none">1. Proposers shall submit a detailed narrative describing all non-Department funding received from any source that funds any part of the proposed project.2. Proposer must include the percentage of the total project cost of each funding source.3. Please provide a list of all entities that provide funding income to your organization.

-Proposer must take note that "profit" will be a separately negotiated element of price pursuant to OAC 5101:9-4-07, if Contractor/Sub-grantee is a for-profit organization.

A. Unallowable Costs

For the purposes of this RFP, "allowable" and "unallowable" program costs are itemized in the following:

-For Non-Profit Organizations: http://www.whitehouse.gov/omb/circulars_a122_2004

-For State, Local, and Indian Tribal Governments: http://www.whitehouse.gov/omb/circulars_a087_2004

-For Educational Institutions: http://www.whitehouse.gov/omb/circulars_a021_2004

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, county's decision is final.

B. Contract/Sub-grant Agreement Period and Funds Availability

The Counties are seeking, at their discretion, to award contract(s) to be effective July 1, 2018, and to conclude no later than June 30, 2020.

In no instance may the selected proposers' administrative costs exceed 10% of the total cost of their contract/sub-grant agreement or sub-contract.

3. Proposal Submission

The counties require proposal submissions in both paper and electronic format. The submission of the electronically formatted version may be waived, at the discretion of the counties, 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 ⁵ 6 Copies of Original Technical Proposal Signed ⁶ 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 Technical and Cost Proposal shall be submitted in a sealed envelope, and labeled: "PROPOSAL ENCLOSED FOR RFP # 18-SFY-03 SUBMITTED BY [PROPOSER'S NAME HERE]."
2. Proposals must be submitted no later than 10:00 a.m. on May 18, 2018. Faxed submissions will not be accepted. The counties will not consider a proposal submitted until the proposal is actually received by the counties in both the paper and electronic formats. There are no exceptions to this deadline, and proposals received after the deadline will not be considered.
3. Proposals may be submitted via hand delivery or U.S. Mail (preferably certified).
4. Counties are 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 on the cover page of this RFP, Clark County Job & Family Services, 1345 Lagonda Avenue, Building C Lobby. When hand delivering on the due date, proposers should allow sufficient time for traffic delays, accidents, any lobby waiting time, 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 the respective county and the proposer selected.

4. Proposal Review, Scoring, and Contract Award

Each county will contract on behalf of each CDJFS with the proposer(s) 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 PRT comprised of representatives for the CDJFSs. Proposers should not assume that the review team members are familiar with any past or current work activities with CDJFSs, County Boards, or any other County agencies. 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.

County's selection of proposal(s) for contract will be based on evaluation and grading. Counties reserve 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.

4.1. Scoring of Proposals

In scoring the proposals, CDJFSs 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 Marked originals must contain all original signatures. Copies made from original signatures will not be accepted.

⁶ 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 may eliminate the 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 a county?

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

The PRT will then score qualifying technical and cost proposals not eliminated by the county in Phase I. The PRT will assess how well proposer meets the requirements as specified in Sections 2.6 and 2.7 of this RFP. Using the Technical and Cost 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.

Phase III. Review by CDJFS Director and/or County Board:

See Section 4.3 Final Review.

4.2. Review Process Caveats

Counties reserve the right to reject proposals, in whole or in part, received in response to this request. Counties 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. Counties may, at their sole discretion, waive minor errors or omissions in proposers’ proposals/forms when those errors do not unreasonably obscure the meaning of the content.

Counties reserve 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 counties, and proposers’ verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 1.5 of this RFP. Such communications are expressly permitted when initiated by counties, but will be initiated at the sole discretion of counties.

Should a county 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 4.1, counties may exercise their discretion to interview proposers, and results to interview questions shall be scored in a manner similar to the process described in Section 4.1, 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 the counties. 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.

Counties reserve the right to negotiate with proposers for adjustments to their proposals should counties 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 counties, but are at the sole discretion of the counties.

In County’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.

4.3. Final Selection

The PRT will make a recommendation to each respective Director to award contract(s) to one or more proposers. Director will make a final selection of contractor(s) to be recommended to their respective county. To make the final selection, Director may consider proposal quality, reasonableness and appropriateness of proposed budget, funding available, and past contract/subgrant performance. Counties maintain the right to accept or reject Director's recommendation.

5. Protests

Any potential or actual proposer may file a protest on any matter relating to the process of soliciting and/or reviewing 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 CDJFS;
 - e. A statement as to the form of relief requested from CDJFS; 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 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 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 county determines that a delay will severely disadvantage the county. Proposer(s) who would have been awarded the contract(s) shall be notified of the receipt of the protest.
6. County 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.

6. Additional Documents and Clauses

6.1. 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 county.

6.2. Proposal Costs

Costs incurred in the preparation of this proposal are to be borne solely by proposer. Counties 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 County's responsibility.

6.3. Proposal Submissions as Public Record

Following submission of a proposal, 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. Counties reserve 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.

6.4. 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.

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 county, and replacements will not be made without county 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.

6.5. Limitations

The award of a contract(s) is contingent upon the approval of counties. No contract shall be valid and legal until it has been approved and executed, in signature, by each county in accordance with its policies.

This RFP does not commit counties to award a contract or to pay any cost incurred in the preparation of a proposal. County 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.

Counties will review each proposal with respect to price, proposer's administrative and programmatic capabilities, and conformance to the RFP criteria. Counties 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 counties.

Proposal selection does not guarantee that a contract for services will be awarded. Counties 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 counties from entering into a contract with that proposer. If this happens, Counties, in their sole discretion, reserve the right to: (1) select the next highest rated proposer that responded to the RFP or (2) cancel and/or reissue the RFP.

6.6. Compensation Structure

County agrees that reimbursement of all costs will be dependent upon the contractor's/sub-grantee's performance in the delivery of services specified in the approved budget, once the contract/sub-grant agreement is awarded.

Payment shall be made by the Clark County Auditor upon proper presentation of request, when approved by Department and the contractor/sub-grantee. Payment shall be made in one of two ways:

1. Direct Cost: Payment shall be made on a direct cost reimbursement basis. Department recognizes only those expenses that have actually occurred; invoices must be submitted as a request for reimbursement of actual cash expenditures. **OR**
2. Unit Cost: Payment shall be made on a unit cost, fee for service, reimbursement basis. The unit cost represents a true measure of the actual cost of providing the contracted number of units of service. Unit cost contractors may be asked to reconcile revenue against the total actual expenditures and reimburse Department for over-budgeted expenses on a quarterly basis.

Proposers must define their preferred payment method in their proposal.

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

7. Forms

7.1. Contractor Assurances Form

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

7.2. Campaign Contribution Declaration

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

7.3. Personal Property Tax Statement

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

7.4. Independent Contractor/Worker Acknowledgment

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

7.5. Certification of Compliance with County Insurance Requirements

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

7.6. Non-Collusion Affidavit

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

7.7. 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](#).

Clark County Department of Job & Family Services
On behalf of
The Regional WorkPlus System of Clark, Champaign, Logan, Madison, and Union Counties

ADDENDUM TO WIOA and TANF CCMEP SERVICES REQUEST FOR PROPOSALS

RFP #18-SFY-03

Responses Due: May 18, 2018 10:00 a.m.

This is an addendum to correct the Legal Ad released for 18-SFY-03, WIOA and TANF CCMEP Services. The deadline specified in all parts of the RFP released indicate a submission deadline of May 18, 2018 at 10:00 a.m., whereas the Legal Ad released specified a submission deadline of May 16, 2018 at 10:00 a.m. This addendum is to notify all interested bidders that the dates listed in the RFP will control. All proposals must be submitted by May 18, 2018 at 10:00 a.m.