



AMENDMENT TWO (2) TO ADULT SERVICES, RFP # 19-SFY-04

The following section of the Adult Services Request for Proposals, RFP # 19-SFY-04, has been revised, as identified in **red**. Except for those provisions that are revised as a result of this Amendment and Amendment 1, the original RFP document remains in full force and effect. A complete RFP document and related forms that incorporates the amended sections is included below.

FOR: ADULT SERVICES
PROGRAM DATES: July 1, 2019 through June 30, 2021
RELEASE DATE: WEDNESDAY, April 10, 2019
RESPONSES DUE: FRIDAY, May 3, 2019

1.3 Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
April 10, 2019	Board releases RFP. Q&A period opens. - RFP becomes active. - Proposers may submit inquiries for RFP clarification.
April 17, 2019	Bidders' Conference at Clark County Department of Job and Family Services, Clark Room located in building A at 11:00 a.m.
April 24, 2019	Q&A Period Closes 9:00 a.m. (for inquiries for RFP clarification). - No further inquiries for RFP clarification will be accepted.
April 29, 2019	Department provides Final Proposer Question & Answer document.
May 3, 2019	Deadline for Proposers to Submit Proposals to Department (2:00 p.m.). - This is the proposal opening date, beginning of Department process of proposal review.
May 17, 2019	Letter of intent to award contract(s) issued. ¹ - All Proposers notified.
June 13, 2019	Contract(s) suggestions submitted to Board for award.
July 1, 2019	Service provision begins.

A full and complete Amended RFP document and related forms begins on the following page.



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

REQUEST FOR PROPOSALS

RFP: 19-SFY-04

FOR: ADULT SERVICES

PROGRAM DATES: July 1, 2019 through June 30, 2021

Offered By:

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

PROPOSAL DUE DATE:

**May 3, 2019
2:00 p.m.**

FUNDS AVAILABLE:

\$1,150,000.00

PROPOSALS SUBMITTED TO:

**1345 Lagonda Avenue
Springfield, Ohio 45503
Building C, 4th Floor
Attn: Contract Development**

Table of Contents

1. Purpose, Project Information, and General Procedures	4
1.1. Purpose	4
1.2. Agency Mission and Services	5
1.3. Anticipated Procurement Timetable	6
1.4. Bidder’s Conference.....	6
1.5. Internet Question and Answer Period; RFP Clarification Opportunity	6
1.6. Communication Prohibitions	8
2. Scope of Work	9
2.1. Program Overview	9
2.1.A. Purpose of the Proposed Program.....	9
2.1.B. Target Populations and Why Selected	9
2.1.C. Explain How Your Proposed Program Fills a Service Gap in the Community the Program Intends to Serve	9
2.1.D. Explain How Your Program Will Contribute to the Accomplishment of CCDJFS’s Mission and Services.....	10
2.2. Program Methodology	10
2.2.A. Provide a Detailed Description of the Program Methodology	10
2.2.B. Explain Why this Methodology was Chosen	10
2.3. Deliverables and Outcomes	11
2.3.A. Deliverables.....	11
2.3.B. Outcomes.....	11
2.4. History of Successfully Completing Similar or Related Programs with the Target Population(s).....	11
2.5. Program Administration and Resources	11
2.5.A. Administrative.....	11
2.5.B. Personnel	12
2.5.C. Physical and Other Resources.....	12
2.6. Reporting Requirements.....	12
2.7. Subcontractor Identification and Participation Information	13
2.8. Attachments.....	13
3. Format for Organization of the Proposal	13
3.1. Technical Proposal	14
3.1.A. Required Vendor Information and Certifications	14
3.1.B. Scope of Work.....	16
3.2. Cost Proposal	16
3.2.A. Unallowable Costs	17

3.2.B. Contract/Subgrant Agreement Period and Funds Availability	18
4. Proposal Submission	18
5. Proposal Review, Scoring, and Contract Award.....	19
5.1. Scoring of Proposals.....	20
5.2. Review Process Caveats	20
5.3. Final Selection	21
6. Protests.....	21
7. Additional Documents and Clauses	22
7.1. Changes to the RFP	22
7.2. Proposal Costs.....	22
7.3. Proposal Submissions as Public Record	22
7.4. Contractual Requirements.....	22
7.5. Limitations.....	23
7.6. Compensation Structure.....	24
8. Forms	24
8.1. Contractor Assurances Form.....	24
8.2. Campaign Contribution Declaration	24
8.3. Personal Property Tax Statement	24
8.4. Independent Contractor/Worker Acknowledgment	24
8.5. Certification of Compliance with County Insurance Requirements.....	24
8.6. Submittals A1-A3 Instructions and Forms.....	24
9. Sample Contract	25

1. Purpose, Project Information, and General Procedures

1.1. Purpose

The Board of Clark County Commissioners (“Board”) intends to award a contract(s)/sub-grant agreement(s) to one or more provider(s), as appropriate in the judgment of the Board for its Department of Job and Family Services (Department). “Provider” means any person or organization capable of providing the services described herein. For the purposes of this RFP document, the Board and the Department will sometimes be collectively referred to as “County.” The potential provider will sometimes be referred to as “bidder” “provider” “proposer” “contractor” and “applicant” interchangeable throughout this RFP and related documents.

Board releases this RFP for multiple awards to qualified non-profit and/or faith-based community organizations as well as government entities to provide innovative programs to meet the needs of adults in the community as defined in this RFP.

The Adult Services programs selected under this Request for Proposal must demonstrate innovative and effective approaches to at least one of the following:

1. Assisting victims of domestic violence in rebuilding their lives;

2. Providing financial training to low-income individuals;
3. Providing supportive services for low-income senior adults that allow them to remain in their homes;
4. Providing services to unwed parents to assist in raising healthy children;
5. Providing services to homeless individuals or individuals facing homelessness;
6. Providing services to assist adults in addiction recovery;
7. Providing services to assist adults with mental health issues;
8. Providing services to assist adults in removing barriers to employment, including but not limited to educational limitations, and criminal records.
9. Providing assistance to families to allow children (less than 18) to be cared for in their own homes.

According to the 2017 Census American Community Survey (ACS) 5-year estimates 16.6% of the population in Clark County lives in poverty. This is higher than both the state level of 13.9% and the United States level of 13.4%. A significant number of Clark County residents rely on income supports provided by taxpayer dollars. The 2017 Census estimates that 19% of the residents received SNAP (food stamps); 8.5% received TANF (cash assistance), and 6.9% relied on Supplemental Security Income. Additionally, the 2017 U.S. Census estimates that 18.3% of the county population is age 65 or older. While the federal and state programs administered by Department provide services meeting some of the needs for adults reflected in these statistics, they do not address all of them on a permanent basis. These services are better provided outside of Department by those who have expertise in the specific problem areas.

CCDJFS works with adults in a number of scenarios, including but not limited to, assisting adults to ensure the safety, permanency and well-being of their children; providing supportive services to adults to help them eliminate obstacles to gaining and maintaining employment and supporting themselves including temporary cash assistance, food, medical coverage, medical and job-related transportation and child care; assisting adults to get training to improve job skills and find employment; and assisting seniors with, food, medical coverage and medically-related transportation.

It is incumbent upon the community of Clark County to seek and provide low income adults the necessary resources and supports to help them move out of poverty and maintain self-sufficiency beyond the services available to them by Department. Supportive services offered by Department to assist the growing number of seniors maintain independence are insufficient to meet the need.

1.2. Agency Mission and Services

Department mission statement is: To promote safety, strengthen families, and empower people. Department is considered a quadruple-combined agency consisting of: Family & Children Services (FCS), Child Support (CSEA), OhioMeansJobs (OMJ), and BenefitsPlus (BP).

The FCS division strives to protect our community's most vulnerable citizens, children and senior citizens. FCS investigates reports of senior and child abuse, neglect, dependency and exploitation, and in partnership with other local agencies, we find solutions to ensure children and the elderly are in safe, supportive living environments.

The CSEA division works with individuals and families to ensure children are supported. Many factors dictate the requirements necessary to establish and maintain support of children. CSEA offers services to ensure the well-being of children is achieved throughout our community.

The OMJ Center helps job seekers find rewarding employment opportunities and employers find qualified employees.

As families work toward self-sufficient living, the BP division assists with temporary cash assistance, food assistance, medical coverage, medical and job-related transportation and child care - essential factors in getting and keeping a job and supporting a family.

1.3. Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
April 10, 2019	Board releases RFP. Q&A period opens. - RFP becomes active. - Proposers may submit inquiries for RFP clarification.
April 17, 2019	Bidders' Conference at Clark County Department of Job and Family Services, Clark Room located in building A at 11:00 a.m.
April 24, 2019	Q&A Period Closes 9:00 a.m. (for inquiries for RFP clarification). - No further inquiries for RFP clarification will be accepted.
April 29, 2019	Department provides Final Proposer Question & Answer document.
May 3, 2019	Deadline for Proposers to Submit Proposals to Department (2:00 p.m.). - This is the proposal opening date, beginning of Department process of proposal review.
May 17, 2019	Letter of intent to award contract(s) issued. ² - All Proposers notified.
June 13, 2019	Contract(s) suggestions submitted to Board for award.
July 1, 2019	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. Board has the sole authority to bind Department 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 Board's award may not be recovered.

1.4. Bidder's Conference

A "Bidder's Conference" has been scheduled for at the Clark County Department of Job & Family Services campus, April 17, 2019, at 1345 Lagonda Avenue, Springfield, Ohio. Department staff will respond to questions regarding the requirements of the RFP. Questions asked at the conference and the **final** responses will be included in the Q&A document. While attendance is not mandatory, Board strongly encourages potential proposers to attend this conference. **Please bring your copy of the RFP.**

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 Contract Developers at (937)327-1851, (937) 327-1783 or Clark_Contract_Development@jfs.ohio.gov.

² Letter of Intent may be released prior to this date depending on how quickly the Department completes its proposal review.

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 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? ³	<p>To ensure timely receipt of all questions, “Adult 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.¹</p> <p>Questions about this RFP must reference the relevant part of this RFP.⁴ Please provide the heading and provision section under question, and the page number of the RFP where the provision can be found.</p> <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?	<p>Potential proposers will not receive personalized or individual email responses 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&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&A Document for the RFP.</p>
Can I view previous RFP’s and Proposals for this Program?	Yes. Requests from potential proposers for copies of previous RFPs, past proposals, score sheets, or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFP. PRRs submitted in accordance with Department policy (available upon request or online [click for Public Records Notice and Public Records Policy]) will be honored. The posted time frames for Board responses to email questions for RFP clarification do not apply to PRRs. Potential proposers who choose to rely on responses to public records requests when preparing their proposals do so at their own risk.

³ Board reserves the right to disregard any questions that are not properly titled.

⁴ Board will disregard any questions which do not appropriately reference a RFP provision or location, or which do not include identification for the originator of the question. If Board determines that a question cannot be resolved by reference to any section of the RFP, Board may, at its discretion, make necessary additions or changes to the RFP by addendum or amendment. Board will not respond to any questions received after 9:00 a.m. on the date the Q&A period closes. (See Section 1.3 for closing date.)

IMPORTANT	There is an established time period for the Q&A process (see Section 1.3). “Department Q&A document” will only answer those questions 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. Board is under no obligation to acknowledge incorrectly submitted questions.
------------------	---

1.6. Communication Prohibitions

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

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 1.5, Q&A Period, and Section 1.4, Bidders’ Conference;
2. For the purpose of conducting necessary business arising from a pre-existing or on-going business relationship with Board;
3. As part of any proposer interview process initiated by Board, which Board deems necessary in order to make a final selection;
4. Potential proposers may request that the RFP and all posted RFP documents be sent via U.S. mail;
5. Any Public Records Request (PRR) made through Department;
6. Notification of any changes or announcements related to this RFP through Department vendor notification list; and
7. A public meeting of The Board of Clark County Commissioners at which the award of a contract(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 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: Contract Developer, 1345 Lagonda Avenue, Building C (4th floor), 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

2.1. Program Overview

2.1.A. Purpose of the Proposed Program

Proposers are required to describe what they understand to be the purpose of the proposed program. This should be a succinct statement of the issue(s) the proposed program is intended to effectively address.

2.1.B. Target Populations and Why Selected

The target populations to be served include individuals who reside in Clark County in one or more of the following groups:

1. Adults age 60 or older who are at risk of or are experiencing abuse, neglect or financial exploitation;
2. Adults age 60 or older who are in need of legal education and/or assistance;
3. Adults 18-59 in need of training, employment, and career advancement services;
4. Adults 18-59 in need of counseling regarding responsible behavior;
5. Adults 18-59 with children who are in need of services to encourage family formation;
6. Adults 18-59 who are victims of domestic violence;
7. Adults 18-59 who are in need of housing assistance including but not limited to home foreclosure.

Proposers are required to identify the targeted population(s) the proposer believes would best be served by their proposed program and explain why that population(s) was chosen.

Proposers are required to describe how the populations to be served will be engaged and retained. They are also required to describe how they will ensure that direct-service programs will be available to all eligible Clark County residents.

Proposers are required to confirm that the organization agrees to determine initial eligibility and re-determine eligibility annually for all direct service program participants in accordance with the county's current PRC plan.

Proposers are required to confirm that they will develop, maintain, and update an individual case file for each direct-service program participant. Case files cannot be destroyed without the express, written permission of Department.

2.1.C. Explain How Your Proposed Program Fills a Service Gap in the Community the Program Intends to Serve

Proposers are required to provide a problem statement or needs statement for their program that explains how the proposed program fills a service gap in the community to be served. Proposers should include details about the community and demonstrate in-depth knowledge of needs in the context of the area(s) selected.

2.1.D. Explain How Your Program Will Contribute to the Accomplishment of CCDJFS's Mission and Services

Section 1.2 presents CCDJFS's Mission and Services. Proposals are required to explain how your proposed program contributes to the accomplishment of any of the Department's Divisions' mission and work.

2.2. Program Methodology

2.2.A. Provide a Detailed Description of the Program Methodology

Proposals are required to describe the methodology they intend to use to carry out the proposed program. The proposed methodology will ensure that one or more of the following areas are targeted to adults through the provision of services such as:

1. **Substance Abuse; Mental Health and Relational Counseling**
 - a. Outreach and awareness campaigns
 - b. Education
 - c. Early intervention
 - d. Family therapy
 - e. Individual or group counseling
2. **Housing Services;**
 - a. Homebuyer education
 - b. Financial fitness
 - c. Predatory lending seminars
 - d. Home maintenance courses
 - e. Financial counseling to prevent or respond to foreclosure
 - f. Prevention services
 - g. Outreach to the community
3. **Prevention Programs;**
 - a. Programs designed to create and preserve affordable, quality housing and strong neighborhoods through partnerships of residents, business, and government
 - b. Programs that use the arts to engage individuals in community life and promote student success
 - c. Programs that address the causes of poverty and educate low-income people and community providers

Proposers are required to detail the tasks to be undertaken. The detailed tasks must be clearly linked to the selected services above. Whenever possible detail the frequency and timeline for the tasks identified. The methodology must demonstrate how it will accomplish the overall goal of increasing the ability of low-income adults to achieve and maintain self-sufficiency and safety to the greatest degree possible.

Proposers are required to describe their contact points with CCDJFS and Board, including types of communication and level of interface.

2.2.B. Explain Why this Methodology was Chosen

Proposers are required to explain why they selected their proposed methodology. Whenever possible cite evidence-based models or research that support the methodology. At a minimum, present professional experience and expertise on why the methodology will be effective.

2.3. Deliverables and Outcomes

2.3.A. Deliverables

In section 2.2 the proposer described the program's methodology. Deliverables are the specification of how much of the program will be delivered. **Proposers are required to define at least three (3) specific Deliverables relating to their individual proposed program.** The Deliverables should be what the proposer considers to be the primary or key elements of their proposed program.

Whenever possible the Deliverables should be quantified. The preference is that the Deliverables specify the number of participants to be served. CCDJFS recognizes this is not always possible. When it is not possible, the proposer must provide an alternative(s) that will provide the basis for assessing during CCDJFS monitoring or Quarterly Reports whether the provider is delivering the amount of services anticipated in the proposal.

It is required that the proposal also specify how data or other information will be collected and compiled for each Deliverable. CCDJFS will review during monitoring whether procedures for Deliverables data collection and compilation are being followed.

2.3.B. Outcomes

A minimum of three (3) outcomes are required be established that measure a direct, positive impact on the target population(s) for the specific project. Outcomes are a statement of what the proposer expects to result from the program for individual participants or the community to be served. Often Outcomes will be tied to one or more of the Deliverables.

A measure for each Outcome is required so that CCDJFS can assess whether the program is having a direct, positive impact on the target population(s). Success in having a direct, positive impact will be assessed by CCDJFS during monitoring and through Quarterly Reports.

It is required that the proposal also specify how data or other information will be collected and compiled for each Outcome. CCDJFS will review during monitoring whether procedures for Outcomes data collection and compilation are being followed.

2.4. History of Successfully Completing Similar or Related Programs with the Target Population(s)

Proposers are required to describe their history of successfully completing similar or related programs with the target population(s). Identify the program, its target population, and location, and explain why it is similar or related to the proposed program. Whenever possible, express success in terms of deliverables and outcomes for the prior programs. However, demonstrations of success are not limited to Deliverables and Outcomes.

2.5. Program Administration and Resources

2.5.A. Administrative

Proposers are required to describe their management approach and project management organizational structure, including reporting levels and lines of authority.

Proposers are required to provide a description of their approach to project control, including:

1. Details of the methods used in controlling project activities;
2. Description of status reporting methodology, including details of written and oral progress reporting, and;
3. Fiscal controls.

Proposers are required to describe their plans for risk management and risk mitigation, including:

1. Identify the pertinent issues as well as the potential risks and problems, which in the proposer's experience occur in projects of this type;
2. Identify steps that can be taken to avoid or mitigate potential risk and problems and steps to be taken should problems occur, and;
3. Describe activities included in the program to reduce the occurrence, severity and impact events or situation that can compromise the attainment of any project objective.

2.5.B. Personnel

In general, proposers must provide a description of the key positions and the work each performs and the credentials/resume(s) of the people filling key positions. Specifically, proposers are required to:

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:
 - 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)
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.

2.5.C. Physical and Other Resources

Proposers are required to ensure that they have adequate facilities, equipment, research tools, administrative and other resources. Other resources may include coordination or collaboration with other service providers in the community to be served.

2.6. Reporting Requirements

Each selected Proposer will have reporting finalized in the contract. At a minimum, regardless of program, each provider is required to report the status of work through the Department's Quarterly Reports. Data will be provided in these reports as to the status of Deliverables and status of Outcomes. The Department may require additional reporting. The specific number of additional

reports, the data elements to be included, and the frequency of reports is at the discretion of Department.

2.7. Subcontractor Identification and Participation Information

Proposers are required to clearly identify the subcontractor(s) that will be used if subcontractors will be used in the program. Additionally, Proposers are required to 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 that the Proposer is subject to. Proposals are required to also include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

- A. The subcontractor's legal status, federal tax ID number, and principle business address;
- B. The name, phone number, email address and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
- C. A complete description of the work the subcontractor will do;
- D. A commitment to do the work, if the provider is selected;
- E. 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 as an appendix following the Technical Proposal.

2.8. Attachments

- A. Letters from proposed subcontractors are required if subcontractors will be used.
- B. Proposers are required to submit three **(3) letters of reference** for similar projects it has completed.
- C. Letters are required to include: **the name and telephone number** of an individual who can provide additional information about the similar projects completed. There is a limit of one (1) total reference from any Clark County government agency (including Board of County Commissioners and other appointing authorities [e.g. Courts, Sheriff, Prosecutor, etc.]). NOTE* Department may NOT be used as a reference.
- D. Proposals are required to 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. Format for Organization of the Proposal

In order for Board to conduct a fair and complete evaluation of proposals and evaluate proposals fairly and completely, proposers must follow the required format (listed below). If specifically requested, proposer must provide Board with additional information. The proposer's technical proposal must contain the following components, at minimum. It is mandatory that proposals be organized in the

following order and that wherever appropriate, sections/portions of the proposal make reference by section number to those RFP requirements to which they correspond. A sample technical proposal score sheet for this RFP can be found on the dedicated website. **Proposers are strongly encouraged to use the score sheet to check their proposals for quality, compliance, and completeness prior to submission.**

3.1. Technical Proposal

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

3.1.A. Required Vendor Information and Certifications

Cover Page	<p>This must include:</p> <ol style="list-style-type: none"> 1. RFP number; 2. Title; 3. The complete vendor name and mailing address, and; 4. The amount of funding requested by the vendor under this RFP.
Cover Letter	<p>Cover Letter must include:</p> <ol style="list-style-type: none"> 1. Telephone number,; 2. Name and title of the person Department should contact regarding the proposal. <p>Must indicate the proposer will comply with all requirements of the RFP. An authorized representative capable of binding the organization must sign the Cover Letter.</p>
Table of Contents	<ol style="list-style-type: none"> 1. Provide sufficient detail so 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>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</p>

	<p>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; 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; 2. Campaign Contribution Form; 3. Personal Property Tax Form; 4. Independent Contractor Worker Acknowledgment (if required⁵), and; 5. Certification of Compliance with County Insurance Requirements. <p>Forms can be found on Department website under “RFP-Related Documents” section.</p>

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

3.1.B Scope of Work

Program Overview	Proposers must address all requirements in Section 2.1, including: <ol style="list-style-type: none"> 1. Purpose of the Program; 2. Target population(s) and why selected; 3. How the proposed program fills a service gap in the community; 4. How the proposed program will contribute to the accomplishment of CCDJFS's mission
Program Methodology	Proposers must address all requirements in Section 2.2, including: <ol style="list-style-type: none"> 1. Detailed description of the program methodology; 2. Why the methodology was selected.
Deliverables and Outcomes	Proposers must address all requirements in Section 2.3, including: <ol style="list-style-type: none"> 1. Deliverables and how they will be measured; 2. Outcomes and how they will be measured.
History of Successfully Completing Similar or Related Programs	Proposers must address all the required elements in Section 2.4
Program Administration and Resources	Proposers must address all requirements in Section 2.5, including: <ol style="list-style-type: none"> 1. Administrative structure 2. Personnel and their qualifications for the program 3. Physical and other resources
Reporting Requirements	Proposers must acknowledge they will comply with Department Quarterly Reports and any additional reports that are required in Section 2.6.
Subcontractor Identification and Participation Information	If subcontractors will be used, proposers must address all Requirements under Section 2.7.
Attachments	Proposers must include all relevant Attachments in Section 2.8.

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	<ol style="list-style-type: none"> 1. Proposers must complete, sign, and submit Submittals A1, A2 and A3. (The template for Submittals A1-A3 can be found on the Department website in the "RFP-Related Documents" section).
------------	---

<p>Narrative on Related Costs</p>	<p>1. Proposers must submit a detailed narrative, which demonstrates how costs are related and why they are necessary to the proposed program:</p> <ul style="list-style-type: none"> a. The narrative must detail the amount of money being requested from Department; 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>Does the money being requested from Department represent more than 50% of your total program cost?</p>
<p>Payment Schedule</p>	<p>1. Proposer must include a proposed schedule of payments;</p> <ul style="list-style-type: none"> d. The trigger for payment for each cost must be identified (e.g. timing, deliverable).
<p>Narrative describing Non-Department funding streams</p>	<p>1. Proposers shall submit a detailed narrative describing all non-Department funding received from any source that funds any part of the proposed project;</p> <p>2. Proposer must include the percentage of the total project cost of each funding source.</p>
	<p>2.</p>

-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

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.

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

- a) For Non-Profit Organizations:
OMB Circular A-122, “Cost Principles for Non-Profit Organizations”
- b) For State, Local, and Indian Tribal Governments:
OMB Circular A-87, “Cost Principles for State, Local, and Indian Tribal Governments”
- c) For Colleges and Universities:
OMB Circular A-21, “Cost Principles for Educational Institutions”

B. Contract/Subgrant Agreement Period and Funds Availability

Board is seeking, at their discretion, to award contract(s) to be effective July 1, 2019, and to conclude no later than June 30, 2021.

This RFP is seeking to fund one, or multiple contracts/sub-grants and will be funded utilizing:

TANF funds (CFDA 93.558) to achieve at least one of the following:

- a) Purpose #1- Assisting needy families so that children may be cared for in their own homes;
- b) Purpose #2- Reducing the dependency of needy parents by promoting job preparation, work, and marriage;
- c) Purpose #3- Preventing out-of-wedlock pregnancies;
- d) Purpose #4- Encouraging and promoting the formation of two-parent families.

Title XX funds (CFDA 93.667) to achieve at least one of the following:

- e) To prevent, reduce, or eliminate dependency;
- f) To achieve or maintain self-sufficiency;
- g) To prevent neglect, abuse, or exploitation of children and adults;
- h) To prevent or reduce inappropriate institutional care;
- i) To secure admission or referral for institutional care when other forms of care are not appropriate.

In no instance may the selected proposers' administrative costs exceed 15% of the total cost of their contract/sub-grant agreement or sub-contract. Ninety percent (90%) of the annual contract's/sub-grant agreement's annual value is to be set aside each year as the maximum payment for the contractor's/sub-grantee's direct program provision costs. Up to an additional ten percent (10%) of the contract's/sub-grant agreement's annual value will be payable only if stated, measurable outcomes are achieved annually.

Dependent upon specific funding source, the selected contractor/sub-grantee and its sub-contractors (if applicable) may be responsible for determining initial eligibility for participants in direct-service program services in accordance with CCDJFS's PRC plan (visit <http://www.clarkdjfs.org/benefitsplus/emergency.html> for the full PRC plan or contact Contract Developer at Clark_Contract_Development@jfs.ohio.gov to request a hard copy). The selected contractor/sub-grantee and/or its sub-contractors may be responsible for re-determining eligibility for participants annually in direct-service program services in accordance with CCDJFS's PRC plan. To ensure maximum consideration, providers should describe their ability to determine and re-determine eligibility in accordance with CCDJFS's PRC plan. Additionally, regardless of funding source, the contractor/sub-grantee and its sub-contractors will be responsible for developing and maintaining case files for each participant in accordance with Department specifications in the awarded contract or sub-grant agreement.

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 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 Cost Proposal shall be submitted in a separate, sealed envelope, and labeled: "COST PROPOSAL ENCLOSED FOR RFP # 19-SFY-04 SUBMITTED BY [PROPOSER'S NAME HERE]."
2. Proposals must be submitted no later than 2:00 p.m. on May 3, 2019. 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.
1. Proposals may be submitted via hand delivery or U.S. Mail (preferably certified).
2. 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.
3. 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, any lobby waiting time, and parking.
4. 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 proposer(s) that best demonstrates the ability to meet requirements as specified in this RFP. Proposers will be evaluated based on the capacity and experience demonstrated in their technical 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

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.

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 proposal(s) for contract 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 and Cost Proposal:

The PRT will then score qualifying technical and cost 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 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.

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

The Proposal Review Team 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 be recommended to Board. To make the final selection, Director may consider proposal quality, reasonableness and appropriateness of proposed budget, funding available, and past contract/subgrant performance. Board maintains the right to accept or reject Director's recommendation.

6. Protests

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

1. Protests shall be in writing and shall contain the following information:
 - a. The name, address, and telephone number of the protestor;
 - b. The program name and number of the RFP being protested;
 - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - d. A request for a ruling by Department;
 - e. A statement as to the form of relief requested from Department; and
 - f. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest;
2. A protest shall be considered timely if received within the following periods:
 - a. A protest based on alleged improprieties or events about which the protestor knew or could have reasonably discovered, prior to the closing date for receipt of proposals, shall be filed no later than the deadline for receipt of proposals;
 - b. If the protest relates to the PRT's or the Director's recommendation to award a contract or to reject any or all proposals, the protest shall be filed no later than 9 a.m. of the seventh (7th) calendar day after the issuance of the Letter of Intent to Award the contract or the Letter of Intent to Reject all proposals, whichever is applicable;

3. An untimely protest may be considered by Department if it determines that the protest raises issues significant to Department's procurement system. An untimely protest is one received by Department after the time periods set forth in Item 2 of this section.

4. All protests must be filed at the following location:

Virginia K. Martycz, Ph.D., Director
Clark County Department of Job & Family Services
1345 Lagonda Avenue, Springfield, Ohio 45503

5. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless Board determines that a delay will severely disadvantage Board. Proposer(s) who would have been awarded the contract(s) shall be notified of the receipt of the protest.

6. Board shall issue written decision on all timely protests and shall notify any provider who filed an untimely protest as to whether or not the protest will be considered.

7. Additional Documents and Clauses

7.1. Changes to the RFP

Material changes to this RFP will be provided via the Department 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 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.

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/sub-grantee must submit copies of paid sub-contractor invoices in order to be reimbursed for those service costs.

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 a sample contract template, [click here](#).

To access a sample subgrant agreement template, [click here](#).