

**Clark County Department of Job and Family Services  
Short Term Training for Employment  
Request for Proposals (RFP)**

**Introduction**

The purpose of the RFP is to solicit providers of short-term job training programs for Clark County residents. The goal of short-term training is to provide participants with skills needed to obtain employment in the chosen field. Such training must not exceed 26 weeks in duration.

In addition to the skill-based training program, the following elements must also be provided:

- Assessment of all potential participants to ensure that the trainee possesses sufficient ability, interest, and motivation to succeed, both in the training program and upon completion of training
- Determination of income eligibility
- Determination of eligibility for other financial aid opportunities (i.e., Pell Grants)
- Job Search assistance (provided directly or through collaboration with *WorkPlus* partners)
- Job retention services (provided directly or through collaboration with *WorkPlus* partners)
- Reporting through G\*Stars customer tracking system of the *WorkPlus* Center

**Determining Eligibility**

Trainees will be recruited through referrals from the Department, as well as identified by the Contractor. All trainees must meet the eligibility requirements described in the Department's Prevention, Retention, and Contingency (PRC) Policy, a copy of which may be viewed on the Department's website, [www.clarkdjfs.org](http://www.clarkdjfs.org). For this contract year, applicants must be from an "assistance group" with income of less than 200% of the Federal Poverty Guideline. A PRC application must be completed, and final PRC eligibility must be determined by the Contractor.

If a trainee is also eligible for a PELL grant, the PELL grant will be the first source of funding.

**Contract Period**

A contract will be negotiated for the period beginning July 1, 2007 and ending June 30, 2008. Two additional one-year extensions may be then negotiated without the release of another RFP.

**Procurement Timetable**

<u>Date</u>	<u>Activity</u>
March 15	RFP released.
March 23	Prospective Proposers' Conference

April 13	DEADLINE FOR SUBMISSION OF PROPOSALS
April 16	Proposal Review Begins.
April 23-27	Time reserved for possible meetings with final candidates
May 1-4	Education & Training Committee meets to make final recommendation
May 9	Recommendations of the Education & Training Committee considered by WorkPlus Board
May 14	Letter of intent to award contract issued by the Clark County Department of Job and Family Services. Request for authorization of a contract submitted for approval to the Board of Clark County Commissioners. All applicants notified.
May 15-June 30	Final contract negotiated with the Department.
July 1	Service provision begins.

The Department reserves the right to revise this schedule after providing reasonable notice.

## **Prospective Proposers' Meeting**

A meeting of prospective proposers has been scheduled for 3:30 – 4:15 p.m. on Friday, March 23 at the Clark County Department of Job and Family Services, 1345 Lagonda Ave., Springfield, Ohio. The meeting will be held in the Snyder Room in Building B.

## **Program Proposal**

Potential service providers should develop and submit a proposal that addresses each of the following:

1. *Identifying Information:* The name of the proposing organization, address, name of contact person, telephone number, and e-mail address should be clearly identified.
2. *Previous Experience:* The proposer's previous experience in providing such services should be demonstrated.
3. *Support Services:* These are services that are provided to help ensure that trainee is successful. A description of support services need not be repeated for each separate short-term training program that is proposed. However, if support services are different for different short-term training programs, this should be noted and discussed.
  - a. Describe the contents of the *assessment* including any requirements for physical examination, background check, basic skills testing, basic literacy testing, etc. Also describe the *process* by which the participant is assessed.

- b. Describe capacity to provide additional *financial aid* opportunities, such as Pell Grants.
  - c. Describe job search assistance that is provided, including collaboration with other WorkPlus Center partners.
  - d. Describe *follow-up* procedures to be employed to track job retention for at least six months following employment. Follow-up may be provided directly or through collaboration with WorkPlus partners.
  - e. Provide assurances with regard to the ability to meet all reporting requirements for the Contracting Office and the WorkPlus Center's Resource Room:
    - The Contracting Office requires both monthly reports, attached to the invoice, and quarterly reports. The monthly reports shall include a listing of trainees, name of career pathway or course completed, and unit cost charged for each trainee. The quarterly reports should show progress toward achieving the measurable outcomes, which will be included in the contract, once awarded. Also required are monthly soft services reports, included on which are the amount expensed and the number served during the month of service.
    - Events such as enrollment, termination, and referrals must be reported in G\*Stars, the online customer tracking system of the WorkPlus Center.
4. *Short-Term Training Programs*: Address the following elements for each short-term training program that is proposed.
  - a. *Title* of the short-term training program
  - b. Describe *content* of training, including synopsis of the proposed curriculum.
  - c. Describe the *duration* of the training in days or weeks, including the number of hours of classroom training and the number of hours of practical/practice training.
  - d. Identify any credentials, certificates, or licensure that will be earned by the participant upon successful completion of training.
  - e. Describe *success rates*, including number of previous completers of the proposed training, percent of enrollees who complete, job placement rates, job retention rates, and typical beginning hourly wage. Include a description of the methodology by which these rates are determined.
5. *Collaboration*: It is expected that a representative of the Short-Term Training provider will attend monthly meetings of the Partner Council. It is increasingly expected of partners that they demonstrate the ability to work with other partners to meet the needs of customers shared in common.
6. *Other pertinent information*: This section may include additional information not requested elsewhere.

7. *Budget:* For each short-term training program, please state the unit cost per participant, per course, including charges for no shows or partial payments for participants who fail to complete the course. Expense for support services described above should be included in the unit cost. If reimbursement for other costs in excess of tuition is sought (such as lab supplies, uniforms, tools, fees for testing), please itemize these separately unless such costs are included as part of the course fee. Administrative/indirect costs, such as salaries, shall not be included in the unit cost, but must be separate items in the budget to be billed in addition to the unit cost.
8. *Assurances and Certifications:* The proposer must provide assurances regarding the items contained in Appendix II.

### **Role of the Clark County Department of Job and Family Services**

1. The Department will provide training in eligibility determination.
2. The Department will designate a key staff person to serve as a liaison with the Contractor to ensure that communication flows openly and that individual problems are addressed on a case-by-case basis.
3. The Department will perform both program and fiscal monitoring functions.

### **Proposal Submission Requirements**

One copy of the proposal should be submitted to:

Geoffrey Steele  
Assistant Director  
Clark County Department of Job & Family Services  
1345 Lagonda Ave.  
Springfield, OH 45503  
Telephone: (937) 327-1717

In addition, an electronic copy of the proposal should be sent to Erin Thomas-Brodine at [ebrodine@clarkdjfs.org](mailto:ebrodine@clarkdjfs.org). No attachments will be accepted in the proposal packet that cannot be emailed. The hard copies should duplicate the electronic copies in its entirety.

One hard copy should be submitted before 4:00 p.m., Friday, April 13, 2007. Faxed copies are not acceptable.

## **Proposal Evaluation**

All proposals will be forwarded to a proposal review committee comprised of a representative of the Education and Training Committee of the *WorkPlus* Board and staff from the Department. Proposals will be rated utilizing the rating sheet that appears as Appendix I. Face to face meetings with some proposers may be requested. The recommendation of the proposal review committee will be forwarded for consideration by the Education and Training Committee and the *WorkPlus* Board before final approval is requested from the Clark County Board of Commissioners.

## **Limitations**

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

The Department will review each proposal with respect to price, applicant's administrative and programmatic capabilities, and conformance to the RFP criteria. The Department may reject all responses if proposed rates are unreasonable or if the applicants do not meet the RFP acceptance criteria.

All proposals submitted in response to the RFP will become the property of the Department.

Appendix I	
Proposal Evaluation Sheet	
PROPOSING ORGANIZATION:	REVIEWER'S COMMENTS
TITLE OF PROPOSED TRAINING PROGRAM:	
<p><b>CONTENTS OF PROPOSAL:</b> Contractor has addressed each of the elements of the training program.</p> <p>Contents of the <i>assessment</i> including any requirements for physical examination, background check, basic skills testing, basic literacy testing, etc.</p> <p>Capacity to provide additional <i>financial aid</i> opportunities, such as Pell Grants.</p> <p><i>Job placement</i> assistance that includes collaboration with other WorkPlus Center partners.</p> <p><i>Follow-up</i> procedures to be employed to track job retention for at least six months following job placement</p> <p>Ability to meet all <i>reporting requirements</i>.</p> <p><i>Content</i> of training, including synopsis of the proposed curriculum.</p> <p><i>Duration</i> of the training in days or weeks, including the number of hours of classroom training and the number of hours of practical/practice training.</p> <p>Documentation regarding any <i>certifications and accreditations</i> that pertain to the training being proposed.</p> <p><i>Success rates</i> for previous completers of the proposed training program, including job placement rates, job retention rates, and beginning hourly wage. Methodology by which these rates were determined.</p> <p><i>Occupational exploration</i> activities through which the participant gains an understanding of the job requirements and what it takes to be successful prior to the initiation of such training.</p>	
ASSURANCES:	
BUDGET: Unit cost is realistic and maximizes use of limited resources.	
REVIEWER'S NAME:	DATE:

## **Appendix II Assurances**

As part of the proposal, the potential contractor must provide assurances that:

1. It shall procure and maintain the insurance and bonds specified below:
  - a. Worker's Compensation Insurance as required by Ohio law and any other state in which work will be performed.
  - b. Commercial General Liability insurance for a minimum of \$1,000,000 per occurrence with an annual aggregate of at least \$2,000,000, including coverage for subcontractors, if any are used.
  - c. Umbrella or Excess Liability insurance (over and above Commercial General Liability) with a limit of at least \$2,000,000.
  - d. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$300,000 (Combined Single Limit) or, \$100,000 per person and \$300,000 per accident for Bodily Injury and \$100,000 per accident for property damage.
  - e. Professional liability or errors and omissions insurance (if applicable) for a minimum of \$1,000,000 per incident.
  - f. The Board of Clark County Commissioners must be named as "Additional Insured" on the policies listed in paragraphs b, c, and d above.
2. The Contractor agrees that it will submit to the Department the latest completed financial audit of all funding sources used in the project as prepared by a Certified Public Accountant or auditor approved by the State as part of the Single Audit Act.
3. The Contractor agrees to complete and submit a Declaration Regarding Material Assistance questionnaire.