



REQUEST FOR PROPOSALS (RFP)

Clark County Department of Job & Family Services (CCDJFS)
2015- TANF Summer Youth Employment Program (SYEP)
RFP #: **16-SFY-03**

TANF Summer Youth Employment Program

May 11, 2015 through October 31, 2015

\$TBD

Offered by
Clark County Department of Job & Family Services
1345 Lagonda Avenue
Springfield, Ohio 45503
937-327-1700

Deadline for Proposal Submission is APRIL 24, 2015 at 3:00PM
REQUESTS TO EXTEND DEADLINE WILL NOT BE GRANTED

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**CLARK COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
2015 Summer Youth Employment Program
RFP# SFY-16-03**

SECTION I. GENERAL PURPOSE AND PROJECT INFORMATION

1.1 Purpose

The Board of Clark County Commissioners (“Board”) intends to award a subgrant agreement to one provider, as appropriate in the judgment of the Board, for its Department of Job and Family Services (“CCDJFS”). “Provider” means any person or organization capable of providing the services described in Section 1.3. For the purposes of this RFP document, the Board and CCDJFS will sometimes be collectively referred to as “County.” The potential “Provider(s)” will sometimes be referred to as “bidder(s)” “proposer(s)” “contractor(s)” and “applicant(s)” interchangeably throughout this RFP and proceeding documents.

Clark County Department of Job and Family Services (CCDJFS) is currently soliciting proposals for one provider to provide workplace experiences for its Summer Youth Employment Program (SYEP) for low-income Clark County youth ages 16-24 and foster children ages 16-18. The intent of this Request for Proposals (RFP) is to find viable worksites that provide meaningful employment aligned to the participants’ vocational/educational interests for summer youth employment including pre-employment training that includes soft-skills training and opportunities to earn industry recognized certificates/credentials or academic credits. All pre-employment components, including the soft-skills training and earned industry credentials are capped to no more than thirty (30) days of classroom training.

Summer employment opportunities are estimated to commence on May 11, 2015 and end October 31, 2015. In an effort to be pro-active, CCDJFS has issued this RFP to give responders adequate time to plan and develop programs. Information provided in this RFP is based upon preliminary information provided by the Ohio Department of Job and Family Services and is subject to change.

The exact amount of funds for program year 2015 (May 11, 2015 through October 31, 2015) for SYEP is not available at this time. However, based on the previous year allocation from the Ohio Department of Job and Family Services (ODJFS), the overall anticipated amount is as follows:

Clark County Department of Job and Family Services Allocation:
\$TBD
(plus 10% Administrative costs (\$TBD))

All funding is contingent upon the ODJFS allocating TANF/PRC funds for summer youth programs.

1.2 Agency Mission and Services

The CCDJFS mission statement is: To promote safety, strengthen families, and empower people. The mission statement for OhioMeansJobs/Clark County is to help people find & keep the right jobs and employers find & keep the right people.

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

Our Family & Children Services (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 Child Support Enforcement division works with individuals and families to ensure children are supported. Many factors dictate the requirements necessary to establish and maintain support of children. Child Support Enforcement offers guidance and enforcement to ensure the well-being of children is achieved throughout our community.

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

As families work toward self-sufficient living, the BenefitsPlus 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 Project Summary

The County seeks to potentially fund one provider who will find viable worksites for youth determined eligible for the TANF SYEP and/provide soft-skills training including opportunities to earn industry-recognized certificates/credentials or academic credit. These programs must be designed to achieve specific, measurable outcomes.

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

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

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

Through this program, the provider will:

1. Provide innovative work experiences that help youth gain marketable skills;
2. Connect youth's education and career choice with the employment placement;
3. Offer structured work experiences in public and non-profit organizations, as well as private sector businesses; and
4. Provide opportunities for youth to receive or earn work-related certificates, credentials or academic credit through collaboration with other organizations or training institutions.

Summer employment may last through October 31, 2015, with youth working a minimum of 25 hours per week, not to exceed 40 hours per week. Provider(s) may propose to serve youth during the summer months only (June through August) or include additional services through October. Youth still enrolled in school may need accommodations to their schedule after returning to school, working after school or on weekends as allowed by applicable labor laws. CCDJFS reserves the right to negotiate the number of paid work hours based upon the availability of funds.

Prior to starting employment, youth participating in the Summer Youth Employment Program are required to participate in a paid, pre-employment program for a minimum of five (5) days but not to exceed thirty (30) days of classroom training. The pre-employment training must include a minimum of ten (10) hours of soft-skills development which includes, objective assessments of their academic skills, occupational skills, prior work experience, employability interests and aptitudes. Youth who successfully complete the ten (10) hour training are required to write an essay on lessons learned from the pre-employment program, take the ACT National Career Readiness Credential (NCRC) assessment or the Fit and Performance Assessments (if the youth earned their NCRC within the last two (2) years), OSHA 10 certification, followed by a standardized structured interview for referral to the job program. Provider(s) must offer remediation for youth who unsuccessfully complete the pre-employment program or if they are terminated by their employer. Remediation can only be implemented for a period not to exceed twenty (20) days.

Preference will be given to programs providing the following:

1. Employment activities for Clark County foster children ages 16-18 residing within Clark County and surrounding counties.
2. Transportation to and from worksites.
 - a. Transportation costs are allowable and if needed should be considered when developing a budget.
3. Provide training or have training available for youth that leads to employment related credential, academic credit or certificate.

Preference regarding services for Clark County foster children:

Youth in the temporary or permanent custody of the CCDJFS- Family & Children Services (FCS) division who are placed in a licensed foster care setting, that are between the ages of 16 and 17 years of age or 18 years of age if they are a full-time student in a secondary school may be served under the TANF Summer Youth

Employment Program. The CCDJFS estimates there are 15-20 youth in custody who would be appropriate for summer work activities. Approximately 10 Foster Children currently reside in Clark County between ages of 16-18 and 12 reside in counties contiguous to Clark County including Montgomery, Miami and Greene counties.

The provider must:

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

1.4 Target Population

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

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

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

Minor Child and Families are defined in federal and state regulations.

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

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

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

The Provider selected through this process is strongly encouraged to:

1. Provide a concise, well-organized summary with examples and evidence that fully explain how their program(s) relate to one or more of the general areas outlined above;
2. Provide a problem statement or needs statement for their program(s) including details about the community and show in-depth knowledge of needs in the context of the area(s) selected;
3. Describe or explain their program efforts with well-defined details, such as strategies for implementation, activities or steps taken, applications of stakeholder theory, or unique attributes;
4. Provide potential outcomes, results and successes with quantitative and qualitative assessments; and
5. Justify their program efforts with clear evidence of how the contractor fills a gap in the community in the area(s) selected.

1.5 Reporting Requirements

A reporting tool created by the ODJFS will be used to capture the data necessary for this program. Copies of pre/post evaluations or earned certificates or credentials must be provided to the CCDJFS within seven (7) calendar days of the completion of the program or when the youth exits the program.

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

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

In addition, the funded provider will have reporting finalized in the subgrant agreement. At a minimum, regardless of program, the provider will report status of work to the CCDJFS monthly. Details should be given as to the number of youth served, status of deliverables, status of specified outcome measures, and program effectiveness. The specific number of reports, the data elements to be included, and the frequency of reports is at the discretion of the CCDJFS.

1.6 Demonstration of Experience

The County is seeking applicants who possess the experience listed below. Bidder(s) must 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 including:
 - a. A description of the key positions;
 - b. The work each performs; and
 - c. The credentials/resumes of the people filling the key positions
4. Demonstrate a minimum of three years of experience working with low-income adults.

1.7 Scope of Work

TANF Summer Youth Employment programs can provide project-based group employment (work crew) or develop individualized worksites that meet the skills and interests of the youth participants. Preferred worksite locations should offer innovative work experiences that help youth gain marketable skills; align employment that connects with the youth's education and career choice; offer structured work experiences in public and non-profit organizations as well as private sector; and provide opportunities for youth to receive or earn work-related certificates, credentials or academic credit by collaborating with other organizations or training institutions.

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

Proposals should demonstrate:

1. The ability to begin planning and developing the program by May 11, 2015; and
2. The ability to accept and accommodate all referrals after the participants are determined eligible by the CCDJFS staff; and
3. The use of each participant's assessments, educational background and interest, place each participant at a non-profit or private sector employment site; and
4. The ability to develop, provide and review job descriptions of duties to be performed with each youth participants; and
5. The ability to employ and retain 60% of the participants' between ages of 18-24 who have graduated from high school for the period of June 15, 2015 through October 31, 2015 and employ and retain 60% of the youth participants ages 16-17 for the period of June 15, 2015 through August 1, 2015; and

6. The ability to handle the wage reimbursement process ensuring youth receives wages; and
7. The ability to supervise the youth that are dispersed to the worksites as needed; and
8. Understanding and the ability to overcome unique challenges when placing youth in the workplace including, but not limited to, being familiar with minor labor laws, overcoming transportation barriers, establishing bank accounts and cashing paychecks, etc.; and
9. That a contingency plan is in-place to re-engage youth who are separated from employment for the duration of the program; and
10. Administer pre and post-employment evaluations to each participant; and
11. Issue a certificate of completion to each participant after completion of the employment program; and
12. Maintain records and meet all reporting requirements as specified in Section 1.5., Reporting Requirements; and
13. Provide alternative worksites when planned activities are cancelled due to inclement weather conditions; and
14. Pay the youth up to \$10.00 per hour (reimbursement for wages shall not exceed \$10.00 per hour).

1.8 Specification of Deliverables

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

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

The CCDJFS will provide the following deliverables at outlined in this RFP:

1. The CCDJFS staff will:
 - a. Recruit for the TANF Summer Youth Program using various media sources; including, but not limited to, newspaper, CCDJFS website, and social media - Twitter and Facebook and referral; and
 - b. Collect TANF Summer Youth applications to determine eligibility; and
 - c. Assign designated staff member who will serve as the liaison between the service provider and the CCDJFS to ensure a flow of communication.; and
 - d. Administer the ACT WorkKeys Assessments to those who successfully complete the job readiness program; and
 - e. Mail ACT WorkKeys certificate and/or results to the address on record; and
 - f. Coordinate reporting procedures with the service provider.

1.9 Expected Outcomes

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

1. 100% of participants placed at a worksite will demonstrate improvement in employment soft-skills by increasing their pre-evaluation score by 75%
2. 60% of the participants, ages 18-24, will retain employment through October 31, 2015
3. 60% of the participants, ages 16-17 will retain employment through August 1, 2015
4. 90% of the participants will show an understanding in workplace safety by earning an OSHA 10 certification

Care should be taken to ensure that the outcomes to be measured are directly related to the program. How outcomes are measured can significantly affect how the results should be interpreted. The use of questions and measures from existing survey instruments is strongly recommended, especially if such instruments have proven validity.

1.10 Format for Organization of the Proposal/Proposal Content

The County discourages overly lengthy and costly proposals. In order for the County to evaluate proposals fairly and completely, bidders should follow the format set forth herein and provide all of the information requested.

Proposals should be submitted in a sealed envelope with the name of the bidder and the relevant RFP name and number on the front.

Responses must be submitted as required in Section 2.6. All proposals submitted will become the property of Clark County and will not be returned.

Proposals must remain open and valid for ninety (90) days from the opening date, unless the time for awarding the subgrant agreement is extended by mutual consent of Clark County and the bidder.

SECTION A - INTRODUCTION

Cover page

This must include the RFP number, title and the complete vendor name and mailing address.

Cover letter

Proposals must include the telephone number, name, and title of the person the County should contact regarding the proposal.

Proposals must confirm that the organization will comply with all the provisions of this RFP, and include a conflict of interest statement. Any exceptions to the County's subgrant agreement's general terms and conditions should be discussed here.

The organization must confirm that it will develop, maintain, and update an individual case file for each program participant. Case files cannot be destroyed without the written permission of the CCDJFS.

The bidder must provide a brief description of the organization including history; number of years the organization has been in business; type of services provided; legal status of vendor organization, i.e. corporation, partnership, sole proprietor; Federal Tax ID number.

A representative authorized to make contractual obligations must sign the cover letter.

Conflict of Interest

Each bidder shall include a statement indicating whether or not the organization or any of the individuals performing work under the subgrant agreement has a possible conflict of interest and, if so, the nature of that conflict. The County 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 to be developed by the bidder. The County's determination regarding any questions of conflict of interest shall be final.

Contract Performance

If a bidder has had a contract terminated due to the bidder's alleged or proven non-performance or poor performance during the past five years, all such incidents must be described, including the other party's name, address and telephone number. If no such terminations have been experienced by the bidder in the past five years, so indicate.

Financial Statement

The bidder must submit a copy of its most recent audited or compiled financial statements, with the name, address and telephone number of a contact in the company's principal financing or banking organization. The financial statements must have been completed by a Certified Public Accountant.

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Provide sufficient detail so reviewers can locate all the important elements of your document readily. Identify each section of your response as outlined in the proposal package.

Executive Summary

Provide a high level overview of your approach, the distinguishing characteristics of your proposal, and the importance of this project to your overall operation.

SECTION B – PROJECT UNDERSTANDING (25 points)

Provide the Following Information:

1. What do you understand to be the purpose and scope of this project related to the specific target population you propose to serve?
2. Please explain how your program contributes to the accomplishment of any of the agency's division's mission and work?
3. What are the pertinent issues and potential problems related to the project and how do you plan to address/mitigate them?

Scope of Work/Solution/Project Narrative

1. What is your proposed solution to the needs identified by the County?
2. Who are the targeted populations you intend to serve and why?
3. How will you prioritize the youth served based on the various characteristics identified?
4. How do you plan to engage and retain the targeted population in the program?

Deliverables

1. Section 1.8 requires that bidders provide a series of deliverables.
Describe how you will meet the deliverables in specific, and to the extent possible, measurable terms.

Outcomes

1. Section 1.9 requires that bidders achieve specific, expected outcomes. Please describe how you will accomplish the outcomes listed.
2. How do you intend to measure your performance against the stated outcomes to be achieved?

SECTION C – METHODOLOGY (20 points)

Methodology

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.
2. Describe the methodology you will use to measure the outcomes proposed and the measurement tools to be used.

Project Schedule

1. Provide a chart showing project activities that includes the achievement milestones.

Evaluation Plan

1. How will you assess the progress of your project while it is underway?
2. How will your course correct should your assessment of progress yield less-than-favorable results?

SECTION D - PROJECT MANAGEMENT (25 points)

Describe your project management approach including:

1. The method used in managing the project.
2. The project management organizational structure including reporting levels and lines of authority.

Project Control

1. Describe your approach to project control, including details of the methods used in controlling project activities.

Project Reporting

1. Describe your status reporting methodology including details of written and oral progress reporting.

Interface with the County

1. Describe your projected contact points with the County including types of communications, and level of interface. This should be for the upcoming project, and not a restatement of past communication with the agency or county.

Risk Management

1. Identify 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. 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.

SECTION E – QUALIFICATIONS & EXPERIENCE (15 points)

Vendor Qualifications

1. Identify the qualifications that you bring to this project. Explain what differentiates your services from others.

Prior Experience

1. Describe the adequacy of staff, equipment, research tools and administrative resources; quality and appropriateness of technical or support staff; and past performance of the organization relevant to this project.
 - a) The capacity to undertake the scope of work based on demonstrated history of successfully completing similar or related work with the targeted service population(s).
 - b) The capacity to undertake the scope of work based on an organizational structure with adequate facilities, fiscal controls and other resources.
 - c) 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.
 - d) The bidder's experience working with low-income adults and knowledge of the needs of these individuals in Clark County.

Personnel

1. All proposed key project personnel must be identified in the proposal. Resumes of all key project personnel are required. Bidders may redact personal contact information which is included on resumes for administrative use (i.e., home addresses, home phone number, personal email address, etc.). 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
 - d. Experience with the specific tasks being proposed
 - e. Work history on similar projects
 - f. Legal Relationship with the Prime Contractor
2. Provide an organizational chart including all the personnel assigned to accomplish the work described in your proposal. Designate the person responsible and accountable for the completion of each component and deliverable of the proposal.

The County reserves the right to approve or disapprove any change in the successful bidder's project team members 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 the prime contractor.

Subcontractors

Subcontractors may be used to perform work under this subgrant agreement. The substitution of one subcontractor for another may be made only at the discretion of the County project manager, and with prior written approval from the project manager. Provider will be responsible for the subcontractors meeting all terms and conditions of the specifications.

Customer References

The bidder must submit (3) references, names and phone numbers for similar projects it has completed. There is a limit of one (1) total reference from any Clark County government agency (including the Board of County Commissioners and other appointing authorities [e.g. Courts, Sheriff, Prosecutor, etc.]).

SECTION F – PRICING (15 points)

Costs

1. The bidder must complete, sign, and submit Submittals A1- A3.
2. The bidder must submit a detailed narrative, which demonstrates how costs are related and why they are necessary to the proposed program. If the bidder 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.
3. Provider(s) shall submit a detailed narrative describing all non-CCDJFS funding received from any source that funds any part of the proposed project. Provider(s) must include the percent of the total project cost of each funding source.

If there is a dispute regarding whether a certain item of cost is unallowable County's decision is final.

Estimated proposal prices are not acceptable.

Payment Schedule

The bidder must include a proposed schedule of payments. The trigger for payment for each cost must be identified (e.g. timing, deliverable).

SECTION II. GENERAL PROCESS

2.1 Anticipated Procurement Timetable

<u>Date</u>	<u>Event/Activity</u>
03/27/15	County releases RFP. Q&A period opens <ul style="list-style-type: none">- RFP becomes active.- Provider(s) may submit inquiries for RFP clarification.
04/03/15	Bidders' Conference at 2:00 PM
04/08/15	Q&A Period Closes 9 a.m. (for inquiries for RFP clarification). No further inquiries for RFP clarification will be accepted.
04/10/15	<ul style="list-style-type: none">- CCDJFS provides Final Proposer Question & Answer document.
04/24/15	Deadline for Proposers to Submit Proposals to CCDJFS (3 p.m.). This is the proposal opening date, beginning of the CCDJFS process of proposal review.
05/01/15	Letter of intent to award subgrant agreement issued by CCDJFS. <ul style="list-style-type: none">- All applicants notified.
05/08/15	Subgrant agreement submitted to County Commission for approval.
05/11/15	Service provision begins.

IMPORTANT:

County reserves the right to revise this schedule in the best interest of CCDJFS and/or to comply with the County procurement procedures and regulations and after providing reasonable notice. Only the Board has the authority to bind the County into a subgrant agreement. The letter of intent to award is not binding. Since the letter of intent to award is not binding, any costs incurred by the bidder prior to the Board's award may or may not be recovered from County within the sole discretion of the Board.

2.2 Internet Question & Answer Period; RFP Clarification Opportunity

Potential bidders may ask clarifying questions regarding this RFP via email or U.S Mail during the Q&A Period as outlined in Section 2.1, Anticipated Procurement Timetable. To ask a question, a potential bidder must submit all questions in writing, via email or U.S. mail to Ashley.Clericus@jfs.ohio.gov or to the mailing address in Section 2.5 prior to the closing time and date for the Question & Answer Period. 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. The County reserves the right to disregard any e-mailed or mailed questions that are not properly titled.

Questions about this RFP must reference the relevant part of this RFP, the heading for the provision under question, and the page number of the RFP where the provision can be found. The potential bidder must also include the name of a representative to contact, the company/organization name and business phone number. The County may, at its option, 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 the County determines that a question cannot be resolved by reference to any section of the RFP, the County may, at its discretion, make necessary additions or changes to the RFP by addendum or amendment. The County will not respond to any questions received after 9 a.m. on the date the Q&A period closes.

The County 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 bidder), for reference by all potential bidders. Potential bidders will not receive personalized or individual email responses to their properly submitted individual questions. Clarifying questions asked and the County responses to such questions comprise the "CCDJFS Q&A Document" for this RFP. Responses will include the relevant page number, heading, and provision in question. Proposals in response to this RFP are to take into account any information communicated by the County in the Final Q&A Document for the RFP.

If any additions or changes are made to this RFP as a result of the Q&A process, an addendum or amendment to the RFP will be posted on the Internet website dedicated to this RFP or mailed to the potential bidder (when requested in advance). It is the responsibility of all potential bidders to check this site on a regular basis for responses to questions, as well as for any addendums, amendments or other pertinent information regarding this RFP.

Accessibility to the CCDJFS Q&A Document will be clearly identified on the website dedicated to this RFP, **once that document is made available.**

IMPORTANT: Requests from potential bidders 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 the CCDJFS policy (available upon request) will be honored. The posted time frames for the County responses to email questions for RFP clarification do not apply to PRRs. Potential bidders who choose to rely on responses to public records requests when preparing their proposals do so at their own risk.

Bidders are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFP for the future subgrant agreement, **NOT on details of any current or past related** subgrant agreements. Requirements under a current project may or may not be required by County under any future subgrant agreement, and so may not be useful information for bidders who choose to respond to the RFP. If potential bidders ask questions about existing or past contracts using the Q&A process, the County will use its discretion in deciding whether to provide answers.

There is an established time period for the Q&A process (see Section 2.1, Anticipated Procurement Timetable, above). The CCDJFS Q&A document will only answer those questions submitted within the stated time frame for submission of potential bidder's questions, and which pertain to issues of RFP clarity, and which are not

requests for public records. County is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

Should potential bidders experience technical difficulties accessing the CCDJFS website where the RFP and its related documents are published, they may contact Ashley Clericus at Ashley.Clericus@jfs.ohio.gov or by phone at 327-1867.

2.3 Bidders' Conference

A bidders' conference has been scheduled for April 3, 2015 at 2:00 PM in the Steele Room at the Clark County Department of Job & Family Services campus, 1345 Lagonda Avenue, Springfield, Ohio. The meeting will take place in Building C on the 4th Floor. CCDJFS 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, County strongly encourages potential proposers to attend this conference. Please bring your copy of the RFP.

2.4 Communication Prohibitions

From the issuance date of this RFP until an actual subgrant agreement is awarded there may be no communications concerning the RFP between any potential bidder that expects to submit a proposal and any employee of 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 the subgrantee.

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 2.2, Q&A Period, and Section 2.3, Bidders' Conference;
2. For the purpose of conducting necessary business arising from a pre-existing or on-going business relationship with County;
3. As part of any bidder interview process initiated by County, which County deems necessary in order to make a final selection;
4. Potential bidders may request that the RFP and all posted RFP documents be sent via U.S. mail;
5. Any Public Records Request (PRR) made through CCDJFS;
6. Notification of any changes or announcements related to this RFP through the CCDJFS vendor notification list; and
7. A public meeting of the Board at which the award of a subgrant agreement, 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 bidders through the original web page established for the RFP. All interested potential bidders must refer to that web page regularly for amendments or other announcements. The County may not specifically notify any potential bidder of changes or announcements related to this RFP except as provided in Section 2.4. It is the affirmative responsibility of interested potential bidders 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 the potential bidder. Potential bidders without access to the web page established for the RFP may request that amendments to the RFP or documents related to it be sent to them by contacting Ashley Clericus via email or

U.S. mail at the following address, Ashley.Clericus@jfs.ohio.gov or Clark County Job & Family Services, Attn: Ashley Clericus, 1345 Lagonda Avenue, Springfield, Ohio 45503.

County 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 provider(s) shall result in the disqualification of those provider(s)' proposals and shall prohibit the potential provider(s) from entering into any contractual relationship with the County for services requested through this RFP for the duration of the RFP period. A provider(s) 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)'s authorized representatives.**

2.5 Proposal Submission Information

County requires proposal submissions in both paper and electronic format. The submission of the electronically formatted version may be waived, at the discretion of the County, when requested in writing by the bidder 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:

1. **Seven paper copies (one signed original and six copies) and** one electronic version on a CD-ROM or flash drive of the proposal may be mailed or hand-delivered to:

Clark County Department of Job & Family Services
Attn: Ashley Clericus
1345 Lagonda Avenue, Building C- 4th Floor
Springfield, Ohio 45503.

OR

2. **One electronic version may be emailed to Ashley.Clericus@jfs.ohio.gov and Seven paper copies (one signed original and six copies)** of the proposal may be mailed or hand-delivered to:

Clark County Department of Job & Family Services
Attn: Ashley Clericus
1345 Lagonda Avenue, Building C- 4th Floor
Springfield, Ohio 45503.

The electronic version of the RFP response should be submitted as follows:

1. The answers to the questions stated in Section 1.10 and the budget narrative should be in Microsoft Word format;
2. Submittals A1-A3 should be submitted in Microsoft Excel format;
3. All other items submitted with the proposal (cover letter, required forms, resumes, etc.) should be in PDF format.

Bidders may, at their discretion, submit one complete version in PDF format.

If the two formats (paper and electronic) are not received on the same date, the latter date upon which both submission formats are received is considered to be the submission date.

All bidders' proposals must be submitted no later than 3:00 p.m. on TBD. Faxed submissions will not be accepted. County will not consider a bidder's proposal to be submitted until the time at which the proposal is actually received by County in both the paper and electronic formats. A proposal will not be deemed "submitted" until the proposal is complete.

The bidder's original proposal must contain all the information and documents specified in Section 1.10, Format for Organization of the Proposal/Proposal Content. All copies (both paper and electronic) of the original proposal must include copies of ALL information, documents, and pages in the original proposal. A bidder's proposal will be considered to be incomplete if the bidder fails to comply with this paragraph.

All proposal submissions must be received, complete, at the above address, via mail or hand delivery by the above date and time. Materials received separately from a bidder's proposal submission (e.g. letters of recommendation from past customers of the bidder's services) will not be added to the proposal nor considered in the review and scoring process. Materials received after the date and time as stated above will not be included in any previous submissions, nor will they be delivered. County is not responsible for proposals incorrectly addressed or for proposals delivered to any location other than the address specified above.

For hand delivery on the due date, bidders are to deliver the proposals to the address specified above. When hand delivering on the due date, bidders should allow sufficient time for traffic incidents, as well as for possible security checks in the front lobby. **County is not responsible for any proposals delivered to any address other than the address provided above.**

2.6 Scoring of Proposals

The County will enter into a subgrant agreement with the bidder that best demonstrate(s) the ability to meet requirements as specified in this RFP. Bidders submitting a response will be evaluated based on the capacity and experience demonstrated in their proposal. All proposals will be reviewed and scored by a Proposal Review Team (PRT) comprised of CCDJFS staff members and others selected at the discretion of the CCDJFS. Bidders should not assume that the review team members are familiar with any current or past work activities with the CCDJFS. Proposals containing assumptions, lack of sufficient 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 that they have no personal or financial interest in the outcome of the proposal review and subgrantee selection process.

In scoring the proposals, the PRT will score in two phases:

A. Phase I. Review—Initial Qualifying Criteria:

In order to be fully reviewed and scored, proposals submitted must pass the following Phase I. Review. **Any "no" answer to the questions listed below will eliminate a proposal from further consideration.**

1. Was the proposal received by the deadline as specified in Sections 2.1, Anticipated Procurement Timetable, and 2.5, Proposal Submission Information?
2. Did the bidder submit seven paper copies (one original and six copies) and one electronic copy of their proposal (unless the electronic submission was waived by the County)?
3. Does the bidder's proposal include all required affirmative statements and certifications, signed by the bidder's responsible representative, including the following:
 - Contractor Assurances Form, (see Section 3.5 of this RFP)
 - Personal Property Tax Statement (see Section 3.6 of this RFP)
 - Campaign Contribution Declaration (see Section 3.7 of this RFP)
 - Certifications (see Section 3.3 of this RFP)
 - Copy of the most recently completed financial audit
4. According to those certifications, does the bidder affirmatively indicate that it is not on the federal debarment list; that it is fiscally solvent; that it will meet all Federal, State, and Local compliance requirements; and that the person signing the form is authorized to enter into a contract with County?
5. Does County's review of the SAM.gov website verify that the Contractor is not excluded from contracting with County by ORC Section 9.24 for an unresolved finding for recovery (i.e. the proposal of any bidder whose name appears on the Auditor's website as having an unresolved finding for recovery will be eliminated from further consideration.)?

B. Phase II. Review—Criteria for Scoring the Proposal:

The PRT will then score those qualifying proposals not eliminated in Phase I. The PRT will assess how well the bidder meets the requirements as specified in Section 1.10 Sections B, C, D, E and F of this RFP. Using pre-defined evaluation criteria for Phase II scoring, the PRT will read, review, and discuss the proposals and reach consensus on the final score for each qualifying proposal.

2.7 Proposal Clarifications

County reserves the right to request clarifications from bidders of any information in their proposals/forms, and may request such clarification as it deems necessary at any point in the proposal review process.

2.8 Review Process Caveats

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

County reserves the right to request clarifications from bidders 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 County, and bidders' verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 2.4 of this RFP. Such communications are expressly permitted when initiated by County, but are at the sole discretion of County.

Should County determine a need for interviewing bidders prior to making a final selection, notwithstanding the fact that no two proposals have received substantially similar scoring in accordance with section 2.7, County may exercise its discretion to interview bidders, and results to interview questions shall be scored in a manner similar to the process described in Section 2.6, Scoring of Proposals, above. Such scored results may be either added to those bidders' proposal scores, or will replace certain criteria scores, at the discretion of County. The standards for scoring the interviews and the method used for considering the results of the interviews shall be applied consistently for all bidders participating in the interview process for that RFP.

County reserves the right to negotiate with bidders for adjustments to their proposals should County 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 County, but are at the sole discretion of County.

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

2.9 Final Recommendation

The PRT will recommend to the Director of the CCDJFS who will recommend to the Board the bidder(s) offering the proposal most advantageous to County, as determined by the processes and requirements established in this RFP. Additionally, CCDJFS reserves the right to partially, or fully fund the bidder whose proposal is selected at its discretion.

2.10 Subgrant Agreement Period and Funds Available

County is seeking to award a subgrant agreement to be effective May 11, 2015, and to conclude no later than October 31, 2015.

This initiative will be funded utilizing:

1. 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.

In no instance may the subgrantee's or sub-contractors' administrative costs exceed 10% of the total cost of their subgrant agreement or sub-contract.

This RFP and all agency contracts/subgrant agreements are contingent on the availability of funds. If, during the RFP process, funds are not available for the proposed services, the RFP process will be canceled. The bidders will be notified at the earliest possible time. County is not required to compensate any bidders for any expenses incurred as a result of the RFP process.

2.11 Selected Subgrantee Compensation Structure

County agrees that reimbursement of all costs will be dependent upon the subgrantee's performance in the delivery of services specified in the approved budget, once the subgrant agreement is awarded. Payment shall be made by the Clark County Auditor upon proper presentation of request, when approved by County and the subgrantee. Payment shall be made in one of two ways:

1. Direct Cost: Payment shall be made on a direct cost reimbursement basis. CCDJFS 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 subgrantees may be asked to reconcile revenue against the total actual expenditures and reimburse the CCDJFS for over-budgeted expenses on a quarterly basis.

Bidders must define their preferred payment method in their proposal.

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

The subgrantee shall provide a monthly invoice to the Department, no later than 30 days past the service month. This invoice shall adhere to the guidelines communicated by the Department and shall include a description of services provided, the dates of service, and a description and amount of any incentive earned. If the invoice is not received by the CCDJFS within the 30 day deadline, the subgrantee agrees to be bound by a negotiated percentage removal rate. County and subgrantee will negotiate these rates and come to an agreement upon a reasonable and determinable amount. The below mentioned percentage rates are merely suggested rates, the final rates will be agreed upon between upon by the County and the subgrantee.

- 31-45 days 10% of the total invoice amount
- 46-60 days 20% of the total invoice amount
- 61+ days 30% of the total invoice amount

The total amount of the original invoice will be counted towards the remaining subgrant agreement balance, even when a percentage is removed. The final invoice must be submitted within 60 days of the end of the subgrant agreement period or the CCDJFS may not issue payment for the final invoice.

SECTION III LEGAL REQUIREMENTS

3.1 Limitations

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

This RFP does not commit County to award a subgrant agreement 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.

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

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

3.2 Proposal Cost

Costs incurred in the preparation of this proposal are to be borne solely by the bidder. The County 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 the bidder and will not be County's responsibility.

3.3 Certifications

Proposers are not required to submit insurance certificates in order for their proposals to be considered.

However, the provider(s) whose proposal is selected shall be required to present current insurance certificates prior to the commencement of the subgrant agreement. In the event that the winning bidder fails to present satisfactory insurance certificates when the proposed subgrant agreement is submitted to the Board for approval, County, in its sole discretion reserves the right to (1) select another provider(s)'s proposal or (2) cancel and/or reissue the RFP. The standard requirements of insurance for provider(s) who hold subgrant agreements with Clark County are found in Section VI, Article VI. Provider(s) must provide, in their proposals, assurances that the minimum insurance requirements will be met.

Provider(s) must disclose any circumstances of which the provider(s) know or reasonably should know, including, but not limited to financial, legal, administrative, or safety risks, which might prevent them from meeting the insurance requirements by the time the subgrant agreement is signed. Provider(s) shall have an ongoing duty to disclose any such circumstances that could foreseeably result in loss of coverage or denial of a claim during or after the duration of any subgrant agreement entered into pursuant to this RFP.

3.4 Contractual Requirements

The bidder whose proposal is selected will be required to agree to the terms of the Sample Subgrant Agreement included in this RFP as Section VI. Such terms may not be modified or rejected absent a written waiver granted by the County pursuant to the RFP's waiver provisions. Additional terms shall not be permitted unless specifically included in the bidder's proposal and accepted by the County. Such additions will be added to the final contract by the County during negotiation of said contract..

3.5 Contractor Assurances Form

As part of the submitted proposal, provider(s) must include the attached Contractor Assurances Form (included in this RFP as Attachment A). Failure to include this statement as part of the proposal submitted to the County may result in the disqualification of the provider(s)'s proposal from consideration.

3.6 Campaign Contribution Declaration

As part of the submitted proposal, the bidder must include the attached notarized Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code form (Campaign Contribution Declaration – HB694). Amended Substitute House Bill 694 (“HB 694”) limits solicitations of and political contributions by owners and certain family members of owners of businesses seeking or awarded public contracts.

All potential bidders interested in responding to this RFP must include the completed Campaign Contribution Form (included in this RFP as Attachment B) in their proposals.

3.7 Personal Property Tax Statement

As part of the submitted proposal, the bidder must include the attached notarized Personal Property Tax Statement (included in this RFP as Attachment C). Failure to include this statement as part of the proposal submitted to the CCDJFS may result in the disqualification of the bidder's proposal from consideration.

3.8 Independent Contractor/Worker Acknowledgment Form

As part of the submitted proposal, the bidder must include the attached Independent Contractor/Worker Acknowledgment Form (included in this RFP as Attachment D) only if they are a sole-proprietor and/or are a corporation and/or organization with less than five (5) full-time employees. Failure to include this statement as part of the proposal submitted to the CCDJFS may result in the disqualification of the bidder's proposal from consideration.

3.9 Sub-contractor Identification and Participation Information

Bidders must clearly identify the subcontractor(s) that will be used under this contract and their tasks in their proposals. The proposal must include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

1. The subcontractor's legal status, federal tax ID number, and principle business address;
2. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;
4. A commitment to do the work, if the provider(s) 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.

The subgrantee must seek approval from CCDJFS prior to entering into any contract with a sub-contractor.

3.10 Protests

Any potential, or actual, provider(s) 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 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 County;
 - e. A statement as to the form of relief requested from County; 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 subgrant agreement 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 subgrant agreement or the Letter of Intent to Reject all proposals, whichever is applicable.
3. An untimely protest may be considered by County if it determines that the protest raises issues significant to County's procurement system. An untimely protest is one received by CCDJFS after the time periods set forth in Item 2 of this section.
4. All protests must be filed at the following location:

David S. Dombrosky, Director
Clark County Job & Family Services
1345 Lagonda Avenue- Bld. C- 4th Floor
Springfield, Ohio 45503

5. When a timely protest is filed, a subgrant agreement award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Board determines that a delay will severely disadvantage County. The provider who would have been awarded the subgrant agreement shall be notified of the receipt of the protest.
6. County shall issue written decision on all timely protests and shall notify any provider(s) who filed an untimely protest as to whether or not the protest will be considered.

3.11 Changes to the RFP

Material changes to this RFP will be provided via the agency website and to vendors on the vendor notification list. Potential provider(s) are responsible for obtaining any such changes without further notice by County.

SECTION IV. ATTACHMENTS AND THEIR USES

- A. Contractor Assurances Form *(To be completed and included in the proposal packet as specified in Section 3.5)*
- B. Campaign Contribution Declaration Form *(To be completed and included in proposal packet as specified in Section 3.6)*
- C. Personal Property Tax Statement *(To be completed and included in proposal packet as specified in Section 3.7)*
- D. *Independent Contractor/Worker Acknowledgment Form (To be completed and included in the proposal packet for bidder who are sole-proprietors and bidders who have less the five (5) full-time employees)*
- E. Clark County Records Retention Schedule *(To be used to understand the requirements in section 1.10-A)*

ATTACHMENT A

Contractor Assurances Form

Purpose: Clark County Department of Job & Family Services (CCDJFS) requires the following information on Contractors who submit proposals or bids in response to Requests for Proposals (RFPs) or other competitive opportunity in order to facilitate the development of the contract (or finalization of a purchase) with the selected Contractor. County reserves the right to reject any proposal if this information is not provided fully, accurately, and by the deadline set by County. Further, some of this information (as identified below) **must** be provided in order for County to accept and consider a proposal/bid. **Failure to provide such required information will result in the proposal's immediate disqualification.**

Instructions: Provide the following information regarding the Contractor submitting the proposal or bid. Contractors must print this attachment, complete and sign it and include it in their proposals. It is mandatory that the information provided is certified with an original signature from a person with authority to represent the Contractor. Contractors are to provide this completed and signed form as a component of their original proposal, according to instructions in the RFP for proposal/bid composition.

Contractors must provide all information

1. CCDJFS RFP #:	2. Proposal Due Date:
3. Contractor Name: (legal name of the Contractor – person or organization – to whom contract/purchase payments would be made)	4. Contractor Federal Tax ID #: (this number MUST correspond with the name in Item #3)
5. Contractor Corporate Address:	6. Contractor Remittance Address: (or “same” if as same as Item #5)
7. Print or type information on the Contractor representative/contact person <u>authorized to answer questions on the proposal/bid</u> : Contractor Representative: Representative's Title: Address: Phone #: Fax #: E-Mail:	
8. Print or type the name of the Contractor representative <u>authorized to address contractual issues, including the authority to execute a contract on behalf of the Contractor, and to whom legal notices regarding contract termination or breach, should be sent</u> (if not the same individual as in #7, provide the following information on each such representative and specify their function): Contractor's Representative: Representative's Title: Address: Phone #: Fax #: E-Mail:	

I recognize that I must give assurances for each item below. If I cannot, I will explain why the assurances were not met or this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of Ohio, or local Debarment List.
3. We included in our proposal a copy of our most recently completed financial audit confirming that we are fiscally solvent.
4. We have, or will have: all of the fiscal control and accounting procedures needed to ensure that contract funds will be used as required by law and the contract.
5. We have additional funding sources and will not be solely dependent on any funds awarded as a result of this RFP.
6. We will meet all Contractual Requirements stated in Section 3.4 of this RFP.
7. **We will meet all applicable Federal, State and Local compliance requirements.** These include, but are not limited to:
 - Records accurately reflect actual performance.
 - Maintaining record confidentiality, as required.
 - Reporting financial, participant, and performance data, as required.
 - Complying with Federal and State non-discrimination provisions.
 - Meeting requirements of **Section 504 of the Rehabilitation Act of 1973.**
 - Meeting all applicable labor laws, including Child Labor Law standards.
 - Drug Free Workplace

We will not:

- Use contract funds to assist, promote or deter union organizing.
- Use contract funds in the construction, operation or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

I hereby assure that all of the above are true:

Signature

Date

Name (printed)

Title

ATTACHMENT B
Campaign Contribution Declaration
AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13
OF THE OHIO REVISED CODE

STATE OF OHIO

COUNTY OF _____ SS:

Personally appeared before me the undersigned, as an individual or as a representative of

_____ for a Contract for _____
(Name of Entity) (Type of Product or Service)

to be let by the County of Clark, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the entity (corporation, business trust, partnership, other unincorporated business [including labor unions], association [including professional associations], estate, or trust):

1. That none of the following has individually made within the previous 24 months and that, if awarded a Contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following individually will make, beginning on the date the Contract is awarded and extending until one year following the conclusion of the Contract, as an individual, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$1,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
 - a. myself;
 - b. any partner or owner or shareholder of the partnership (or other unincorporated business);
 - c. any shareholder of the association;
 - d. any administrator of the estate;
 - e. any executor of the estate;
 - f. any trustee of the trust;
 - g. any owner of more than 20% of the corporation or business trust (if applicable);
 - h. each spouse of any person identified in (a) through (c) of this section;
 - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section (only applicable to contributions made on or after January 1, 2007).
2. That none of the following have collectively made within the previous 24 months, and that, if awarded a Contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following collectively will make, beginning on the date the Contract is awarded and extending until one year following the conclusion of the Contract, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$2,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
 - a. myself
 - b. any partner or owner or shareholder of the partnership (if applicable);
 - c. any shareholder of the association;
 - d. any administrator of the estate;
 - e. any executor of the estate;
 - f. any trustee of the trust;
 - g. any owner of more than 20% of the corporation or business trust (if applicable);
 - h. each spouse of any person identified in (a) through (c) of this section;
 - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section.

Signature: _____

Title: _____

Sworn to before me and subscribed in my presence this _____ day of _____, 20____

Notary Public: _____

My Commission Expires: _____

ATTACHMENT C
Personal Property Tax Statement

(See Section 5719.042, O.R.C.)

STATE OF _____)

ss:

COUNTY OF _____)

I, _____, having been duly sworn, state that I am competent to testify to the following:

(COMPLETE APPLICABLE STATEMENT)

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with _____.
On said date, I owed no personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that I have not been charged with having any delinquent personal property tax owed to said District.

OR

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with _____.
I presently am delinquent in the payment of personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that my name appears upon the records of said District as delinquent in the payment of personal property tax as follows:

_____ owed in delinquent taxes, and _____ owed as penalties assessed against said delinquency. As part of the consideration for a contract to perform the above stated bid, I hereby agree that this form be incorporated into said contract to perform work, and further agree that proceeds from said contract shall be paid to Clark County Taxing District in the amount of said delinquent tax and said assessed penalty prior to any payments being made to the bidder or other person under the contract.

DATE

BIDDER

Sworn to and subscribed before me, a Notary Public, on this _____
day of _____, _____.

NOTARY PUBLIC

My commission expires _____, _____.

ATTACHMENT D
Independent Contractor/Worker Acknowledgment



**INDEPENDENT CONTRACTOR/WORKER
ACKNOWLEDGMENT**

Ohio Public Employees Retirement System
277 East Town Street, Columbus, Ohio 43215-4542

Employer Outreach: 1-888-400-0665
www.opers.org

This form is to be completed if you are an individual who begins providing personal services to a public employer on or after Jan. 7, 2013 but are not considered by the public employer to be a public employee and will not have contributions made to OPERS. This form must be completed not later than 30 days after you begin providing personal services to the public employer.

STEP 1: Personal Information

Social Security Number

— — —

First Name

MI

Last Name

Name of Current Employer

STEP 2: Public Employment Information

Name of Public Employer for Which You Are Providing Personal Services

Employer Contact

First Name

MI

Last Name

Employer Code

Employer Contact Phone Number

— — — — —

Service Provided to Public Employer

Start Date of Service

Month

Day

Year

/ /

End Date of Service

Month

Day

Year

/ /

STEP 3: Acknowledgment

The public employer identified in Step 2 has identified you as an independent contractor or another classification other than a public employee. Ohio law requires that you acknowledge in writing that you have been informed that the public employer identified in Step 2 has classified you as an independent contractor or another classification other than a public employee for the services described in Step 2 and that you have been advised that contributions to OPERS will not be made on your behalf for these services.

If you disagree with the public employer's classification, you may contact OPERS to request a determination as to whether you are a public employee eligible for OPERS contributions for these services. Ohio law provides that a request for a determination must be made within five years after you begin providing personal services to the public employer, unless you are able to demonstrate through medical records to the Board's satisfaction that at the time the five-year period ended, you were physically or mentally incapacitated and unable to request a determination.


By signing this form, you are acknowledging that the public employer for whom you are providing personal services has informed you that you have been classified as an independent contractor or another classification other than a public employee and that no contributions will be remitted to OPERS for the personal services you provide to the public employer. This acknowledgment will remain valid as long as you continue to provide the same services to the same employer with no break in service regardless of whether the initial contract period is extended by any additional agreement of the parties. You also acknowledge that you understand you have the right to request a determination of your eligibility for OPERS membership if you disagree with the public employer's classification.

This form must be retained by the public employer and a copy sent to OPERS. The public employer's failure to retain this acknowledgment may extend your right to request a determination beyond the five years referenced above.

Signature _____ Today's Date ____/____/____
Do not print or type name

ATTACHMENT E

Clark County Records Retention Schedule



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
300 E. 17th Avenue
Columbus, Ohio 43211-2407

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OHIO HISTORICAL SOCIETY

SEP - 5 2013

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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

JFS of Clark County JFSOC (Admin, BP, FCS, OSEA, MIS, WIA, HR)

(local government entity) (unit)

Renee Southard

(signature of responsible official)

Renee Southard

(name)

MIS Manager

(title)

09/4/2013

(date)

Section B: Records Commission

Clark County Records Commission 937-521-2008

Records Commission (telephone number)

PO Box 2039

50 E. Columbia St

(address)

Springfield

(city)

45501

(zip code)

Clark

(county)

To have this form returned to the Records Commission electronically, include an email address: mlol@clarkcountyohio.gov

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Michael Hartley

Records Commission Chair Signature

September 13, 2013

Date

Section C: Ohio Historical Society - State Archives

Garnie Conner

Signature

Spot Records Archivist

Title

9/24/13

Date

Section D: Auditor of State

Mark E. Math

Signature

9-30-13

Date

Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form.

Z:\HISTORICAL\RC-2\RC-2-2013

Clark County Department of Job & Family Services
Request for Proposals (RFP)
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Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-3497

Section E: Records Retention Schedule
JFS of Clark County

JFSCC (Admin, BP, FCB, CSEA, MIS, WIA, HR)

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
AD 11-001	Annual Report (copy of annual report sent to county)	<u>Permanent</u> Paper may be destroyed 30 days after Microfilmed Digital may be destroyed 30 days after Microfilmed	Paper Digital Microfilm		<input checked="" type="checkbox"/>
AD 11-002	Annual Budgets (copy of department budgets)	<u>Permanent</u> Paper may be destroyed 30 days after Microfilmed Digital may be destroyed 30 days after Microfilmed	Paper Digital Microfilm		<input checked="" type="checkbox"/>
AD 12-003	Contracts (copy of contracts/agreements sent to county) (All contracts for agency managed by Accounting)	<u>Non-Permanent</u> 5 years after expiration provided audited Paper may be destroyed 30 days after digitized Digital may be destroyed 5 years after expiration provided audited. Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 12-005	Financial & Program Audits (A-133 Full County Audit is available from Auditor of State website. JFSCC does not maintain audit)	<u>Non-Permanent</u> 5 years provided audited. Paper may be destroyed 30 days after digitized Digital may be destroyed after 5 years provided audited. Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 11-006	Inventory of Agency Property (annual inventory of property sent to county auditor)	<u>Non-Permanent</u> 5 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 5 years provided audited. Microfilming not required	Paper/ Electronic Digital		<input type="checkbox"/>
AD 12-007	Lease Agreements (copy of lease agreements sent to county)	<u>Non-Permanent</u> 5 years after expiration provided audited Paper may be destroyed 30 days after digitized Digital may be destroyed 5 years after expiration provided audited. Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 11-008	Minutes of Various Policy Boards Including Child Welfare, WorkPlus, JFS Planning Council (Formerly Welfare Advisory)	<u>Permanent</u> Paper may be destroyed 30 days after Microfilmed Digital may be destroyed 30 days after Microfilmed	Paper Digital Microfilm		<input type="checkbox"/>

Clark County Department of Job & Family Services
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Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43217-2697

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
AD 11-009	Program Annual Reports (copy of agency program reports submitted to state)	Permanent Paper may be destroyed 30 days after Microfilmed Digital may be destroyed 30 days after Microfilmed	Paper Digital Microfilm		<input checked="" type="checkbox"/>
AD 11-010	Program Evaluations (copy of agency program evaluations submitted to state)	Permanent Paper may be destroyed 30 days after Microfilmed Digital may be destroyed 30 days after Microfilmed	Paper Digital Microfilm		<input checked="" type="checkbox"/>
AD 12-011	Purchase Orders /Encumbrances /Blankets (department copies)	Non-Permanent 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 13-012	Receipt Databases Effective April 1, 2012 Receipt Books will be Obsolete and replaced with Access Database.	Non-Permanent Data will be maintained electronically for 3 years. Database subject to revisions.	Electronic		<input type="checkbox"/>
AD 12-013	Appropriation Journal: Spreadsheet (Expenditure and receipt reports) As of Jan 1, 2012 no longer maintained in hard copy.	Non-Permanent 3 years provided audited. Paper may be destroyed 30 days after digitized. Electronic File may be destroyed after 3 years provided audited. Microfilming not required	Paper Electronic		<input type="checkbox"/>
AD 12-014	Vouchers: Unpaid & Paid As of Jan 1, 2011, no longer creating paper copy of voucher. Voucher can be produced on demand from computer program)	Non-Permanent 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Electronic Digital		<input type="checkbox"/>
AD 12-016	Random Moment Sheets, Discs, Reports As of June 1, 2011 Random Moment Sheets/Discs no longer received. Statewide implementation of an electronic system. JFSOC only receives a Quarterly Report.	Non-Permanent 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 13-018	Procurement Information (bids/proposals)	Non-Permanent 5 years after expiration provided audited Paper may be destroyed 30 days after digitized Digital may be destroyed 5 years after expiration provided audited. Microfilming not required	Paper Digital		<input type="checkbox"/>

Clark County Department of Job & Family Services
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800 E. 17th Avenue
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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
AD 13-017	Invoices (department copies. Original sent to auditor) *including but not limited to adoption subsidy invoices; contract invoices; foster care invoices	<u>Non-Permanent</u> 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 13-018	Quarterly/Monthly/Annual Financial Reports (including but not limited to JFS2827, OCHS2750, OCHS2820, Protect Ohio, FIMS)	<u>Non-Permanent</u> 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 12-019	ODHS 1825 Billing Effective Jan 1, 2011 Obsolete	<u>Non-Permanent</u> 3 years provided audited. Paper may be destroyed 30 days after digitized.	Paper		<input type="checkbox"/>
AD 11-020	Refuel Orders	<u>Non-Permanent</u> 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 11-024	Cashier Daily Summary Sheets (attached to Pay/N)	<u>Non-Permanent</u> 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 11-026	Public Records Request	<u>Non-Permanent</u> Paper may be destroyed 30 days after digitized. Digital may be destroyed after 6 years	Paper Digital		<input type="checkbox"/>
AD 11-027	Record Retention Schedules (department copies of RC1, RC2, RC3. Permanent copies maintained by Record Commission)	<u>Non-Permanent</u> 5 years. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 6 years Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 11-028	Bank Deposit Slips/Statements	<u>Non-Permanent</u> 3 Years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years and audited. Microfilming not required	Paper Digital		<input type="checkbox"/>

Clark County Department of Job & Family Services
Request for Proposals (RFP)
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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
AD 13-028	Grants (including grant agreements, fiscal, invoice)	<u>Non-Permanent</u> 5 years after expiration provided audited Paper may be destroyed 30 days after digitized Digital may be destroyed 5 years after expiration provided audited. Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 13-030	Contract Monitoring Reports (all documents relating to approved contract except contract & invoices)	<u>Non-Permanent</u> 5 years after expiration of contract provided audited Paper may be destroyed 30 days after digitized Digital may be destroyed 5 years after expiration of contract provided audited. Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 13-031	ODJFS Monitoring Visit Reports & Program Monitoring Reports (supporting documentation will be kept until issues or findings have been resolved)	<u>Non-Permanent</u> 5 years. Paper may be destroyed 30 days after digitized Digital may be destroyed after 5 years. Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 13-032	Daycare Manual Claim & Adjustment Forms	<u>Non-Permanent</u> 3 Years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years and audited. Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 13-033	Budget Changes (Interfunds, Fund transfers & Advances, Amended Certificates, Temp Appropriations, Supplemental Appropriations)	<u>Non-Permanent</u> 1 Year. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 1 year. Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 13-034	Maximus/PET System (fund accounting ledger system)	<u>Non-Permanent</u> Data will be maintained electronically for 3 years. After 3 years, data will be archived.	Electronic		<input type="checkbox"/>
AD 13-035	Purchase Quotes (quotes for various purchases, includes compliance documentation)	<u>Non-Permanent</u> 3 Years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years and audited. Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 13-036	Agency Plans (including but not limited to Voter Registration, Fraud, Health Check, FAET, Net Transportation, PRC, Plan of Cooperation, Title XX, Procurement)	<u>Non-Permanent</u> Retain until superseded, obsolete, replaced, No longer of Admin Value NLAV/MFA	All		<input type="checkbox"/>

Clark County Department of Job & Family Services
Request for Proposals (RFP)
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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
AD 13-037	Payroll & Fringe Benefit Reports (fiscal use)	Non-Permanent 3 Years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years and audited. Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 13-038	Supplemental Security Income Information (supporting documentation for interim assistance/disaster care assistance)	Non-Permanent 1 Year provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 1 year and audited. Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 13-039	Juvenile Court Placement related documentation (invoices, change slips, orders, other supporting documentation)	Non-Permanent 3 Years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years and audited. Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 13-040	Budget Prep Files (working documents used to prepare annual budget)	Non-Permanent 3 Years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years and audited. Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 13-041	Contract Prep Files (working documents used to prepare contracts)	Non-Permanent 3 Years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years and audited. Microfilming not required	Paper Digital		<input type="checkbox"/>
AD 13-042	Allocation Letters	Non-Permanent 5 Years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 5 years and audited. Microfilming not required	Paper Digital		<input type="checkbox"/>
HR 11-001	Applications for Employment (original applications for non-hired)	Non-Permanent 1 Year	Paper		<input type="checkbox"/>
HR 11-002	Leave Request Forms (all request for leave are through electronic process. Leave records are maintained in HR computer system)	Non-Permanent 3 Years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years. Microfilming not required	Paper Electronic Digital		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
HR 11-003	Personnel File (Actions, BWC, Discipline, Evaluations, New Hire, Job Desc, Misc notices, Training, Application, Policy compliance agreements, Investigations)	<u>Non-Permanent</u> 3 Years after termination. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years. Microfilming not required	Paper Digital		<input type="checkbox"/>
HR 11-004	Timecards (all timecards are through electronic process. Time records are maintained in HR computer system.)	<u>Non-Permanent</u> 3 Years after termination. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years. Microfilming not required	Paper Electronic Digital		<input type="checkbox"/>
HR 11-005	Employee Roster	<u>Non-Permanent</u> 3 Years. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years. Microfilming not required	Paper Digital		<input type="checkbox"/>
HR 11-006	Payroll Records (department payroll submitted to county auditor)	<u>Non-Permanent</u> 6 years. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 6 years. Microfilming not required	Paper Digital		<input type="checkbox"/>
HR 11-007	Information in HR Personnel Software (Software contains Employee's name, address, occupation, pay rate, hours worked, pay, Accrual Balance upon Separation)	<u>Non-Permanent</u> 10 years after termination	Paper		<input type="checkbox"/>
IT 11-001	User files including databases, spreadsheets, documents, and presentations	<u>Non-Permanent</u> Retain until superseded, obsolete, or replaced. NLAV/NFA	Paper/ Electronic		<input type="checkbox"/>
IT 11-002	Policies including those covering access & security, systems development	<u>Non-Permanent</u> Retain until superseded, obsolete, or replaced. NLAV/NFA	Paper/ Electronic		<input type="checkbox"/>
IT 11-003	Information on data processing equipment, software, and vendors	<u>Non-Permanent</u> NLAV/NFA	Paper/ Electronic		<input type="checkbox"/>
IT 11-004	User guides, training materials, flowcharts, program descriptions and documentation	<u>Non-Permanent</u> Retain until superseded, obsolete, or replaced. NLAV/NFA	Paper/ Electronic		<input type="checkbox"/>
IT 11-005	Data documentation including records created during development or implementation of systems as well as technical documentation	<u>Non-Permanent</u> 2 years after discontinuance of system and until all data is destroyed or transferred to new operation environment then destroyed.	Paper/ Electronic		<input type="checkbox"/>

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Request for Proposals (RFP)
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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
IT 11-006	Text Files, including databases, documents, spreadsheets	Non-Permanent NLAV/NFA	Paper/ Electronic		<input type="checkbox"/>
IT 11-007	Hardware/Software Documentation	Non-Permanent NLAV/NFA	Paper/ Electronic		<input type="checkbox"/>
IT 11-008	Data Disaster Preparedness and Recovery Plans	Non-Permanent Retain until superseded, obsolete, or replaced. NLAV/NFA	Paper/ Electronic		<input type="checkbox"/>
IT 11-009	System Backup Files	Non-Permanent Retain for 1 Month and Recycle	Electronic/ Tape		<input type="checkbox"/>
IT 11-010	Computer/Network Usage Files (files, logs created to monitor computer system/Network usage)	Non-Permanent NLAV/NFA	Electronic		<input type="checkbox"/>
IT 11-011	Help Desk telephone logs and reports including database files or spreadsheets	Non-Permanent NLAV/NFA	Electronic		<input type="checkbox"/>
All 11-001	Correspondence scanned and added to all case files converted to digital cases	Non-Permanent Paper may be destroyed 30 days after digitized. Digital may be destroyed after closed for 3 years Microfilming not required	Paper Digital		<input type="checkbox"/>
All 13-002	Transitory records including all content on web pages, blogs, social networking sites, text, instant messages, voicemail, telephone messages, post it notes, bulletins, postcards, notices, calendars, blank forms, copies of documents, fax, notes & other limited documents that serve to convey information of temporary importance in lieu of oral communication	Non-Permanent NLAV/NFA	Paper/ Electronic		<input type="checkbox"/>
All 13-003	Certified Mail Receipts	Non-Permanent NLAV/NFA	Paper		<input type="checkbox"/>
WPD 11-001	Workforce Development Reports (including monitoring, data collection, administrative, partner)	Non-Permanent 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
WPD 11-002	Workforce Development Customer Case Files (including files kept by onsite Partners while under contract)	Non-Permanent Paper may be destroyed 30 days after digitized. Digital may be destroyed after closed for 3 years Microfilming not required	Paper Digital		<input type="checkbox"/>

2014-2015 Summer Youth Employment Program

Clark County Department of Job & Family Services
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Ohio Historical Society
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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
WPD 11-003	Memorandum of Agreement (MOA)	Non-Permanent 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
BP 13-001	Benefits Plus Fraud & Overpayment Case Files (Verification Section pulled before destruction of digital file)	Non-Permanent Paper may be destroyed 30 days after digitized. Digital may be destroyed after closed for 3 years Microfilming not required	Paper Digital		<input type="checkbox"/>
BP 13-002	Benefits Plus Customer Case Files (Including Child Care, Transportation) (Verification Section pulled before destruction of digital file)	Non-Permanent Paper may be destroyed 30 days after digitized. Digital may be destroyed after closed for 3 years Microfilming not required	Paper Digital		<input type="checkbox"/>
BP 11-003	IEVS Delinquency List	Non-Permanent Retain 6 months	Paper/ Electronic		<input type="checkbox"/>
BP 11-004	IEVS Alert List	Non-Permanent Retain 6 months	Paper/ Electronic		<input type="checkbox"/>
BP 11-005	IEVS record destruction log	Non-Permanent Retain 6 months	Paper/ Electronic		<input type="checkbox"/>
BP 11-006	Verification information concerning FTLBSA UC	Non-Permanent NLAV/NFA	Paper/ Electronic		<input type="checkbox"/>
BP 13-007	QDIIS Reports (4200, 4208, 4235) **4230 is obsolete**	Non-Permanent 5 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 5 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
BP 13-008	BY Fraud Tracking System (Access Database used to complete the 4200 report)	Non-Permanent Data will be maintained electronically for 5 years. Database subject to revisions.	Electronic		<input type="checkbox"/>
BP 13-009	Benefits Plus Transportation Database (Access Database used to complete the 4208 report)	Non-Permanent Data will be maintained electronically for 5 years. Database subject to revisions.	Electronic		<input type="checkbox"/>
BP 13-010	Reports from CTRL DVBIO	Non-Permanent NLAV/NFA	Paper/ Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
BP 13-011	DDU Settlement Agreement List (Sent to State Medicaid Office)	<u>Non-Permanent</u> 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
BP 13-012	Voter Registration Training Reports (Sign in sheets)	<u>Non-Permanent</u> 2 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 2 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
BP 13-013	Health Check/PFS Training Reports (Sign in sheets)	<u>Non-Permanent</u> 2 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 2 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
BP 13-014	PFS Quarterly Reports (JFS0353P)	<u>Non-Permanent</u> 5 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 5 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
BP 13-015	Returned Food Stamp Card Log	<u>Non-Permanent</u> Retain 1 year	Paper		<input type="checkbox"/>
BP 13-016	Index of CRISE Cases (Caseworker quick reference tool. Official information in CRISE system)	<u>Non-Permanent</u> NLAY/NFA	Paper		<input type="checkbox"/>
BP 13-017	Voter Registration Cover Sheet (Agency based registration voter registration transmittal form JFS7218) Forms are sent to Board of Elections	<u>Non-Permanent</u> 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
CG 13-001	Duplicate Receipts (copies of KioStar receipts/payments posted to Child Support Payment system)	<u>Non-Permanent</u> 1 year. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>

Clark County Department of Job & Family Services
Request for Proposals (RFP)
Summer Youth Employment Program



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
400 E. 17th Avenue
Columbus, Ohio 43211-2497

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
CS 11-002	Monthly reconciliation spreadsheet (sent to accounting)	Non-Permanent 1 year	Electronic		<input type="checkbox"/>
CS 11-003	ADFC Distribution Sheets/Cards	Non-Permanent 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper/ Electronic Digital		<input type="checkbox"/>
CS 13-004	State/Federal Reports (Annual FTE Report 4234)	Non-Permanent 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
CS 13-005	Agency Plans ***OBSOLETE*** ***No Records Exist*** ***Removing from Schedule***	Non-Permanent 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
CS 13-006	Child Support Contracts ***Merged with AD12-003*** ***All Contracts kept by Admin*** ***Removing from Schedule***	Non-Permanent 3 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 3 years provided audited Microfilming not required	Paper Digital		<input type="checkbox"/>
CS 13-007	Child Support Case Files (Financial history is removed before destruction of digital file)	Non-Permanent Paper may be destroyed 30 days after digitized. Digital may be destroyed after closed for 3 years. Microfilming not required	Paper Digital		<input type="checkbox"/>
CS 11-008	Reports Generated by SETS/Ch-D (including FTRDD)	Non-Permanent NLAV/NFA	Paper/ Electronic		<input type="checkbox"/>
CS 11-009	Rollodex cards of Child Support Cases	Non-Permanent NLAV/NFA	Paper		<input type="checkbox"/>
CS 13-010	Payment History (Records of CS payments prior to implementation of SETS)	Non-Permanent 20 years provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after 20 years provided audited. Microfilming not required	Paper Digital		<input type="checkbox"/>

Clark County Department of Job & Family Services
Request for Proposals (RFP)
Summer Youth Employment Program

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State Archives of Ohio
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200 E. 17th Avenue
Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
CS 13-011	Various Policy/Procedures (Internal policy/procedures for employees)	<u>Non-Permanent</u> Retain until superseded, obsolete or replaced. MLAV/NFA	Paper/ Electronic		<input type="checkbox"/>
SS 11-001	Adoption Case File	<u>Permanent</u> Paper may be destroyed 30 days after Microfilmed Digital may be destroyed 30 days after Microfilmed	Paper Digital Microfilm		<input type="checkbox"/>
SS 11-002	Family & Children Services Case File	<u>Permanent</u> Paper may be destroyed 30 days after Microfilmed Digital may be destroyed 30 days after Microfilmed	Paper Digital Microfilm		<input type="checkbox"/>
SS 11-003	Childcare Provider Case File	<u>Non-Permanent</u> Paper may be destroyed 30 days after digitized. Digital may be destroyed after closed for 3 years. Microfilming not required	Paper Digital		<input type="checkbox"/>
SS 11-004	Foster Family Home Case File	<u>Non-Permanent</u> 3 years after closed provided audited. Paper may be destroyed 30 days after digitized. Digital may be destroyed after closed for 3 years. Microfilming not required	Paper Digital		<input type="checkbox"/>
SS 11-005	Family & Children Services Meeting Minutes	<u>Non-Permanent</u> 1 year.	Paper		<input type="checkbox"/>
SS 11-006	Log sheet of referrals (also kept in SACWIS)	<u>Non-Permanent</u> 1 year.	Paper		<input type="checkbox"/>
SS 11-007	Adult Protective Case Files	<u>Non-Permanent</u> 5 years after closed. Paper may be destroyed 30 days after digitized. Digital may be destroyed after closed for 5 years. Microfilming not required	Paper Digital		<input type="checkbox"/>
SS 11-008	Contracts with Providers (including out of Home Placement)	<u>Non-Permanent</u> 5 years after expiration Paper may be destroyed 30 days after digitized Digital may be destroyed 5 years after expiration Microfilming not required	Paper Digital		<input type="checkbox"/>
SS 12-009	Foster Care/Adoption Benefits Case Files	<u>Non-Permanent</u> Paper may be destroyed 30 days after digitized. Digital may be destroyed after closed for 3 years. Microfilming not required	Paper Digital		<input type="checkbox"/>

Clark County Department of Job & Family Services
Request for Proposals (RFP)
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Ohio Historical Society
State Archives of Ohio
Local Government Records Program
880 E. 17th Avenue
Columbus, Ohio 43211-2487



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Clark County Electoral Office / Depts.
(local government entity) (unit)
Megan Lokai Megan Lokai Clerk 9/4/13
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Clark County 937-521-2006
Records Commission (telephone number)
50 E. Columbia St., Springfield 45502 Clark
(address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: mlukai@clarkcountyoio.gov

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Lauri Liberty September 4, 2013
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Connie Conner State Records Archivist 9/17/13
Signature Title Date

Section D: Auditor of State

Martin E. McBride 9-25-13
Signature Date

Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form.

Clark County Department of Job & Family Services
Request for Proposals (RFP)
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Section E: Records Retention Schedule

(local government entity)		(unit)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or ORS-LGRP	(6) RC-3 Required by ORS- LGRP
13-260	Tuition reimbursement requests/documents	7 years	Paper/ electronic		<input type="checkbox"/>
13-261	Underground Storage Tank Log	Life of Storage Tank	Paper/ Electronic		<input type="checkbox"/>
13-262	Uniform Record	3 years + audit	Paper		<input type="checkbox"/>
13-263	Vehicle Maintenance Records	Sold Vehicle	Paper		<input type="checkbox"/>
13-264	Vehicle Mileage Records	Sold Vehicle	Paper		<input type="checkbox"/>
13-265	Vendors Catalogues	No longer of admin value	Paper		<input type="checkbox"/>
13-266	Visitors log/sign in sheet	No longer of admin value	Paper		<input type="checkbox"/>
13-267	Voicemail messages	No longer of admin value	Paper		<input type="checkbox"/>
13-268	Voicemail system documentation	Life of system	Paper		<input type="checkbox"/>
13-269	Voucher Registers	3 years + audit	Paper		<input type="checkbox"/>
13-270	Vouchers	3 years + audit	Paper		<input type="checkbox"/>
13-271	Wage rate tables	2 years	Paper/ Electronic		<input type="checkbox"/>
13-272	Warrant Registers	3 years + audit	Paper		<input type="checkbox"/>
		Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.			<input type="checkbox"/>

Revised January 2013

Section VI. Sample Subgrant Agreement

SUBGRANT AGREEMENT

RECITALS;

The Board of County Commissioners of Clark County (“BOCC”) located at 50 East Columbia Avenue, PO Box 2639, Springfield OH 45501, has statutory authority to enter into contracts on behalf of the County; Furthermore, the BOCC may occasionally be referred to as “County” throughout this Subgrant Agreement and proceeding documents.

It is the purpose of Clark County Department of Job & Family Services (“Department”) located at 1345 Lagonda Avenue, PO Box 967A, Springfield OH 45501, to promote safety, strengthen families, and empower people through the provision of direct services and through collaboration with and purchase of services from other community agencies;

The powers and duties of the Department are, and shall be exercised and performed, under the control and direction of the BOCC;

(“Subgrantee”) ;

Pursuant to a Request for Proposals, Subgrantee’s proposal was recommended by the Proposal Review Team on _____, 2015 and by the Department Director on _____, 2015.

The BOCC, Department, and Subgrantee will occasionally be referred to as the “Parties” for the purposes of this subgrant agreement and proceeding documents.

The Parties therefore, in consideration of the mutual covenants contained in this subgrant agreement, hereby agree as follows:

ARTICLE I DEFINITIONS, PURPOSE, OBLIGATIONS

A. Definitions

“State” means the Governor of the State of Ohio, or any agency, department, person or persons authorized in his behalf.

“Pass-through entity” means a non-federal entity that provides a federal award to a subrecipient to carry out a federal program.

“Subrecipient” means a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program.

B. Purpose of Subgrant Agreement

The purpose of the subgrant agreement is to state the covenants and conditions under which the Subgrantee will operate a TANF Summer Youth Employment Program for eligible low-income youth in Clark County.

C. Value and Terms of Subgrant Agreement

Subgrant Agreement Value: Expected budget is an amount not to exceed \$, provided the Department receives sufficient allocations from the State.

Subgrant Agreement Terms: May 11, 2015 to October 31, 2015

D. Award Information

CFDA Title and Number:	TANF 93.558
Award Name:	Temporary Assistance for Needy Families
TANF Purpose:	To reduce the dependency of needy parents by promoting job preparation, work, and marriage.
Name of Federal Agency:	U.S. Department of Health and Human Services
Program Authorizing Legislation:	Social Security Act, Title IV, Part A, as amended; Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193; Balanced Budget Act of 1997, Public Law 105-33.

E. Obligations of the Subgrantee

The Subgrantee agrees to operate a program, described in detail in Appendix I hereafter, in accordance with Federal, State and local laws, ordinances, regulations and/or guidelines and any additions, deletions or amendments thereto.

The Subgrantee shall not perform in any way inconsistent with the terms of this subgrant agreement except as approved, in writing, by the BOCC. Adjustments in the services to be provided under Appendix I, attached, may not be made without prior approval of the BOCC.

ARTICLE II VENDOR'S RESPONSE TO RFP

Appears in Appendix I.

ARTICLE III COMPENSATION AND METHOD OF PAYMENT

A. Reimbursement

The parties agree that reimbursement of all costs will be dependent upon Subgrantee performance in the delivery of services specified in the approved budget appearing as Submittal A attached. Payment

shall be made by the Clark County Auditor upon proper presentation of request, when approved by the BOCC, the CCDJFS, and the Subgrantee. Payment shall be made on a direct cost reimbursement basis. CCDJFS recognizes only those expenses that have actually occurred; invoices must be submitted as a request for reimbursement of actual cash expenditures.

All requests for reimbursement must be itemized according to the budget line items specified in Submittal A of this subgrant agreement. Subgrantee shall act in good faith and make reasonable efforts to maintain documentation supporting all subgrant agreement expenses and to avoid exceeding the amounts listed in the budget line items. *If necessary to accomplish the purpose of the subgrant agreement, one or more of Subgrantee's expenses may exceed the amounts listed in the budget line items, provided that Subgrantee shall not exceed any line item by more than 10%. If Subgrantee determines that any such expense might exceed the budget line item by more than 10%, Subgrantee must obtain written approval from the CCDJFS prior to incurring the expense.* **In no event shall the full subgrant agreement value be exceeded unless authorized by an amendment to the subgrant agreement.** Payment for any expense submitted in violation of any of Subgrantee's obligations under this paragraph shall not be deemed a waiver of such obligations by the CCDJFS or the County. Subgrantee's failure to comply with any such obligation may result in the denial of the reimbursement request or recovery of the funds by the CCDJFS, County, State, and/or federal government.

The Subgrantee shall provide a monthly invoice to the CCDJFS, no later than 30 days past the service month. This invoice shall adhere to the guidelines communicated by the CCDJFS and shall include
. Subgrantee shall follow the Sample Invoice, included in this agreement as Appendix IV.

B. Maximum Compensation

The Subgrantee agrees to accept as full payment for services rendered in a manner satisfactory to the CCDJFS, the less of the following: (1) The maximum amount of \$____.00 or (2) the amount of cash expenditures made by the Subgrantee for purposes of carrying out the services stated herein. It is expressly understood and agreed that in no event shall the total compensation to be reimbursed exceed the maximum of \$____.00.

ARTICLE IV ACCESS TO RECORDS

In accordance with Ohio Administrative Code Rule 5101:9-9-21, at any time, during regular business hours, with reasonable notice and as often as the BOCC, the CCDJFS, the Comptroller General of the United States, the State, or other agency or individual authorized by the BOCC or the CCDJFS may deem necessary, Subgrantee shall make available to any or all of the above named parties or their authorized representatives, all subcontracts, invoices, receipts, payrolls, personnel records, enrollees records, reports, documents and all other data relating to all matters covered by this Subgrant Agreement. The BOCC, the CCDJFS, and the above named parties shall be permitted by the Subgrantee to inspect, audit, make excerpts, photo static copies or electronic means of duplication and/or transcripts of any and all documents relating to all matters covered by this subgrant agreement. The BOCC and the CCDJFS also reserve the right to inspect any and all documents relating to all matters

covered by this subgrant agreement either on the Subgrantee's premises, or if necessary on the premises of the BOCC or the CCDJFS. Subgrantee must maintain all required records applicable to this Subgrant Agreement for a minimum of three years after an audit is conducted and all pending matters are closed. In addition, this requirement shall apply to all subcontracts relating to this Subgrant Agreement. Prior to the destruction of records, the Subgrantee, or subcontractor through the Subgrantee, shall contact the CCDJFS to obtain written notification that records may be destroyed. Failure to comply with records retention policies may result in an audit finding for unsubstantiated and questioned subgrant agreement activities and the Subgrantee shall assume full financial liability for any subsequent questioned or disallowed costs associated with activities conducted by the Subgrantee.

ARTICLE V TIME OF PERFORMANCE

This Subgrant Agreement shall become effective upon execution by the BOCC and the Department as of May 11, 2015. The services of the Subgrantee are to commence immediately and all costs allowable under the subgrant agreement shall be incurred no later than October 31, 2015.

ARTICLE VI BONDING AND INSURANCE

The Subgrantee shall present current certificates prior to commencement of this subgrant agreement, and shall maintain during the term of this subgrant agreement, 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, or letter of exemption.
- 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 and Auto 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 \$1,000,000 Combined Single Limit.
- e. The Board of Clark County Commissioners must be named as "Additional Insured" on the policies listed in paragraphs b, c, and d above, as well as the Certificate Holder on all Certificates of Liability insurance.
- f. Liability coverage for abuse and molestation in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

*Note: Umbrella/Excess Liability coverage may be waived if the following limits are carried for Commercial General Liability and Auto Liability:

- b. Commercial General Liability Insurance for a minimum of \$3,000,000 per occurrence with an annual aggregate of at least \$4,000,000, including coverage for subcontractors, if any are used.
- 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 \$3,000,000 Combined Single Limit

Subgrantee's failure to maintain current insurance certificates at any time during the duration of the subgrant agreement shall be deemed a breach of the subgrant agreement. In the event of such breach, the County shall have the right to withhold any further payment(s) due to Subgrantee and to terminate the subgrant agreement immediately without liability for any such payment(s).

In lieu of termination, the County may, at its option, choose to withhold any further payment(s) due to the Subgrantee until the Subgrantee presents current certificates. In the event that the Subgrantee fails to present current certificates to the County's satisfaction, the County may exercise its right to terminate the subgrant agreement in accordance with the above paragraph.

ARTICLE VII INDEMNIFICATION

- A. The Subgrantee understands and agrees that it is an independent contractor and agrees to indemnify and hold the County, Department, and State harmless from liability of any and all claims, demands, or suits, in contract or in tort, actual or threatened, and from damages or payments including, but not limited to, costs and expenses arising out of a breach of the subgrant agreement or the acts or omissions of the Subgrantee.
- B. The Subgrantee shall indemnify and hold the County, Department, and State harmless from liability of any and all claims, demands, or suits, actual or threatened, arising from incidents occurring at the Subgrantee's premises or while child(ren) are in the care and control of the Subgrantee, and from damages or payments, including, but not limited to, costs and expenses for attorney's fees.
- C. The Subgrantee shall assume full responsibility for and shall indemnify the County, Department, and State for any damage to or loss of any County, Department, or State property, including building, fixtures, furnishings, equipment, supplies, accessories or parts resulting in whole or part from any negligent acts or omissions of the Subgrantee or any employee, agent or representative of the Subgrantee.

ARTICLE VIII MAINTENANCE OF EFFORT

It is understood and agreed that the level of services, activities and expenditures by the Subgrantee, in existence prior to the initiation of services hereunder, shall be continued and not be reduced in any way as a result of this subgrant agreement except for reduction unrelated to the provisions or purposes herein stated. The Subgrantee shall certify that any costs incurred pursuant to the subgrant agreement will not be included as a cost of any other federally financed program in either the current or a prior period. The federal funds disbursed as a result of this subgrant agreement shall not be used as match to any other federal funding stream unless prior written approval is obtained by the Subgrantee from the CCDJFS.

ARTICLE IX CONFLICT OF INTEREST

The Subgrantee covenants that, to the best of its knowledge, no person under its employ, including subcontractors, who presently exercises any functions or responsibilities in connection with the BOCC, the CCDJFS, or projects or programs funded by the BOCC or the CCDJFS, has any personal financial interest, direct or indirect, in this subgrant agreement. The Subgrantee further covenants that in the performance of this Subgrant Agreement, no person having such conflicting interest shall knowingly be employed by the Subgrantee. Any such interest, on the part of the Subgrantee or its employees, when known, must be disclosed in writing to the CCDJFS.

ARTICLE X MODIFICATIONS

Modifications of this Agreement may be made by the written mutual consent of the parties hereto.

ARTICLE XI TERMINATIONS

A. Termination for the Convenience of the BOCC

The BOCC may terminate this Subgrant Agreement when it is determined by the BOCC to be in its best interest to do so, by giving at least thirty (30) days advance notice, in writing, to the Subgrantee. The BOCC may, at its discretion, immediately terminate this Subgrant Agreement if it determines, in good faith, that the purpose or performance of this Subgrant Agreement would result in a violation of the Ohio Ethics Law and related statutes. The Subgrantee shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of termination, except to the extent that such compensation would be prohibited by law, including, but not limited to Ohio Revised Code Section 2921.42(H).

B. Termination for the Convenience of the Subgrantee

The Subgrantee may terminate this Subgrant Agreement at any time by giving at least thirty (30) days advance notice, in writing, to the BOCC and the Department. The Subgrantee shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date specified on the notice as the effective date for such termination.

ARTICLE XII WAIVERS

The Department's or the County's failure to seek compensation or any other remedy for breach, or to insist upon strict performance of any covenant or condition of this subgrant agreement shall not prevent the CCDJFS or the County from seeking compensation or insisting upon strict performance for a future breach of the same or another provision.

ARTICLE XIII SUBCONTRACTOR APPROVAL

Prior to the commencement of this subgrant agreement, Subgrantee shall submit a written request to CCDJFS for approval of the use of any subcontractor who will perform work under this subgrant agreement. The request must include the subcontractor's name, address, and phone number, and a statement of the work to be performed by that subcontractor. Subgrantee agrees not to permit any subcontractor to begin work under this subgrant agreement, and that no substitutions will be made, without prior written approval. Subgrantee further agrees not to grant any unapproved subcontractor access to any CCDJFS or county facility, equipment, client, or client records.

With respect to any subcontractor and any other person or entity Subgrantee will use to do work under this subgrant agreement, Subgrantee shall have an ongoing duty to notify CCDJFS of any known or suspected quality or safety issues, criminal activity, or violations of state or federal law, whether occurring in the past, present, or foreseeable future. Subgrantee shall use good faith, reasonable efforts to resolve any such issues to CCDJFS' satisfaction. CCDJFS, in its sole discretion, may deny or revoke approval of any subcontractor, the use of which could adversely affect the quality or safety of the work, create a risk of harm to persons or property, or result in liability or loss of funds for the County, including, but not limited to, liability under state or federal law.

Subgrantee's failure to comply with any of the obligations of this section shall be deemed a material breach of the subgrant agreement. In the event of such breach, CCDJFS shall provide notice of the breach and may immediately withhold any further payments due and terminate the subgrant agreement without liability for any such payments. In lieu of termination, CCDJFS may, at its option, choose to withhold any further payments due until Subgrantee complies with the obligations of this section. Nothing in this subgrant agreement shall be construed as giving CCDJFS the right to direct or control the work of Subgrantee or its employees, agents, or subcontractors. Subgrantee agrees to indemnify and hold the County harmless from liability for any costs or expenses arising out of Subgrantee's breach of this subgrant agreement or a subcontract, or the acts or omissions of Subgrantee, its employees, agents, and subcontractors, including, but not limited to, any payments or damages resulting from any claim, demand, or suit against the County, whether actual or threatened.

ARTICLE XIV PROGRAM EVALUATION AND MONITORING

Programmatic Monitoring is required by ORC 5101:2-47-23.1. Such monitoring will take place at least three times per year (two announced and one unannounced site visits), utilizing a monitoring format and checklist developed by the CCDJFS. The checklist will be used to sign-off and confirm agreement on the items that are non-compliant with terms and deliverables of the subgrant agreement. Subgrantee will be required to develop a plan, approved by the CCDJFS, to correct noncompliance issues within a term defined by the CCDJFS.

ARTICLE XIV ASSURANCES AND CERTIFICATIONS

The Subgrantee assures and certifies that:

1. It possesses legal authority to enter into this Subgrant Agreement: a resolution, motion or similar action has been duly adopted or passed as an official act of the Subgrantee's governing body, authorizing the negotiation and execution of this Subgrant Agreement, including all covenants, understandings and assurances herein contained and directing and authorizing the person identified as the official representative of the Subgrantee to act in connection with this Subgrant Agreement and to provide such additional information as may be required by the BOCC or the CCDJFS.
2. All applicants to this program either for staff or enrollees will be informed of their rights and responsibilities at the time of application. No person with responsibility in the operation of a program of the CCDJFS will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, sexual orientation, political affiliation, age, belief or handicaps. Any complaint or discrimination in the operation of such programs shall be handled in a manner compliant with the policies and procedures of the CCDJFS.
3. It 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.
4. Appropriate standards for health and safety in work and training situations will be maintained.
5. It shall comply with the provisions of the Clark County Concealed Carry Policy.
6. It is understood by the Subgrantee that availability of funds is contingent on appropriations made by the County, State and Federal government.
7. All reports, brochures, literature and pamphlets developed through this Subgrant Agreement will acknowledge the CCDJFS and its role as the funding source for activities and programs of the Subgrantee.

8. It recognizes its responsibility for and agrees to assume full financial liability for any subsequent questioned or disallowed costs associated with activities conducted by the Subgrantee.
9. It recognizes and accepts its responsibility to maintain easily accessible and auditable financial and programmatic records.
10. It will submit to the Department the most recently 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.
11. It will submit quarterly reports, found as Appendix III, due within 30 days of the end of each quarter, showing progress towards achieving the outcomes which are specified in Appendix I, attached. It will also submit on a timely basis any other reports required by the State.
12. No staff or volunteer shall be permitted to provide direct services under this agreement without passing a FBI and BCI background check, at Subgrantee's expense, which must be performed in accordance with Ohio Revised Code section 5153.111.
13. All services delivered under this subgrant agreement will be provided in accordance with the CCDJFS' Prevention and Retention and Contingency Policy. If similar direct services to participants are provided from other resources, only those costs resulting from PRC-eligible participation will be reimbursed through this subgrant agreement.
14. It will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or national origin. The Subgrantee will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation or national origin, according to federal law.
15. It will, in all solicitation or advertisements for employees placed by or on behalf of the Subgrantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or national origin, according to federal law.
16. In the hiring of employees for the performance of work under the subgrant agreement or any subcontract, no subgrantee or subcontractor, by reason of race, color, religion, sex, sexual orientation, age, disability or military status as defined in Section 4112.01 of the Ohio Revised Code, national origin, or ancestry, shall discriminate against any citizen of this state in the employment of a person qualified and able to perform the work to which the subgrant agreement relates.
17. No subgrantee, subcontractor, or person acting on behalf of any subgrantee or subcontractor, in any manner, shall discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the subgrant agreement on account of race, color, religion, sex, sexual

orientation, age, disability or military status as defined in section 4112.01 of the Ohio Revised Code, national origin, or ancestry.

18. It will comply with all provisions of the Executive Order 11246 of September 24, 1965, entitled Equal Employment Opportunity, as amended, and of the rules, regulations, and relevant orders of the Secretary of Labor and State.
19. Neither it nor any other units planned for participation in the activities to be funded hereunder, are listed on the debarred list due to violations of Titles VI or VII of the Civil Rights Act of 1964, nor are any proposed parties to this subgrant agreement, or any subcontract resulting therefrom, aware of any pending action which might result in such debarment.
20. It will comply with any applicable minimum wage and maximum hour provisions of the Fair Labor Standards Act.
21. It agrees to comply with 42 U.S.C. Sections 1320d through 1320d-8, and implementing regulations at 45 C.F.R. Section 164.502(e) and Sections 164.504(e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act of 1996.
22. Claims made to the Department for payment for services to eligible individuals do not duplicate claims made by the Subgrantee to other sources of public funds for the same service. The services being contracted for are not available on a non-reimbursable basis.
23. Nothing in this subgrant agreement shall be interpreted to prohibit concurrent use of multiple sources of public funds to serve participants as long as the funds from this subgrant agreement supplement and do not supplant existing services. Supplanting of funds is considered material breach of this subgrant agreement, permitting the County to terminate the subgrant agreement.
24. All fixed assets purchased with funds provided through this subgrant agreement remain the property of the BOCC. Upon termination of the subgrant agreement, the Subgrantee may be asked to return equipment and other fixed assets to the BOCC or the CCDJFS.
25. It shall not discriminate in hiring and promotion against applicants for, and participants of, the Ohio Works First Program established under Chapter 5107 of the Revised Code and the Prevention, Retention and Contingency Program established under Chapter 5108 of the Revised Code. The Subgrantee further certifies that it will include a provision in any agreement, contract, grant or procedure requiring the other party to include a similar provision in any subcontract, agreement or grant issued by that entity for the performance of duties related to such agreement, contract, grant or procedure.

26. It agrees to cooperate with the Ohio Department of Job and Family Services and any Ohio Child Support Enforcement Agency in ensuring that its employees meet child support obligations established under state law. The Subgrantee further certifies that it will include a provision in any agreement, contract, grant or procedure requiring the other party to include a similar provision in any subcontract, agreement or grant issued by that entity for the performance of duties related to such agreement, contract, grant or procedure.
27. It is 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 this subgrant agreement and subject to the imposition of penalties, including, but not limited to, the penalties found in Revised Code Section 5101.99.
28. Services will not be provided through this subgrant agreement to individuals who are fugitive felons or probation or parole violators; families with an outstanding OWF or PRC fraud overpayment balance; individuals who are not U.S. citizens or qualified aliens; and families found to have fraudulently misrepresented residence in order to obtain assistance in two or more states.
29. By signing this Subgrant Agreement, Subgrantee certifies that it is currently in compliance with, and will continue to adhere to the requirements of the Ohio Ethics Law as provided by Ohio Revised Code chapter 102 and the related provisions of chapter 2921.
30. It is not listed in the non-procurement portion of the General Services Administration's "List of Parties Excluded from Federal Procurement or Non-procurement Programs" in accordance with Executive Orders 12549 and 12689. Endorsement of this Subgrant Agreement certifies its exclusion status and that of its principals. Subgrantee shall immediately notify the County of any delinquent federal debt, and in the event of such delinquent debt, the Governmentwide commercial purchase card shall not be authorized as a method of payment under this subgrant agreement. In the event that Subgrantee is placed on the excluded party list at any time, the County shall have the right to terminate this subgrant agreement immediately without additional payment for any services rendered. Subgrantee shall reimburse the County for any loss, costs, or expenses resulting from Subgrantee's inclusion on the excluded parties list or Subgrantee's delinquent federal debt.
31. For purposes of chapter 145 of the Ohio Revised Code, if Subgrantee is an entity engaged in business and Subgrantee has five or more employees, any individual employed by Subgrantee who provides personal services to the County is not a public employee.
32. It shall keep records that are sufficient to permit the preparation of reports required by the Workforce Investment Act and shall maintain such records, including standardized records for all individual participants, and submit such reports as the State may require.

33. It shall report any suspected child abuse to Family & Children Services.

34. It shall report any suspected public assistance fraud to the Fraud and Benefit Recovery Unit.

This subgrant agreement includes the following appendices:

Appendix I Vendor's Response to RFP

Appendix II Affidavit in Compliance with ORC Section 3517.13

Appendix III Quarterly Report

Appendix IV Sample Invoice

Appendix V Worksite Agreement

Submittal A Submittals A1-A3

The abovementioned appendices and this subgrant agreement instrument shall be considered as the binding document between parties herein mentioned.

Clark County Department of Job & Family Services
Request for Proposals (RFP)
Summer Youth Employment Program

This subgrant agreement shall be effective as of _____, 2015. However, no invoices will be paid until the subgrant agreement is fully executed and funds have been reserved for payment of such invoices.

CLARK COUNTY DEPARTMENT
OF JOB & FAMILY SERVICES

David S. Dombrosky, Director

Date

CLARK COUNTY PROSECUTOR
Approved as to Form and
Legal Sufficiency

By: _____
For D. Andrew Wilson

Date

BOARD OF CLARK
COUNTY COMMISSIONERS

Nathan Kennedy, County Administrator

Date

Resolution No. _____

APPENDIX I
Vendor's Response to RFP

APPENDIX II
AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13
OF THE OHIO REVISED CODE

STATE OF OHIO

COUNTY OF _____ SS:

Personally appeared before me the undersigned, as an individual or as a representative of

_____ for a Sub-grant/Contract Agreement for _____
(Name of Entity) (Type of Product or Service)

to be let by the County of Clark, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the entity (corporation, business trust, partnership, other unincorporated business [including labor unions], association [including professional associations], estate, or trust):

1. That none of the following has individually made within the previous 24 months and that, if awarded a Sub-grant/Contract Agreement for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following individually will make, beginning on the date the Sub-grant/Contract Agreement is awarded and extending until one year following the conclusion of the Sub-grant/Contract Agreement, as an individual, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$1,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
 - a. myself;
 - b. any partner or owner or shareholder of the partnership (or other unincorporated business);
 - c. any shareholder of the association;
 - d. any administrator of the estate;
 - e. any executor of the estate;
 - f. any trustee of the trust;
 - g. any owner of more than 20% of the corporation or business trust (if applicable);
 - h. each spouse of any person identified in (a) through (c) of this section;
 - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section (only applicable to contributions made on or after January 1, 2007).
2. That none of the following have collectively made within the previous 24 months, and that, if awarded a Sub-grant/Contract Agreement for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following collectively will make, beginning on the date the Sub-grant/Contract Agreement is awarded and extending until one year following the conclusion of the Sub-grant/Contract Agreement, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$2,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
 - a. myself
 - b. any partner or owner or shareholder of the partnership (if applicable);
 - c. any shareholder of the association;
 - d. any administrator of the estate;
 - e. any executor of the estate;
 - f. any trustee of the trust;
 - g. any owner of more than 20% of the corporation or business trust (if applicable);
 - h. each spouse of any person identified in (a) through (c) of this section;
 - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section.

Signature: _____

Title: _____

Sworn to before me and subscribed in my presence this _____ day of _____, 20____

Notary Public: _____

My Commission Expires: _____

APPENDIX III
Quarterly Reports

CLARK CO. DEPARTMENT OF JOB AND FAMILY SERVICES
QUARTERLY REPORT FOR CONTRACTED SERVICES

Provider (Sub-grantor/Contractor):

Reporting Period: ____ Quarter

Project Name (if any):

Progress Toward Meeting Expected Outcomes

Additional Reporting Data (Optional)

Name of Individual Preparing Report:

Position:

Phone number:

E-mail address:

APPENDIX IV

Sample Invoice

[illegible]

APPENDIX V
TANF Summer Youth Program
Worksite Agreement

Employer Name _____

Address _____

Worksite Address if different from company address: _____

City _____ ZIP _____

Supervisor Name _____ Phone: _____

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

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

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

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

Employer agrees to:

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

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

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