



REQUEST FOR PROPOSALS

Clark County Department of Job & Family Services (CCDJFS)
Supervised Visitation
RFP #: 01-CY14

Supervised Visitation

April 1, 2014 to March 31, 2017

Offered by

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

Deadline for Proposal Submission is March 3, 2014
REQUESTS TO EXTEND DEADLINE WILL NOT BE GRANTED

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CLARK COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
Supervised Visitation
RFP# 01-CY14

SECTION I. GENERAL PURPOSE & PROVIDER INFORMATION

1.1 Purpose

The Board of Clark County Commissioners (Board) intends to award a contract to one or more providers, as appropriate in the judgment of the Board, for its Department of Jobs and Family Services (CCDJFS). For the purposes of this document, collectively, the Board and CCDJFS will be referred to as the County.

This project seeks to serve approximately 75 children and their parents by providing four (4) hours of supervised parent/child visits per week. Typically a visit is done with all siblings and at least one (1) parent at a time, with two 2-hour visits per week. The purpose is to provide the parents with ongoing opportunities to interact with their children to practice positive parent techniques and help them form healthy parent/child relationships.

1.2 Project Problem Statement

It is essential that whenever children are placed in a substitute care setting that they maintain regular contact with their parents. Not only is this a legal requirement for public children service agencies, it is therapeutically in the best interest of children and families. Attachment theory principles support the practice that regular and frequent parental visits with their children who are in care is essential to successful reunification. Moreover, visits should be conducted in the most home-like, family-friendly settings possible to encourage and support the development and enhancement of attachment and bonding between parent and child. Visits should be tailored to the children and parents identified and changing developmental needs.

1.3 Background Statement

The CCDJFS- Family & Children Services Division is responsible for the investigation of reported allegations of child abuse and neglect, takes custody of children (when deemed appropriate) and provides foster care and adoption services. When out-of-home placement is indicated CCDJFS strives to place children with kinship providers. The provision of weekly visits is a core service for those children who are in kinship, foster, or adoption placements.

In 2013 CCDJFS had, on average, 105 children in out-of-home placement. On average twenty-five (25) families were provided supervised visit services per month, or approximately seventy-five (75) children used supervised visitation services per month.

1.4 Agency Philosophy and Services

The CCDJFS mission statement is: To promote safety, strengthen families, and empower people. The Family & Children Services Division mission statement is: To promote protection, stability, and permanency for children and older adults.

CCDJFS embraces the philosophy that children develop and grow best in families and support this by keeping children close to their families whenever possible. Kinship placement is always the first choice when out-of-home placement is warranted, and kinship is broadly defined to include any adult who has a committed and caring relationship with the child.

CCDJFS works collaboratively with community providers to offer an array of services aimed at strengthening family life so that children can be served at home or returned to their own homes as soon as their safety can be assured. If children remain in foster care for twelve (12) months or longer and reunification is not possible CCDJFS works to secure permanency by seeking permanent custody and adoption.

1.5 Project Summary

The County is seeking to develop a supervised visitation program that will ensure a minimum of four (4) hours parent/child visitation per week, and that will improve the quality of parent-child visits to reduce the length of stay and increase timely reunification.

The community provider(s) selected through this process will be expected to provide varying levels of supervision based on family need and risk level; facilitate quality visits through the use of planned and structured activities; and assist parents in attainment of family's case plan goals related to visitation, reunification, and establishment of healthy parent/child relationships. Applicants are encouraged to integrate therapeutic components into the project. Examples include therapeutic coaching, parent education groups, on-site (or otherwise integrated) evidenced-based practice modalities such as Parent Child Interactive Therapy (PCIT), and outreach activities to involve fathers.

The provider will be expected to provide services, at each site, in the most home-like, family-friendly environment possible that can accommodate multiple families at any given time. At least one community location is required but additional locations are desired (one in Springfield and one in New Carlisle).

1.6 Target Population

The target population is children ages 0 to 18 years who are either in County temporary custody or are in a court-approved kinship placement who require supervised visitation with parents due to safety issues as determined by County. *Visitation groups include children/parents, children/extended family members, and/or children/siblings as needed and determined by CCDJFA.* Children may visit parents, extended family members, and/or their siblings as determined by CCDJFS.

1.7 Anticipated Procurement Timetable

<u>Date</u>	<u>Event/Activity</u>
February 10, 2014	CCDJFS releases RFP to potential providers; Q&A period opens - RFP becomes active. - Proposers may submit inquiries for RFP clarification.
February 14, 2014	Bidders' Conference for Proposers at 10:00 a.m.
February 18, 2014	Proposer Q&A Period Closes 9 a.m. (for inquiries for RFP

	clarification). - No further inquiries for RFP clarification will be accepted.
February 21, 2014	CCDJFS provides Final Proposer Question & Answer document.
March 3, 2014	Deadline for Proposers to Submit Proposals to CCDJFS (4 p.m.). - This is the proposal opening date, beginning of the CCDJFS process of proposal review.
March 12, 2014	Letter of intent to award contract issued by CCDJFS. - All applicants notified.
March 26, 2014	Contract submitted to County Commission for approval.
April 1, 2014	Service provision begins.

County reserves the right to revise this schedule in the best interest of Clark County Department of Job & Family Services 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 contract. 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.

1.8 Reporting Requirements

Three types of reporting are required:

1. Provide reports by the tenth (10th) of each month for services provided in the preceding month. The reports must, minimally, contain the following:
 - 1.1. Names of all individuals served (children and parents) with CCDJFS-defined identifying criteria
 - 1.2. Number of visits per week including the duration of each visit
 - 1.3. Number of canceled visits with details regarding who/why the visits were canceled
 - 1.4. Number of “no-shows”
2. Provide reports by the end of the week following the week in which services were provided. The reports must, minimally, contain the following:
 - 2.1. Specifics regarding parent/child interaction
 - 2.2. Type of activities, meals/snacks provided
 - 2.3. Progress towards addressing identified concerns
 - 2.4. Identification of any issues/concerns that CCDJFS worker needs to address
3. Provide verification of parent/caretaker visit participation on a form/format approved by the CCJFDS with each monthly invoice submitted (Attachment E). Minimally, this report must include:
 - 3.1. Parent/Caretaker Name
 - 3.2. Child with whom the parent/caretaker visited
 - 3.3. Length of the visit
 - 3.4. Signature of the parent/caretaker verifying the visit and duration

1.9 Internet Question & Answer Period; RFP Clarification Opportunity

Providers may ask clarifying questions regarding this RFP via email or U.S Mail during the Q&A Period as outlined in Section 1.7, Anticipated Procurement Timetable. To ask a question, providers must submit all questions in writing, via email or U.S. mail, to nweber@clarkdjfs.org prior to the closing time and date for the Question & Answer Period. All e-mailed questions must be titled “Supervised Visits RFP- Request

for Clarification” in the subject line. The CCDJFS reserves the right to disregard any e-mails that are not properly titled in the subject line.

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 provider must also include the name of a representative of the provider, the company name and business phone number. CCDJFS 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 CCDJFS determines that a question cannot be resolved by reference to any section of the RFP, CCDJFS may, at its discretion, make necessary additions or changes to the RFP by addendum or amendment. CCDJFS will not respond to any questions submitted after 9 a.m. on the date the Q&A period closes.

CCDJFS 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 requested by the provider), for reference by all providers. Providers will not receive personalized or individual email responses. Clarifying questions asked and CCDJFS 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. Provider proposals in response to this RFP are to take into account any information communicated by CCDJFS 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 provider (when requested in advance). It is the responsibility of all providers 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 providers for copies of previous RFPs, past provider 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 directions provided in Section 1.11, Communication Prohibitions will be honored. The posted time frames for CCDJFS responses to email questions for RFP clarification do not apply to PRRs.

Providers 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 contract, NOT on details of any current or past related contract. Requirements under a current project may or may not be required by County under any future contract, and so may not be useful information for providers who choose to respond to the RFP. If providers ask questions about existing or past contracts using the Q&A process, CCDJFS will use its discretion in deciding whether to provide answers. Interested providers should also refer to RFP Section 1.12, Contract Period and Funds Available, for related information.

There is an established time period for the Q&A process (see Section 1.7, Anticipated Procurement Timetable, above). The CCDJFS Q&A document will only answer those questions submitted within the stated time frame for submission of provider 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 providers experience technical difficulties accessing either the CCDJFS website where the RFP and its related documents are published, they may contact Nikki Weber at nweber@clarkdjfs.org or by phone at 327-1726.

1.10 Bidders' Conference

A bidders' conference has been scheduled for February 14, 2014 at 10:00 a.m. in the Buckeye Room in Building C at the Clark County Department of Job & Family Services campus, 1345 Lagonda Avenue, Springfield, Ohio. CCDJFS staff will respond to questions regarding the requirements of the RFP.

While attendance is not mandatory, County strongly encourages potential proposers to attend this conference. Please bring your copy of the RFP.

As noted in Section 1.8, Communication Prohibitions (below) of this RFP, County may not specifically notify any provider of changes or announcements related to this RFP except through the website posting, unless otherwise requested by the provider. It is the affirmative responsibility of interested proposers to be aware of and fully respond to all updated information posted on this web page or sent at the request of the provider via U.S. mail.

1.11 Communication Prohibitions

From the issuance date of this RFP until an actual contract is awarded to a provider, there may be no communications concerning the RFP between any provider 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 contractor.

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 1.9, Q&A Period, and Section 1.10, 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 provider interview process initiated by County, which County deems necessary in order to make a final selection;
4. If it becomes necessary to revise any part of this RFP, CCDJFS will post those revisions, amendments, etc., to the website dedicated to this RFP or send revisions and amendments to providers who have previously requested information via U.S. mail; and
5. Any Public Records Request (PRR) made through CCDJFS.

***Important Note:** Amendments to the RFP or to any documents related to it will be accessible to interested providers through the original web page established for the RFP.

All interested providers must refer to that web page regularly for amendments or other announcements. CCDJFS may not specifically notify any provider of changes or announcements related to this RFP except through the website posting or U.S. mail when previously requested by the provider. It is the affirmative responsibility of interested providers to be aware of and to fully respond to all updated information posted on this web page or provided by U.S. mail when previously requested by the provider. Providers 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 Nicole Weber via email or U.S. mail at the following address, nweber@clarkdjfs.org or Clark County Job & Family Services, Attn: Nicole Weber, 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 providers may result in the disqualification of those providers' proposals.**

1.12 Contract Period and Funds Available

County is seeking award contracts to be effective April 1, 2014 and will conclude no later than March 31, 2016. County may, at its discretion, amend the contract for one additional year effective April 1, 2016 concluding no later than March 31, 2017.

This program will be funded at no more than \$100,000 per year and will be supported by Title IV-E (ProtectOhio Waiver), which is a federal funding source, under Code of Federal Domestic Assistance (CFDA) Number 93.658. This RFP and all agency contracts are contingent on the availability of funds. If, during the RFP process, funds are not available for the proposed services, the RFP process will be canceled. The providers will be notified at the earliest possible time. County is not required to compensate any provider for any expenses incurred as a result of the RFP process.

1.13 Termination Clause

County may terminate any contract entered into when it is determined by County in its best interest to do so, by giving at least thirty (30) days advance notice, in writing, to the Contractor. The Contractor shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of termination. No termination shall be authorized by the County except by formal resolution of the Board.

County may immediately terminate any contract entered into in the event that County, in its sole discretion, reasonably determines that performance of the work by the Contractor, its employees, agents, and/or subcontractors, could seriously affect the quality or safety of the work, create a significant 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. No termination shall be authorized by the County except by formal resolution of the Board.

SECTION II. PROVIDER EXPERIENCE AND QUALIFICATIONS

2.1 Demonstration of Experience

The County is seeking applicants who possess the experience listed below.

In order for proposals to be considered responsive, vendors must demonstrate that these minimum prior experience requirements are met:

1. The vendors must have at least two (2) years of experience working with a public system
2. The vendor must have a clear commitment to the philosophy of community-based supports for families and children and be able to outline their experience working with families.
3. Must have knowledge of the family dynamics involved with child abuse and neglect.
4. Must outline their experience with best practice in the area of family visits.
5. Must have worked in partnership with a range of professional and community-based agencies.
6. Must have excellent planning and problem-solving skills.

SECTION III. SCOPE OF WORK & SERVICES TO BE PROVIDED

3.1 Scope of Work

Proposals should demonstrate the following abilities:

The County is seeking to develop a supervised visitation program that will improve the quality of parent-child visits, thereby positively impacting length of stay and timely reunification.

The community provider(s) selected through this process will be expected to implement the following:

1. Provide varying levels of supervision based on family need and risk level as defined by the CCDJFS
2. Provide structured and planned activities for parents to use during visits
3. Provide an initial orientation process for parents that includes education on healthy relationships and expectations for visits
4. Maintain a schedule of operations, excluding federally-recognized government holidays: Monday through Saturday 9:00am to 8:00pm
5. Provider will notify the CCDJFS by 6:30 am each day that the services are suspended due to inclement weather
6. Provide written reports as specified in section 1.8
7. Schedule all visits within 1 week from the date the provider receives the referral from the CCDJFS
8. Make staff available to attend monthly team meetings as needed
9. Testify at court hearings as needed
10. Maintain and share with the CCDJFS and parents a communicable disease policy (including lice and bed bugs)

The community provider selected through this process is encouraged to include the following in project implementation:

1. Therapeutic parent coaching
2. Parent education and support groups
3. Outreach to fathers and fatherhood programs
4. Access to evidenced based therapy – e.g. PCIT
5. Assessment tools to evaluate parents' readiness for visitation

3.2 Specification of Deliverables

1. Maintain at least one community visit location (prefer two locations) accessible to children and their parents available from 9:00 am to 8:00 pm Monday-Saturday throughout the duration of the contract. Locations must be approved by the CCDJFS.
2. Provide the number of supervised visits weekly as determined by the CCDJFS case plan
3. Provide reports by the 10th of each month for services provided in the preceding month as defined in the Reporting Requirements (Section 1.8)
4. Provide "Progress Notes" by the end of the week following the week in services were provided as defined in the Reporting Requirements (Section 1.8.)
5. Provide verification of visits with each monthly invoice. (Section 1.8)
6. Attend a minimum of 90% of monthly team meetings when at least one hour notice of the meeting is provided by the CCDJFS
7. Notify CCDJFS staff, via telephone, of critical incidents within one hour of the critical incident
8. Complete and submit Critical Incident Reports (Attachment F) on forms/format approved by CCDJFS within 24 hours of the critical incident
9. Refer additional suspected abuse and/or neglect to the CCDJFS- Family and Children Services hotline
10. Attend 100% of court hearings when at least one hour notice is given by the CCDJFS of the request to testify

3.3 Expected Outcomes

1. By the end of the ninth (9th) month of service for 100% of the families served there will be improved knowledge of the family's dynamics sufficient such that the CCDJFS can make appropriate permanency decisions
2. 90% of cases will move from out-of-home supervised visits to in-home visits (supervised or unsupervised) within nine (9) months
3. 65% of families will demonstrate more positive parent child interaction

3.4 Selected Provider Compensation Structure

County agrees that reimbursement of all costs will be dependent upon Provider(s) performance in the delivery of services specified in the approved budget, once the contract is awarded. Payment shall be made by the Clark County Auditor upon proper presentation of request, when approved by County and the Provider(s). *Payment shall be made on a unit cost, fee for service, reimbursement basis. The unit cost represents a true measure of the actual cost of providing the contracted number of units of service. Unit cost contractors may be asked to reconcile revenue against the total actual expenditures and*

*reimburse the Department for over-budgeted expenses **on a quarterly basis**. A request for a contract amendment due to an under-budgeted unit cost must be received in sufficient time to act within the original parameters of the contract.*

The Provider(s) shall provide a monthly invoice to CCDJFS no later than 30 days past the service month. Failure to provide either the invoice within the 30 days may delay payment of the invoice. Invoices submitted more than 30 days after the end of the contract period will not be reimbursed. This invoice shall adhere to the guidelines communicated by CCDJFS included as Attachment D

3.5 Responsibilities of Clark County Department of Job & Family Services

1. Initiate referral by email using agency referral form (Attachment G) that includes all identifying/contact information for parent, CCDJFS caseworker and supervisor, and visitation needs/expectations.
2. Assist family and provider to refer/link family and children to transportation services as needed.
3. Provide reasonable notice to provider of team meetings and court hearings.
4. Maintain ongoing communication with provider regarding progress on case plan activities and/or anticipated changes to case plan goals.

SECTION IV. LIMITATIONS AND OTHER REQUIREMENTS

4.1 Limitations

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

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

County will review each proposal with respect to price, proposer'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 contract for services will be awarded. County reserves the right to terminate the negotiation process in the event that negotiations fail with the potential vendor whose proposal is selected, issues arise during negotiations that prevent County from contracting with that potential vendor. If this happens, County, in its sole discretion, reserves the right to: (1) select another potential vendor that responded to the RFP or (2) cancel and/or reissue the RFP.

4.2 Interview

Providers submitting proposals may be required to participate in an in-depth interview as part of the evaluation process if two or more providers' proposals are considered responsive and receive substantially equal scoring through the agency's evaluation process. The interview, if necessary, may include participants from CCDJFS and/or other county agency staff or other representatives it may appoint, as appropriate. The provider shall bear all costs of any scheduled interview.

4.3 Proposal Cost

Costs incurred in the preparation of this proposal are to be borne by the provider and CCDJFS will not contribute in any way to the costs of the preparation. Any costs associated with interviews will be borne by the provider and will not be County's responsibility (see Section 4.2, Interview, above).

4.4 Certifications

Proposers are not required to submit insurance certificates in order for their proposals to be considered. **However, the provider whose proposal is selected shall be required to present current insurance certificates prior to the commencement of the contract.** In the event that the winning bidder fails to present satisfactory insurance certificates when the proposed contract is submitted to the Board of County Commissioners for approval, County, in its sole discretion reserves the right to (1) select another provider's proposal or (2) cancel and/or reissue the RFP. The following are the standard requirements of insurance for providers who hold contracts with Clark County. Providers must provide, in their proposals, assurances regarding the items outlined below:

1. Worker's Compensation Insurance as required by Ohio law and any other state in which work will be performed, or letter of exemption.
2. 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.
3. Umbrella or Excess Liability* insurance (over and above Commercial General Liability and Auto Liability) with a limit of at least \$2,000,000.
4. 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
5. The Board of Clark County Commissioners (not the Department of Job & Family Services) must be named as "Additional Insured" on the policies listed in paragraphs b, c, and d above. The Board of Clark County Commissioners must also be named as the Certificate Holder at 50 E. Columbia St., Springfield, Ohio 45502.
6. 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:

1. 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.
2. 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

Providers must disclose any circumstances of which the providers 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 contracts are signed. Providers 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 contracts entered into pursuant to this RFP.

The successful bidders will also be required to agree to the following terms in the contracts awarded by the Board of County Commissioners:

Provider's failure to maintain current insurance certificates at any time during the duration of the contract awarded pursuant to this RFP shall be deemed a breach of the contract. In the event of such breach, the County shall have the right to withhold any further payment(s) due to Contractor and to terminate the contract 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 Contractor until the Contractor presents current certificates. In the event that the Contractor fails to present current certificates to the County's satisfaction, the County may exercise its right to terminate the contract in accordance with the above paragraph.

See Section 5.2, Format for Organization of the Proposal/Proposal Content, of this RFP for specific instructions regarding inclusion of these documents in proposals. Failure to provide proper certifications as part of the proposal submitted to CCDJFS may result in the disqualification of the provider's proposal from consideration.

4.5 Contractual Requirements

Once a contract is awarded to a provider(s), it shall assure that:

1. To the best of its knowledge, no person under its employ, including subcontractors, who presently exercises any functions or responsibilities in connection with County or projects or programs funded by County, has any personal financial interest, direct or indirect, in the contract. The provider further covenants that in the performance of the contract, no person having such conflicting interest shall knowingly be employed by the provider. Any such interest, on the part of the provider or its employees, when known, must be disclosed in writing to County.
2. It possesses legal authority to enter into a contract: a resolution, motion, or similar action has been duly adopted or passed as an official act of the provider's governing body, authorizing the negotiation and execution of the contract, including all covenants, understandings and

assurances herein contained and directing and authorizing the person identified as the official representative of the provider to act in connection with the contract and to provide such additional information as may be required by County.

3. 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 County will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, 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 County.
4. 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.
5. Appropriate standards for health and safety in work and training situations will be maintained.
6. It shall comply with the provisions of the Clark County Concealed Carry Policy.
7. 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 provider.
8. It recognizes and accepts its responsibility to maintain easily accessible and auditable financial and programmatic records.
9. No person employed by or otherwise associated with the Contractor, who will provide direct services under this contract or could foreseeably have access to children, has been convicted of, or pled guilty to, a crime listed in Ohio Revised Code section 5153.111, as verified by a satisfactory completion of a background check, subject to the Ohio Department of Job and Family Services Director's rules regarding rehabilitation. Contractor shall have an ongoing duty to notify County of any known, suspected, or alleged conduct of such a person, whether occurring in the past, present, or foreseeable future, and whether or not criminal charges have been filed against such person.
10. It will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The provider will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex or national origin, according to federal law.
11. It will, in all solicitation or advertisements for employees placed by or behalf of the provider, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin, according to federal law.
12. In the hiring of employees for the performance of work under the contract or any subcontract, no contractor or subcontractor, by reason or race, color, religion, sex, 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 contract relates.
13. No contractor, subcontractor, or person acting on behalf of any contractor or subcontractor, in any manner, shall discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, disability or military status as defined in section 4112.01 of the Ohio Revised Code, national origin, or ancestry.

14. 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.
15. Neither it or any other units planned for participation in activities to be funded as a result of this RFP, are listed on the debarred list due to violations of Title VI or VII of the Civil Rights Act of 1964, nor are any proposed parties to this contract, or any subcontract resulting therefrom, aware of any pending action which might result in such debarment.
16. It will provide workers' compensation or other insurance coverage for injuries that may be suffered by employees in accordance with 20 CFR 692.22.
17. It will comply with any applicable minimum wage and maximum hour provisions of the Fair Labor Standards Act.
18. Claims made to CCDJFS for payment for services to eligible individuals do not duplicate claims made by the provider to other sources of public funds for the same service. The services being contracted for are not available on a non-reimbursement basis.
19. Nothing in this contract shall be interpreted to prohibit concurrent use of multiple sources of public funds to serve participants as long as the funds from the contract supplement and do not supplant existing services.
20. 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 provider 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.
21. 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 provider 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.
22. It is bound by the confidentiality, disclosure and safeguarding requirements of the Ohio Department of Job and Family Services, including, but not limited to those stated in the Ohio Revised Code Sections 5101.26, 5101.27, 5101.27.1, and 5101.28, 42 Code of Federal Regulations Sections 431.300 through 431.307 and Ohio Administrative Code Section 5101:1-3701.1. Disclosure of information in a manner not in accordance with all applicable federal and state laws and regulations is deemed a breach of the contract and subject to the imposition of penalties, including, but not limited to, the penalties found in Revised Code Section 5101.99.
23. Services will not be provided through the contract 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.
24. 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 Section 102.03 and 102.04.

25. It will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.D. 1352. Any lobbying with non-federal funds that takes place in connection with obtaining any federal award will be disclosed.
26. It will comply with all applicable standards, orders, or requirements issue under Section 306 of the Clean Air Act 42 SC 1857(h), Section 508 of the Clean Water Act 33 USC 1368, Executive Order 11738, and Environmental Protection Agency regulations 40 CFR Part 15, which prohibit the use under nonexempt federal contracts, grants, or lands of facilities included in the EPA List of Violating Facilities. Violations shall be reported to the State/County agency and to the US EPA Assistant Administrator for Enforcement (EN-329).
27. 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 Program” in accordance with Executive Orders 12549 and 12689. Endorsement of the contract certifies its exclusion status and that of its principles.

4.6 Personal Property Tax Statement

As part of the submitted proposal, providers 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 CCDJFS may result in the disqualification of the provider’s proposal from consideration.

4.7 Campaign Contribution Declaration

As part of the submitted proposal, providers 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 providers interested in responding to this RFP must include the completed Campaign Contribution Form (included in this RFP as Attachment B) in their proposals.

4.8 Subcontractor Identification and Participation Information

Any providers proposing to use a subcontractor for any part of the work described in this RFP must clearly identify the subcontractor(s) 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 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.

4.9 Waiver of Minor Proposal Errors

County may, at its sole discretion, waive minor errors or omissions in provider's proposals/forms when those errors do not unreasonably obscure the meaning of the content.

4.10 Proposal Clarifications

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

4.11 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 Clark County Department of Job & Family Services. The checklist will be used to sign-off and confirm agreement on the items that are non-compliant with contract terms and deliverables. Providers will be required to develop a plan, approved by the CCDJFS, to correct noncompliance issues within a term defined by the CCDJFS.

SECTION V. PROPOSAL FORMAT & SUBMISSION

5.1 Proposal Submission Information

County requires proposal submissions in both paper and electronic format. 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 (Microsoft Word document) on a CD-ROM of the proposal may be mailed or hand-delivered to:

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

OR

2. **One electronic version (Microsoft Word document)** may be emailed to nweber@clarkdifs.org 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: Nicole Weber
1345 Lagonda Avenue, Building C- 4th Floor
Springfield, Ohio 45503.

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

The providers' proposals must be submitted no later than 4:00 p.m. on March 3, 2014. Faxed submissions will not be accepted. County will not consider a provider'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.

Providers' original proposal must contain all the information and documents specified in Section 5.2, Format for Organization of the Proposal. All copies (both paper and electronic) of the original proposal must include copies of ALL information, documents, and pages in the original proposal. A provider's proposal will be considered to be incomplete if the Provider 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 provider's proposal submission (e.g. letters of recommendation from past customers of the provider'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, providers are to deliver the proposals to the address specified above. **County is not responsible for any proposals delivered to any address other than the address provided above.**

5.2 Format for Organization of the Proposal/Proposal Content

Proposal Format

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

Proposals that do not adhere to these formatting requirements may be considered non-responsive. Proposals should be submitted in a sealed envelope with the name of the vendor and the relevant RFP name and number on the front.

Responses must be submitted as required in section 5.1. 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 contract is extended by mutual consent of Clark County and the vendor.

SECTION I - 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 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 contract general terms and conditions should be discussed here.

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

The vendor 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.

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

Table of Contents

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

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 II – PROJECT UNDERSTANDING (25 points)

Provide the Following Information:

1. What do you understand to be the purpose and scope of this project?
2. What are the pertinent issues and potential problems related to the project?

Scope of Work/Solution/Project Narrative

1. What is your proposed solution to the needs identified by the County?

Deliverables

1. Describe the deliverables in specific, and to the extent possible, measurable terms.

SECTION III – 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 would use to carry out this project, and the reason for selecting this methodology. Detail the tasks to be undertaken.
3. Detail how you plan to transition children currently being served by our existing provider to your program, if necessary.

Project Schedule

1. Provide a chart showing project activities that includes the achievement milestones upon which progress payment will be claimed.

Evaluation Plan

1. How will you assess the progress of the project while it is underway?

SECTION IV - 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 contact points with the County including types of communications, and level of interface.

Risk Management

1. Identify the potential risks and problems which, in your experience, occur on projects of this type. 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 V – QUALIFICATIONS & EXPERIENCE (15 points)

Vendor Qualifications

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

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. Does the Provider have demonstrated experience in completing similar projects on time and within budget?
 - b. Do the individuals assigned to the project have experience on similar projects?
 - c. How extensive is the applicable education and experience of the assigned personnel?

Personnel

1. All proposed key project personnel, including subcontractor staff, must be identified in the proposal. Resumes of all key project personnel are required. 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 Provider'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.

Customer References

The Provider must submit (3) references, names and phone numbers for similar projects your organization has completed. There is a limit of one (1) total reference from Clark County staff.

Contract Performance

If a provider has had a contract terminated due to the provider's 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 provider in the past five years, so indicate.

Subcontractors

Subcontractors may be used to perform work under this contract. 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. Providers will be responsible for the subcontractors meeting all terms and conditions of the specifications.

Conflict of Interest

Each provider shall include a statement indicating whether or not the organization or any of the individuals working on the contract 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 vendor. The County's determination regarding any questions of conflict of interest shall be final.

SECTION VI – PRICING (15 points)

Costs

1. Vendor must complete and submit Submittals A1- A3 for the proposal to be considered responsive.
2. Provider must submit a detailed narrative, which demonstrates how costs are related and why they are necessary to the proposed program.
3. Provider must take note that "profit" will be a separately negotiated element of price pursuant to OAC 5101:9-4-07, if Provider is a for-profit organization.
 - a. For the purposes of this RFP, "allowable" and "unallowable" program costs are itemized in the following:
 - i. For Non-Profit Organizations:
http://www.whitehouse.gov/omb/circulars_a122_2004
 - ii. For State, Local, and Indian Tribal Governments:
http://www.whitehouse.gov/omb/circulars_a087_2004
 - iii. For Educational Institutions:
http://www.whitehouse.gov/omb/circulars_a021_2004

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

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

SECTION VI. CRITERIA FOR PROPOSAL EVALUATION & SELECTION

6.1 Scoring of Proposals

County will contract with the provider(s) that best demonstrate(s) the ability to meet requirements as specified in this RFP. Providers 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 employees of the CCDJFS. Providers should not assume that the review team members are familiar with any current or past work activities with 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 contractor selection process.

Selection of the provider will be based upon the criteria specified in Sections II, III, IV, and V of this RFP. Any proposals not meeting the requirements contained in those sections of this RFP will not be scored or may be held pending receipt of required clarifications. The PRT reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The review team may waive minor defects that are not material when no prejudice will result to the rights of any provider or to the public. In scoring the proposals, CCDJFS will score in three 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 1.7, Anticipated Procurement Timetable, and 5.1, Proposal Submission Information?
2. Did the provider submit seven paper copies (one original and six copies) and one electronic copy of their proposal
3. Does the provider's proposal include all required affirmative statements and certifications, signed by the provider's responsible representative, including the following:
 - Provider Assurances Form, Attachment A
 - Personal Property Tax Statement (see Section 4.6 of this RFP)
 - Campaign Contribution Declaration (see Section 4.7 of this RFP)

- Certifications (see Section 4.4 of this RFP)
 - Copy of the most recently completed financial audit
4. According to those certifications, does the provider 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 provider is not excluded from contracting with County by ORC Section 9.24 for an unresolved finding for recovery (i.e. the proposal of any provider 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. Review by assessing how well the provider meets the requirements as specified in Sections II, III, IV, and V of this RFP. Using pre-defined evaluation criteria for Phase II scoring, the PRT will read, review, discuss and reach consensus on the final score for each qualifying proposal.

A maximum of 100 points will be awarded for the Proposal. A proposal must achieve a total of at least 75 points (a score which represents that the provider can successfully perform the resulting contractual duties) out of the possible 100 points to qualify for consideration. Any proposal which does not meet the minimum required proposal points will be disqualified from any further consideration.

6.2 Review Process Caveats

County may, at its sole discretion, waive minor errors or omissions in providers' proposals/forms when those errors do not unreasonably obscure the meaning of the content.

County reserves the right to request clarifications from providers to 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 providers' verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 1.11 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 providers prior to making a final selection, results to interview questions shall be scored in a manner similar to the process described in Section 6.1, Scoring of Proposals, above. Such scored results may be either added to those providers' 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 providers participating in the interview process for that RFP.

County reserves the right to negotiate with providers 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.

Any provider deemed not responsible, or any submitting a proposal deemed not to be responsive to the terms of this RFP, shall not be awarded the contract.

6.3 Final Provider Recommendation

The PRT will recommend to the Director of CCDJFS who will recommend to the Board the provider offering the proposal most advantageous to County, as determined by the processes and requirements established in this RFP.

SECTION VII. PROTEST PROCEDURE

7.1 Protests

Any potential, or actual, provider objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

1. A protest may be filed by a prospective or actual provider objecting to the award of a contract resulting from this RFP. The protest 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 timely protest shall be considered by County, if received within the following periods:
 - a. A protest based on alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 4 p.m. the closing date for receipt of proposals, as specified in Section 1.4, Anticipated Procurement Timetable of this RFP.
 - b. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 9 a.m. of the seventh (7th) calendar day after the issuance of the Letter of Intent to Award the contract.

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 B. 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 contract 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(s) who would have been awarded the contract shall be notified of the receipt of the protest.

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

7.2 Caveats

County is under no obligation to issue a contract as a result of this solicitation if, in the opinion of County and the proposal review team, none of the proposals are responsive to the objectives and needs of County. County reserves the right to not select any provider should County decide not to proceed. County also reserves the right to reject the proposal of any provider, at any time prior to the execution of a contract with that provider, if any person brings information to the attention of CCDJFS, the proposal review team, or the Board of County Commissioners, raising a serious question concerning safety or the provider's competence, reliability, or responsibility. Changes in this RFP of a material nature will be provided via the agency website. All providers are responsible for obtaining any such changes without further notice by County.

SECTION VIII. ATTACHMENTS AND THEIR USES

- A. Provider Assurances Form *(To be completed and included in the proposal packet as specified in Section 5.2)*
- B. Campaign Contribution Declaration Form *(To be completed and included in proposal packet as specified in Section 5.2)*
- C. Personal Property Tax Statement *(To be completed and included in proposal packet as specified in Section 5.2)*
- D. Provider Invoice *(to be used to submit monthly billing if a contract is awarded)*
- E. Visit Verification Form *(to be submitted with monthly invoice to support service provision)*

- F. Critical Incident Report *(to be submitted when Critical Incidents occur and need to be reported to the CCDJFS)*
- G. Provider Referral Form *(Used by the CCDJFS to refer families to the provider for services)*

ATTACHMENT A
Provider Assurances Form

Purpose: Clark County Department of Job & Family Services (CCDJFS) requires the following information on providers 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 provider. 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 provider submitting the proposal or bid. Providers 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 provider. Providers 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.

Providers must provide all information

1. CCDJFS RFP #:	2. Proposal Due Date:
3. Provider Name: (legal name of the provider – person or organization – to whom contract/purchase payments would be made)	4. Provider Federal Tax ID #: (this number MUST correspond with the name in Item #3)
5. Provider Corporate Address:	6. Provider Remittance Address: (or “same” if as same as Item #5)
7. Print or type information on the provider representative/contact person <u>authorized to answer questions on the proposal/bid:</u> Provider Representative: Representative’s Title: Address: Phone #: Fax #: E-Mail:	
8. Print or type the name of the provider representative <u>authorized to address contractual issues, including the authority to execute a contract on behalf of the provider, 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): Provider’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 contract.
5. We have additional funding sources and will not be solely dependent on any funds awarded through a contract as a result of this RFP.
6. We will meet all Contractual Requirements stated in Section 4.5 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
 Provider Invoice
 (SAMPLE)**

		INVOICE			
Your Company Name and Title					
Street Address			Invoice#: CONTRACT-FY-MONTH		
Any town, OH zip code			Invoice Date: 15-Jan-14		
Phone 937-XXX-XXXX Fax 937-XXX-XXXX			Dates of Service: 12/1		
Bill To:					
Clark County Department of Job and Family Services					
c/o Nikki Weber					
1345 Lagonda Ave					
Springfield, Ohio 45503					
# of Units	Classification of Expenses	Unit Cost	Monthly Total	Year-to-Date TOTAL	Contract Balance
22	Visitations (# of visits multiplied by \$/unit = total)	30.00	\$660.00	\$660.00	65,000.00
3	Cancellations	15.00	45.00	45.00	
1	No-Shows	10.00	10.00	10.00	
	Totals:		\$715.00	\$715.00	\$ 64,285.00
	Reimbursement Amount:		\$ 715.00		
I certify that all transactions reported have been made in compliance with federal, state, and local regulations, statutes, and in accordance with approved contract.					
Signature		Typed Name			
Date		Telephone			
If you have any questions concerning this invoice, contact Nikki Weber, 327-1726, nw eber@clarkdjfs.org					

ATTACHMENT E
Verification of Visits

Date of Visit:	
Child(ren) Name(s):	
Parent(s) Name(s):	
Length of Visit:	
Parent Signature:	Parent Signature:

Date of Visit:	
Child(ren) Name(s):	
Parent(s) Name(s):	
Length of Visit:	
Parent Signature:	Parent Signature:

Date of Visit:	
Child(ren) Name(s):	
Parent(s) Name(s):	
Length of Visit:	
Parent Signature:	Parent Signature:

Date of Visit:	
Child(ren) Name(s):	
Parent(s) Name(s):	
Length of Visit:	
Parent Signature:	Parent Signature:

Date of Visit:	
Child(ren) Name(s):	
Parent(s) Name(s):	
Length of Visit:	
Parent Signature:	Parent Signature:

Date of Visit:	
Child(ren) Name(s):	
Parent(s) Name(s):	
Length of Visit:	
Parent Signature:	Parent Signature:

Date of Visit:	
Child(ren) Name(s):	
Parent(s) Name(s):	
Length of Visit:	
Parent Signature:	Parent Signature:

ATTACHMENT F
Critical Incident Report (CIR)

Name of Youth Involved:		Provider Name:	
Incident occurred on: Date: _____ Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm		Location of incident:	
Incidents: Please Note: All incident reports must be completed by the end of your shift and reflect all persons notified as well as clear behavioral description of situation and how it was addressed.			
<input type="checkbox"/> Abuse (alleged/suspected) <input type="checkbox"/> Alcohol/Drug use <input type="checkbox"/> Assault/domestic violence <input type="checkbox"/> AWOL <input type="checkbox"/> Behavior dangerous to self <input type="checkbox"/> Behavior dangerous to others <input type="checkbox"/> Communicable Diseases	<input type="checkbox"/> Failure to follow case plan rules set up for visitation <input type="checkbox"/> Health Hazard (lice/bedbugs) <input type="checkbox"/> Medical problem <input type="checkbox"/> Neglect (alleged/suspected) <input type="checkbox"/> Property Damage/destruction <input type="checkbox"/> Mental Health concern	<input type="checkbox"/> Suicidal threats/actions <input type="checkbox"/> Theft <input type="checkbox"/> Threat of serious harm <input type="checkbox"/> Weapon/threat of weapon <input type="checkbox"/> Vandalism <input type="checkbox"/> Other _____	
Description of Incident: Describe in specific, accurate terms the events that you witnessed or were involved in. Please include Who, What, Where, When, How. Provide a behaviorally specific description of how the client was at risk of harming self/others.			
_____ _____ _____ _____			
Please describe action(s) taken to minimize situation and protect health and safety of client(s). If police/medics were called please note.			
_____ _____ _____ _____			
Please describe nature and extent of Injuries		Please Describe Families Response to Action Taken:	
<input type="checkbox"/> N/A- no injuries <input type="checkbox"/> Injury to child _____ <input type="checkbox"/> Injury to Adult Client _____ <input type="checkbox"/> Injury to Staff _____		_____ _____ _____	
Signature of Staff making report _____			
Print		Signature	
Notification of FCSCC: _____			
Include the following: Name Date Time Method			
Signature of Administrative Staff _____ Date _____			

**ATTACHMENT G
 Provider Referral**

Visitation Plan and Referral

Referring worker:

Name:
 Phone number:
 E-mail address:

Case Name:

Please modify this plan to meet any additional needs and concerns that may develop.

Names and contact information of adult(s) who will be visiting:

Name	Phone Number	History of physical or sexual abuse of one or more of the visiting children
		<input type="checkbox"/> Yes or No <input type="checkbox"/>
		<input type="checkbox"/> Yes or No <input type="checkbox"/>
		<input type="checkbox"/> Yes or No <input type="checkbox"/>
		<input type="checkbox"/> Yes or No <input type="checkbox"/>

Names and dates of birth for child/children visiting:

Name	Date of Birth	History of physical or sexual abuse by one or more of the visiting adults
		<input type="checkbox"/> Yes or No <input type="checkbox"/>
		<input type="checkbox"/> Yes or No <input type="checkbox"/>
		<input type="checkbox"/> Yes or No <input type="checkbox"/>
		<input type="checkbox"/> Yes or No <input type="checkbox"/>

Who will transport the child/children to the scheduled visit?

Name	Relationship	Phone Number

**ATTACHMENT G
Provider Referral (page 2)**

Adult(s) who may not have contact with the child/children:

Name	Relationship

Visitation schedule requested:

Frequency	Day(s) of the week	Times	Duration
4 hours per week			

List any restrictions during the visitation:

- 1.
- 2.
- 3.
- 4.

What level of supervision is needed?

- Level One (in room entire visit)
- Level Two (10 minute checks)
- Level Three (30 minute checks)

List the reason(s) for referral?

What would you like for staff and families to work on together (such as discipline, guidance, parenting skills, interaction between adult and child etc)?

As changes occur in the visitation plan, please notify the visitation coordinator and resubmit the referral form.

If you have any questions, please contact the visitation center:

To Be Determined

If you have any problems or concerns, which you feel need to be addressed beyond the level of the Visitation Coordinator, please contact:

To Be Determined

SUBMITTAL A Instructions BUDGET OVERVIEW AND WORKSHEETS

This section contains the Service Budget worksheets and instructions to assist in identifying, quantifying and estimating all allowable costs as they relate to proposed budget for each service being proposed for the contract period. A brief narrative also follows of generally acceptable service costs for formulating all applicable costs.

Worksheets should be completed in the following order as each worksheet contains information detailed in the preceding worksheet:

1. Submittal A1 - Staff Salary Expense Allocation Worksheet
2. Submittal A2 - Service Budget Cost Detail Worksheet
3. Submittal A3 - Service Budget Summary Worksheet

If submitting a proposal for more than one service, a separate set of Submittal A worksheets must be completed for each service. Each proposed service should be clearly identified on the worksheets and all applicable documents will require an original signature(s). Submittal A worksheets include Submittal A1, A2 & A3.

- Submittal A1 - Staff Salary Expense Allocation Worksheet
- Submittal A2 - Service Budget Cost Detail Worksheet
- Submittal A3 - Service Budget Summary Worksheet

INSTRUCTIONS for Budget Forms (Submittal A1, A2 & A3):

The service cost categories are as follows:

ADMINISTRATION: That portion of necessary and allowable costs associated with the overall management and administration of the service(s) being proposed and which are not directly related to the provision of services to social service clients.

Examples of these costs include:

- A. Evaluating service results against stated objectives.
- B. Performing administrative services including such services as general legal services, accounting services, auditing services, and managed purchasing, property, payroll and personnel.
- C. Costs for goods and services required for administration of the service, including such goods and services are rental or purchase of equipment, insurance, utilities, office supplies, postage, and rental and maintenance of office space.

- D. The costs of organizational-wide management functions associated with service.
- E. Travel costs incurred for official business in carrying out service management or administrative activities.

DIRECT SERVICE: The personnel and non-personnel costs directly related with providing proposed service.

SUPPORT SERVICE: The personnel and non-personnel costs indirectly related to providing the proposed service such as clerical staff or file clerk who maintains client records.

TOTAL SERVICE: This column should capture the sum of figures in the Administration, Direct, and Support Services columns for each line item.

Submittal A1- Staff Salary Expense Allocation Worksheet Instructions

Detail all staff positions that are included in the service being proposed. List the title of all positions in the first column and the complete the remaining columns as follows:

In **Column A** - Wages per Week, fill in the projected weekly wage associated with each position.

Calculate the total average weekly fringe benefits and place this figure in **Column B**.

Then add the amounts in Columns A and B and include the total in the Total Personnel Weekly Cost column, **Column C**.

Determine the number of weeks during the proposed service that each person will be assigned (104 is the maximum number of weeks [52 weeks per year times 2 years]); place the figure in the corresponding line in **Column D**.

Determine the percentage of time each person will be assigned to the proposed service and enter the percent for each assigned person in **Column E**.

Multiply the figures in Column C through E. for each line item to derive at the Total Project Cost. Place this figure on the appropriate line item in **Column F**.

Assign the percentages and totals of Project Costs in Column F to one of more columns in the “**Expense Category Allocation**” section of Submittal A1.

Fringe benefits may include social security, Medicare, retirement and pension, life and health insurance plans, workers compensation, and unemployment compensation. In allocating these costs to the

expense classification categories of Administration, Direct Services and Support Services, please reference the Service Cost Categories detailed above.

In the program budget narrative **be sure** to list the components of the fringe benefits package associated with the project and how these cost were derived.

Submittal A2 - Service Budget Cost Detail Worksheet Instructions

The Service Budget Cost Detail Worksheet (Submittal A2) contains three separate columns for capturing budget information and assigning cost to the appropriate expense classifications. The cost categories are **Administration, Direct Service and Support Service**. See the Service Cost Categories referenced above for cost category definitions and classification guidelines.

All proposed costs **must be** properly allocated to each cost category. All costs associated with the service(s) being proposed only and not the broader agency's budget should be included on the worksheet. The sum total of figures in the cost categories column on each line item must add up correctly and shown in the last column called **Total Cost**.

For each item listed on the Budget Cost Detail Worksheet, please provide a narrative (brief explanation) of what is included in that item and how the cost was calculated (if necessary, use additional sheets).

Item A: Personnel Cost – Use figures from the completed “Staff Salary Expense Allocation Worksheet” (Submittal – A1).

Item B: Direct Services Cost – Detail the cost of all materials, supplies and consumables items to be used directly and indirectly in providing the service. Only those materials and supply costs necessary in providing the service are allowable. Direct charges should be based upon the actual price less cash discounts, trade discounts, rebates and allowances.

The cost of consultation fees (i.e., charges for the use of the external service business/agencies or persons not on the business/agency's payroll) are allowable to the extent they are necessary for the administration and management of functions related to providing contract services. Examples of such services include legal counseling, audit services and specialized consultation, payroll accounting. These costs are considered indirect costs and they may be included in the Administration or Support Services section of the worksheet. All relevant and service specific costs that are allowable should be estimated and included in the budget, when applicable, and placed in the appropriate column in section B on the worksheet.

Item C: Other Operating Cost – Costs incurred for direct and indirect expenses associated with a specific service. These costs may be for advertising, telephone calls or service, postage, printing, reproduction and messenger services; all costs should be estimated and detailed to the fullest extent possible and listed in section C.

Item D: Occupancy Cost – Include the projected costs for office and service site rental, and utility costs associated with the service being bid; all costs should be estimated and detailed to the fullest extent possible and listed in section D. In general, the cost for space rental is determined by the number of square feet used, multiplied by a rate, usually stated in the lease, per square foot.

Rental cost for space, in a privately or publicly owned building, is allowable if the charge does not exceed the cost of comparable space and facilities in the same locality. The rental charge should include the costs of service, maintenance, and depreciation on the building and depreciation of major renovations. The lease agreement must stipulate the extent of the leaser's responsibility for renovations. Major renovations, which add to the permanent value of the property or appreciably prolong its estimated useful life, when the cost is borne by the contract provider, must be depreciated.

Item E: Equipment Cost – Depreciable Equipment, reimbursement for capital equipment (an item or group of items costing \$300 or more) is available through depreciation charges. Computation depreciation is based upon the acquisition cost of the item excluding (1) any cost borne by the Federal Government through other Federal Grant Programs, and (2) any idle or excess equipment.

Adequate property records must be maintained and the straight-line method of computing depreciation must be used. When equipment is replaced the value received for the old equipment less the salvage and any unrealized depreciation charges are deducted from the acquisition cost of the new equipment. All costs should be estimated and detailed to the fullest extent possible and listed in section E.

Non-Depreciable Equipment – Small equipment necessary in providing contract Services may be expensed during the period in which it is purchased.

Rental Charges – The cost of leased/rental equipment is allowable, to the extent of its use for the service and its reasonableness as sound business policy.

Item F: Transportation Cost – Represents costs associated with transporting clients or using transportation as a part of the cost of providing a service. Some costs such as those associated with a Transportation Service are considered a direct service expense (i.e. driver's salary and fringe benefits, gas, oil, vehicle maintenance, insurance). All relevant and service specific costs that are deemed allowable should be estimated and included in the budget, as applicable, and placed in the appropriate column on the worksheet in section F. Only those materials, supply costs and consumable items that are necessary to provide the service are allowable. All direct charges should be based upon the actual price less any cash discounts, trade discounts, rebates and allowances.

Other costs may be necessary; some may be indirect such as legal counseling, audit services and specialized consultation, payroll accounting. These costs are indirect costs and they may be considered Administration or Support Services and may also be included in the appropriate section on the worksheet.

Item G: Housekeeping & Maintenance Cost – Represents costs incurred for necessary janitorial, maintenance, repair and general up-keep of the property which neither add to the permanent value of the property nor appreciable prolong its estimated useful life but keep it in good working order. All costs should be estimated and detailed to the fullest extent possible and listed in section G.

Item H: Miscellaneous Cost – All expenditures should be estimated and fully detailed in the service budget narrative and included in section H. Allowable miscellaneous costs may include memberships and subscriptions, reference materials, and any other incidental costs required in the delivery of the service not previously specified.

Summing It All Up – Total the figures in all service budget cost category columns. Enter the resulting totals on the “Service Budget Grand Total” Line for the service being proposed.

Submittal A3 - Service Budget Summary Worksheet Instructions

The Service Budget Summary Worksheet (Submittal A3) must be completed in detail using the aggregate totals from the last column entitled “Total Cost” for each cost classification that appears on the Service Budget Cost Detail Worksheet (Submittal A2).

Make sure to total each expense classification as these amounts are needed to obtain the total of the proposed service budget on the “Total Service Budget” line. This figure must agree with the total appearing on the “Service Budget Grand Total” Line on Submittal A2.

Calculate the unit rate (if applicable) for each service based on generally accepted accounting and/or accounting standards to derive at the Unit Cost per Service. This is obtained by dividing the “Total Service Budget” by the “Potential Service Units.”

SUBMITTAL A

Available on CD

SUBMITTAL B

Available on CD

SUBMITTAL C

Available on CD