



REQUEST FOR PROPOSALS

Clark County Department of Job & Family Services (CCDJFS)
TANF Summer Youth Employment Program
RFP #: 02-CY14

TANF Summer Youth Employment Program
May 15, 2014 through October 31, 2014
\$543,045

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

Deadline for Proposal Submission is May 1, 2014 at 4:00 p.m.
REQUESTS TO EXTEND DEADLINE WILL NOT BE GRANTED

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**CLARK COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
TANF Summer Youth Employment Program
RFP# 02-CY14**

SECTION I. GENERAL PURPOSE & PROVIDER INFORMATION

1.1 Purpose

The Board of Clark County Commissioners (Board) intends to award a contract to one service provider, 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.

The County is currently soliciting proposals for a service provider to fully develop and manage the Temporary Assistance for Needy Families (TANF) Summer Youth Employment Program (SYEP) for low-income Clark County eligible youth, ages 16-24 and Foster Children in the temporary or permanent custody of the CCDJFS ages 16-18. The selected service provider will work with private companies, community-based agencies, not-for-profits, local businesses, faith-based organizations, etc., to identify viable worksites that are aligned to the youths' vocational/educational interests. The selected provider will be responsible for developing age-appropriate worksites, verifying and approving work activities submitted by worksites, hosting worksite orientations and training, providing on-going program monitoring at all worksites, and ensuring participants receive industry recognized credentials/certifications. The service provider will also address workplace issues or personal conflicts between youth and between youth and their supervisors, manage payroll, monitor and record attendance, administer work experience satisfaction surveys, develop selection criteria matching youth to appropriate workplace experiences and provide certificates of completion to youth who successfully complete the program. The County will enter into a contract with one service provider that can demonstrate an ability to assist the TANF-eligible youth by finding and maintaining a variety of summer employment opportunities so that participants gain valuable work experience while earning a paycheck to help meet basic needs. Summer employment opportunities are estimated to commence on June 1, 2014 and end no later than October 31, 2014.

1.2 Project Problem Statement

TANF encourages self-sufficiency for families through employment while meeting basic needs through temporary cash assistance. Self-sufficiency is defined as being able to sustain and maintain one's family independence without need for, or reliance on, government or community agencies. The four (4) core purposes of TANF are to:

1. Provide assistance to needy families so children may be cared for in their homes or in the homes of relatives.
2. End dependence of needy parents by promoting job preparation, work and marriage.
3. Prevent and reduce out-of-wedlock pregnancies and establish goals for preventing and reducing the incident of the pregnancies.
4. Encourage the formation and maintenance of two-parent families.

The TANF Summer Youth Employment program will help eligible youth and their families achieve the first two (2) of the four (4) purposes of TANF.

1.3 Background Statement

The CCDJFS – OhioMeansJobs/ Clark County is one of ninety (90) county one-stops in Ohio that provide employment and training services to dislocated workers, adults and youth as well as other job-related services and activities to help participants secure and retain employment including job readiness training; job search assistance; referrals to and ongoing support for vocational training, adult education (GED) and literacy programs; job development; placement and retention services; support services, ongoing case management and career counseling.

1.4 Agency Philosophy and Services

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

1.5 Project Summary

The intent of this RFP is to solicit proposals for one service provider to fully develop and manage the TANF SYEP. Through this program, the successful bidder will:

1. Provide innovative work experiences that help youth gain marketable skills;
2. Connect youth's education and career choice with the employment placement;
3. Offer structured work experiences in private companies, community-based agencies, not-for-profits, local businesses, and/or faith-based organizations;
4. Provide opportunities for youth to receive or earn work-related certificates, credentials or academic credit through collaboration with other organizations or training institutions.

Bidders may propose to serve youth during the summer months only (June through August) or include additional employment services through October. In-school youth who choose to remain in the SYEP program through September or October may need to alter their work hours to accommodate their school schedule by working after school or on weekends as allowed by applicable labor law. Out-of-school youth, ages 18-24, can work through October 31, 2014, with a minimum of 25 hours per week not to exceed 40 hours per week.

Youth referred to the service provider for employment placement must complete the ten (10)-hour unpaid job readiness training facilitated by the CCDJFS staff. Job readiness training includes soft-skills development, occupational skills development, and employability interest/aptitude survey. Youth participating in the job readiness program will write a one page written essay of lessons learned from the job readiness program, create a resume and interview with the CCDJFS staff. Participants who successfully complete the program will receive a certificate of completion and will be referred to the Service Provider for work placement. Youth who do not complete the ten (10)-hour program for reasons within their control will be ineligible for referral to the service provider for summer work. Make-up classes will be offered for those who missed one but not more than three hours of the job readiness program. In addition, the CCDJFS staff will help eligible TANF youth register on the OhioMeansJobs.com

website. Upon registration in OhioMeansJobs, youth will be issued a virtual backpack in which they can store documents, career plans, assessments, a career profile and other information from their career exploration and job readiness experience.

1.6 Target Population

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

- Youth ages 16-17, as long as the youth is a minor child in a family whose income is below 200% of the current Federal Poverty Guidelines (FPG) and is in school (youth may be 18 if they are a full-time student in a secondary school).
- Youth ages 18-24, as long as they are in a family whose income is below 200% of the current FPG that also has a minor child; or
- Youth ages 18-24 whose income is below 200% of the current FPG that have a minor child.

The youth served may be non-custodial parents as long as they meet the need standard and have a minor child.

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

Serving Youth In Foster Care: Youth in the temporary or permanent custody of Public Children Services Agency (PCSA) who are placed in a licensed foster care setting, that are between the ages of 16 and 17 years of age or 18 years of age if they are a full-time student in a secondary school may be served under the TANF Summer Youth Employment Program.

Bidders must ensure compliance with all applicable employment and labor laws, rules, and regulations, including but not limited to O.R.C. Chapters 4109, 4112, 4121, 4123, and 4141, and O.A.C. 4141-5-05. Guidance concerning child labor requirements can be referenced at <http://www.dol.gov/top/youthlabor/>. Any costs, damages, and penalties arising from or otherwise connected with such laws shall be the responsibility of the Provider and the employers providing worksites in connection with this program. The County’s sole responsibility shall be to reimburse the Provider for costs deemed allowable pursuant to Federal, State, and local laws, rules, and regulations, this RFP, and the Provider’s contract.

1.7 Anticipated Procurement Timetable

<u>Date</u>	<u>Event/Activity</u>
April 11, 2014	CCDJFS releases RFP to potential providers; Q&A period opens RFP becomes active. Proposers may submit inquiries for RFP clarification.

April 15, 2014	Deadline for request to be added to notification list (4:00 p.m.)
April 16, 2014	Bidders' Conference for Proposers at 9:00 a.m.
April 18, 2014	Proposer Q&A Period Closes 9 a.m. (for inquiries for RFP clarification). No further inquiries for RFP clarification will be accepted.
April 20, 2014	CCDJFS provides Final Proposer Question & Answer document.
May 1, 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.
May 7, 2014	Letter of intent to award contract issued by CCDJFS. All applicants notified.
May 14, 2014	Contract submitted to County Commission for approval.
May 15, 2014	Service provision begins for pre-employment activities
June 1, 2014	Job placement begins.

IMPORTANT:

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, within the sole discretion of the Board.

1.8 Reporting Requirements

A reporting tool created by Ohio Department of Job and Family Services (ODJFS) must be used to capture the data necessary for this program. Reports will be due on the 10th of each month to the Office of Family Assistance. Further instructions concerning the reporting tool will be issued in a subsequent communication by ODJFS. Employers will be responsible for completing an evaluation of the youth using the evaluation tool developed by ODJFS. A youth survey will be prepared in Survey Monkey for the participating youth to complete. Further instructions concerning the youth survey will also be issued in a subsequent communication. At the request of the CCDJFS, the service provider will also issue a certificate of completion for each youth who completes the TANF Summer Youth Employment Program, with individual copies forwarded to the CCDJFS. The certificate design will be left up to the provider.

The certificate shall contain at a minimum, the following items:

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

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 or to the mailing address in section 5.1, prior to the closing time and date for the Question & Answer Period. To ensure timely receipt of questions, "SYEP RFP- Request for Clarification" must be written in the subject line of emailed questions and on the outside of the envelope of any mailed questions. The County reserves the right to disregard any e-mailed or mailed questions that are not properly titled.

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

The 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 the 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 the 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. Bidders who choose to rely on responses to public records requests when preparing their proposals do so at their own risk.

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, the 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 April 16, 2014 at 9:00 a.m. in the Ohio Room in Building D at the Clark County Department of Job & Family Services campus, 1346 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 1.11, 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. Bidders may request that the RFP and all posted RFP documents be sent via U.S. mail; and
5. Any Public Records Request (PRR) made through the CCDJFS.
6. Notification of any changes or announcements related to this RFP through the CCDJFS vendor notification list.

***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. The CCDJFS may not specifically notify any provider of changes or announcements related to this RFP except as provided in Section 1.11. 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 Nikki Weber via email or U.S. mail at the following address, nweber@clarkdjfs.org or Clark County Job & Family Services, Attn: Nikki 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 May 15, 2014 and will conclude no later than October 31, 2014.

This program will be funded at no more than \$543,045 (\$532,350 for direct costs and \$10,695 for administrative costs). This program will be supported by Temporary Assistance for Needy Families (TANF), which is a federal funding source, under Code of Federal Domestic Assistance (CFDA) Number 93.558.

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 Allowable Costs

Per ODJFS Family Assistance Letter #133, allowable costs under this program include:

- Payments to employers for wages (at no higher than \$10.00 per hour) and fringe benefits;
- Payments to third parties to operate the program;
- Recruitment and development of employers for the program;
- Other ancillary services which are offered by the employer to the summer youth employment participant including:

- Work related items such as uniforms, tools, licenses, or certifications;
- Case management activities related to the program; and
- Job coaches and mentors;
- Workers' compensation expenses;
- FICA;
- Direct supervision and training costs;
- Transportation cost to and from the work site.

The cost of health insurance for youth may not be charged against this allocation; however, the cost of health insurance for staff employed by a third party to operate the program can be charged against this allocation.

Administrative costs, which must be charged separately to TANF Administration include, but are not limited to, the following:

- Costs associated with eligibility determination activities;
- Salaries and benefits of staff performing administrative and coordination functions;
- Preparation of program plans, budgets, reports and schedules, and the monitoring of program and projects;
- Fraud and abuse units;
- Services related to accounting, litigation, audits, management property, payroll, personnel, procurement, and public relations;
- Costs of goods and services and travel costs required for official business and the administration of the program unless excluded under paragraph (A) of O.A.C. §5101:9-6-08.8;
- Management information systems not related to the tracking and monitoring of the program;

Unallowable costs, which cannot be charged against this allocation include, but are not limited to, the following:

- Food for staff or participants;
- Laptop computers; and
- Any item of cost not specifically stated under the allowable costs section (above) is considered unallowable, as well as those costs that are deemed as unallowable, per OMB Circular A-122 (see Section 5.2, F. Pricing)

1.14 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 may 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,

and/or agents, , 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. Provider(s) must demonstrate that these minimum prior experience requirements are met:

1. The provider must have at least two (2) years of experience working with a public system;
2. The provider 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 TANF families;
3. Must have a minimum of two years of experience working in partnership with a range of professional and community-based agencies; and
4. Must support the partnership and collaboration among the one-stop partners of the OhioMeansJobs/Clark County

SECTION III. SCOPE OF WORK & SERVICES TO BE PROVIDED

3.1 Scope of Work

Eligible youth enrolled in the Summer Youth Employment Program will participate in a minimum of ten (10) unpaid hours of job readiness training including but not limited to, soft-skills development, objective assessments of their academic skills, occupational skills, and prior work experience, employability interests and aptitude assessments. CCDJFS staff will facilitate the ten (10)-hour job readiness program before youth are referred to the service provider. Youth who successfully complete the ten (10)-hour training are required to write an essay on lessons learned from the unpaid job readiness program and participate in a standardized structured interview for referral to the job program.

The Service Provider may provide project-based group employment (work crew) or develop individualized work sites that are age-appropriate and meet the skills and interests of the youth participants. Prior to placing youth at worksites, the Service Provider must also provide (1) a ten-hour certified Occupational Safety and Health Administration (OSHA) training; (2) a Customer Service assessment; and (3) a three-hour ACT Career Readiness Credential (Workkeys) assessment for youth ages 16-24 (administered by CCDJFS). The Service Provider will have one week from the date of the referral to onboard youth which includes completing and securing signatures for necessary paperwork (i.e., I-9 form, Wage and Tax statement, checking accounts, etc.). In addition, the Service Provider must use this week to include an employee orientation discussing workplace assignments, call-in procedures, work hours, dress-code, and other pertinent information that will help youth transition into the workplace. The Service Provider must offer innovative work experiences that help youth gain marketable skills; align employment that connect with the youth's education and career choice; offer structured work experiences in public and non-profit organizations as well as private sector, and provide opportunities for youth to receive or earn work-related certificates. Other credentials or academic

credit will be left up to the discretion of the Service Provider by collaborating with other organizations or training institutions. In addition, the Service Provider must verify and approve work activities submitted by worksites, hosting worksite orientations and training and provide on-going program monitoring at such worksites. The Service Provider will also address workplace issues or personal conflicts between youth and between youth and their supervisor, manage payroll, monitor and record attendance, administer work experience satisfaction surveys, develop selection criteria matching youth to appropriate workplace experiences, and issue certificate of completion to youth completing the program.

Proposals should demonstrate the following abilities:

1. Ability to begin employment services to youth by June 1, 2014;
2. Accept and accommodate worksite placements for all referrals after the participants are determined eligible by the CCDJFS staff;
3. Use each participant's assessments, educational background and interest to place each participant at a non-profit or private sector employment site within one week after the referral is made by CCDJFS;
4. Establish an onboarding process for all youth to include; completion of necessary employment-related paperwork, secure signatures for necessary paperwork for I-9 form, Wage and Tax statements, checking accounts, etc. In addition, the Service Provider must use this week to include an employee orientation discussing workplace assignments, call-in procedures, work hours, dress-code, and other pertinent information that will help youth transition into the workplace. Develop, provide and review job descriptions of duties to be performed by the youth participants;
5. Employ and retain 70% of the out-of-school youth, ages 18-24 for the period of June 1, 2014 through October 31, 2014 and employ and retain 60% of the in-school youth for the period of June 1, 2014 through August 8, 2014;
6. Ability to handle the wage reimbursement process ensuring youth receives wages weekly;
7. Ability to supervise the youth that are dispersed to the worksites as needed;
8. A contingency in-place to re-engage youth who are separated from employment for the duration of the program;
9. Administer youth survey as defined by the Ohio Department of Job and Family Services (ODJFS) to each participant;
10. Issue a certificate of completion to each participant after completion of the employment program;
11. Maintain records and meet all reporting requirements as specified in Section 1.8., Reporting Requirements;
12. Provide alternative worksites when planned activities are cancelled due to inclement weather conditions;
13. Pay the youth up to \$10.00 per hour (reimbursement for wages shall not exceed \$10.00 per hour);
14. Provide certified 10-hour OSHA certification training prior to placing at worksites;
15. Provide Customer Service assessment prior to placing at worksites; and
16. Provide Workkeys Assessment for youth ages 16-24 prior to placing at worksites.

3.2 Specification of Deliverables

1. Identify and establish projects or worksites for all eligible youth;
2. Provide an approved agreement for each worksite prior to work being performed;
3. Must outline job duties, responsibilities of the program provider, worksite and name of the youth participant;
4. Ensure that youth are supervised at all times;
5. Ensure that worksite agreements are in place and signed by all required parties that identify who is responsible for daily supervision of youth while at the worksite;
6. Ensure that all applicable employment rules and regulations and minor wage and safety laws are being followed and wage regulations are followed;
7. The summer youth participant will not displace a regularly paid employee or employees who have been laid off;
8. Provider will administer the youth survey through Survey Monkey provided by ODJFS;
9. Submit monthly reporting data using the reporting tool required by ODJFS;
10. Submit resumes for all provider staff coaching, teaching or working with youth;
11. Develop worksites in the following areas: non-profit, government agencies, educational institutions and/or private sector;
12. All printed materials, website or social media sites must include Clark County Job and Family Services name;
13. Service provider must ensure that all participants under age 18 obtain work permits;
14. Ensure that all staff and/or volunteers who are to be permitted to provide direct services pass a FBI and BCI background check, at Contractor's expense, which must be performed in accordance with Ohio Revised Code section 5153.111., subject to the Ohio Department of Job and Family Services Director's rules regarding rehabilitation.

3.3 Expected Outcomes

1. 100% of participants placed at a worksite will take the youth survey prepared in Survey Monkey.
2. 70% of out-of-school youth, ages 18-24, will retain employment through October 31, 2014
3. 60% of in-school youth will retain employment through August 8, 2014
4. 90% of participants will show an understanding of workplace safety by applying knowledge gained from the ten (10) hour OSHA training.

3.4 Selected Provider Compensation Structure

County agrees that reimbursement of all costs will be dependent upon Provider 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. 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**.

The Provider shall provide a monthly invoice to the CCDJFS no later than 30 days past the service month. Failure to provide 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. A new reporting tool developed by ODJFS will be used to report and track data. Further instructions concerning the new reporting tool will be issued in a subsequent communication from ODJFS

3.5 Responsibilities of Clark County Department of Job & Family Services

1. The CCDJFS staff will recruit for the TANF Summer Youth Program using various media sources including, but not limited to, newspaper, CCDJFS website, and social media - Twitter and Facebook;
2. The CCDJFS staff will collect TANF Summer Youth applications and determine eligibility;
3. The CCDJFS will assign designated staff member who will serve as the liaison between the service provider and the CCDJFS to ensure a smooth flow of information;
4. The CCDJFS will facilitate five (5) weeks of a two-hour unpaid job readiness workshops through the Springfield High School Learning Café beginning the week of April 7 ending the week of May 5th;
5. The CCDJFS will administer the ACT WorkKeys Assessment to those who have successfully completed the job readiness program and have been referred to Service Provider;
6. The CCDJFS will mail ACT WorkKeys certificate and/or results to the address on record for each participant successfully completing the assessment;
7. The CCDJFS will coordinate reporting procedures with service provider when reporting tool developed by ODJFS is released;
8. The CCDJFS will create resume for each youth participant;
9. The CCDJFS will forward copies of resume, essays, test results, application and other relevant documentation for each participant to the service provider by May 23, 2014.

SECTION IV. LIMITATIONS AND OTHER REQUIREMENTS

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 the 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 the County 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 is 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. Professional liability or errors and omissions insurance for a minimum of \$1,000,000 per incident, which may be waived by the Board, in its sole discretion, if no licensed professionals will be employed to perform services under the contract.
7. 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:

2. 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 is used.
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 \$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.

4.5 Contractual Requirements

Once a contract is awarded to a provider, 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 staff or volunteer shall be permitted to provide direct services under this agreement without passing a FBI and BCI background check, at Contractor's expense, which must be performed in accordance with Ohio Revised Code section 5153.111., 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 the 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

Subcontractors may not be used to perform work under this contract.

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: Nikki 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: Nikki 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 May 1, 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 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 A - INTRODUCTION

Cover page

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

Cover letter

Proposals must include the telephone number 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 B – 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 service proposed in this 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 C – METHODOLOGY (20 points)

Methodology

1. Describe the methodology you would use to carry out this project, and the reason for selecting this methodology. Detail the tasks to be undertaken.

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's underway?

SECTION D - PROJECT MANAGEMENT (25 points)

Describe your project management approach including:

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

Project Control

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

Project Reporting

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

Interface with the County

1. Describe your 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 E – 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. Provider may redact personal contact information which is included on resumes for administrative use (i.e., home address, home phone number, personal email address, etc.). Each person's role is to be identified and documented in the following format:
 - a. Name
 - b. Position with company
 - c. Role in the project
 - d. Experience with the specific tasks being proposed
 - e. Work history on similar projects
 - f. Legal Relationship with the Prime Contractor
2. Provide an organizational chart including all the personnel assigned to accomplish the work described in your proposal. Designate the person responsible and accountable for the completion of each component and deliverable of the proposal.

The County reserves the right to approve or disapprove any change in the successful 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 not be used to perform work under this contract.

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 F – PRICING (15 points)

Costs

1. Vendor must complete, sign, and submit Submittals A1- A3.
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 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 the CCDJFS. Proposals containing assumptions, lack of sufficient detail, poor organization, lack of proofreading, and unnecessary use of self-promotional claims will be evaluated accordingly. PRT members will be required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the proposal review and contractor selection process.

The County reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The County may waive minor defects that are not material when no prejudice will result to the rights of any provider or to the public. In scoring the proposals, the PRT will score in two phases:

A. Phase I. Review—Initial Qualifying Criteria:

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

1. Was the proposal received by the deadline as specified in Sections 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:
 - a. Provider Assurances Form, Attachment A
 - b. Personal Property Tax Statement (see Section 4.6 of this RFP)
 - c. Campaign Contribution Declaration (see Section 4.7 of this RFP)
 - d. Certifications (see Section 4.4 of this RFP)
 - e. 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 Section 5.2 Sections B, C, D, and E of this RFP and the experience requirements of Section 2.1. Using pre-defined evaluation criteria for Phase II scoring, the PRT will read, review, and discuss the proposals and reach consensus on the final score for each qualifying proposal.

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, notwithstanding the fact that no two proposals have received substantially similar scoring in accordance with section 4.2, County may exercise its discretion to interview bidders, and results to interview questions shall be scored in a manner similar to the process described in Section 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. 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 submitted monthly for payment)*

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 but not limited to 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)**

		<h1 style="margin: 0;">INVOICE</h1>		
Your Company Name and Title				
Street Address			Invoice#: CO# XXX CY14	
Any town, OH zip code			Invoice Date: 07/05/14	
Phone 937-XXX-XXXX Fax 937-XXX-XXXX			Dates of Service: June, 2014	
Bill To:				
Clark County Department of Job and Family Services				
c/o Nikki Weber				
1345 Lagonda Ave				
Springfield, Ohio 45503				
Classification of Expenses	Unit Cost	Monthly Total	Year-to-Date TOTAL	Contract Balance
				500,000.00
7,125 Participant Hours	15.00	\$106,875.00	\$106,875.00	
Administrative Expenses		7,800.00	7,800.00	
Totals:		\$114,675.00	\$114,675.00	\$ 385,325.00
Reimbursement Amount:		\$ 114,675.00		
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				

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 includes 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