



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

**REQUEST FOR PROPOSALS  
RFP: 24-SFY-08**

**For:**

**Comprehensive Case Management Employment Program (CCMEP) Providers  
for Workforce Innovation and Opportunity Act (WIOA) Youth**

**PROGRAM DATES: July 1, 2024 through June 30, 2026**

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

**PROPOSAL DUE DATE:**  
**March 20, 2024**  
**10:00 a.m.**

**PROPOSALS SUBMITTED TO:**  
[Clark\\_Contract\\_Development@jfs.ohio.gov](mailto:Clark_Contract_Development@jfs.ohio.gov)  
**1345 Lagonda Avenue**  
**Springfield, OH 45503**  
**Building C, 4th Floor**  
**Attn: Contract Development**

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## 1. Purpose, Project Information, and General Procedures

### 1.1. Purpose

The purpose of this proposal is for the provision of comprehensive case management, employment and training services as defined under CCMEP Rules on the [ODJFS Website](#).

Ohio's Comprehensive Case Management Employment Program (CCMEP) is designed to help the emerging workforce prepare for and find meaningful employment and break the cycle of poverty for thousands of Ohioans. This program provides hands-on case management expertise coupled with tailored service delivery in support of Ohio's commitment and objective of expanding educational and employment opportunities for Ohio's most vulnerable populations.

To address this challenge, the state of Ohio has created a framework for serving low-income Ohioans ages 14 to 24, through an integrated intervention program that combines the Temporary Assistance for Needy Families (TANF) program and the Workforce Innovation and Opportunity Act (WIOA) Youth program.

CCMEP provides employment and training services to eligible, low-income individuals based on a comprehensive assessment of employment and training needs, as well as a basic skills assessment. Participants are provided services to support goals outlined in their individual opportunity plan, which may include support with educational goals, such as obtaining a high school diploma or GED, job placement, work experience, and other supportive services such as childcare and transportation.

CCMEP's success is based on the participant's active participation in the program, as well as regular, meaningful engagement by case managers. Individuals participating in CCMEP are required to commit to participating in activities outlined in their individual opportunity plan for a minimum of twenty (20) hours per week. CCMEP case managers are required to engage with participants at least every thirty (30) days. The goal of CCMEP is to promote self-sufficiency in the target population.

The Board of Clark County Commissioners (Board) intends to award a contract/sub-grant agreement to one or more contractor(s)/subgrantee(s) to provide innovative CCMEP WIOA and CCMEP TANF programs as appropriate in the judgment of the Board for its Department of Job and Family Services (Department). To be funded, each proposal must provide services for one or more of the five (5) WIOA Elements identified by Department and address one or more of the six (6) CCMEP Primary Performance Measures. For the purposes of this RFP document, the Board and the Department will sometimes be collectively referred to as "County." "Provider" means any person or organization capable of providing the services described herein. The potential provider will sometimes be referred to as "bidder" "provider" "proposer" "contractor" and "applicant" interchangeably throughout this RFP and related documents.

### 1.2 Target Population

The target population to be served are individuals aged 14 to 24 who are eligible under CCMEP and referred to the contractor/subgrantee by Department. Department anticipates serving 150 youth.

## 2. Scope of Work

Board seeks to fund contractor(s)/sub-grantee(s) who will develop, implement, and/or coordinate a variety of direct-service programs that will prepare and connect youth to postsecondary education, training and employment

that aims to close the middle skills gap in Ohio. The program is designed to help eligible individuals gain practical work history and job skills during a period of paid employment, with the goal of one or more of the following:

1. Continuing in unsubsidized employment
2. Enrolling in post-secondary career training
3. Entering into a qualified apprenticeship program
4. Enlisting in the military following the program's employment period

Listed below are the services/elements available to program participants as described in OAC 5101:14-1-02:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies
2. Alternative secondary school services or dropout recovery
3. Work experience, paid and unpaid
4. Occupational Skills
5. Education and Training
6. Leadership skills
7. Supportive Services
8. Adult mentoring
9. Follow-up services
10. Comprehensive guidance and counseling
11. Financial literacy education
12. Entrepreneurial skills training
13. Labor Market Information
14. Transition to post-secondary education and training

Listed below are the six (6) CCMEP Primary Performance Measures as described in OAC 5101:14-1-07:

1. Education, training, or employment 2<sup>nd</sup> quarter after exit;
2. Education, training, or employment 4<sup>th</sup> quarter after exit;
3. Credential attainment rate;
4. Median earnings 2<sup>nd</sup> quarter after exit;
5. Measurable skills gains, and;
6. Effectiveness in serving employers (i.e., job retention).

Department will provide all pre-enrollment and framework activities. This includes eligibility determination, assessments, self-sufficiency plan, and individual opportunity plan (IOP) development, and case management.

Department is seeking proposals for five (5) of the 14 service elements through this RFP. Department youth will be referred for one or more of the five (5) WIOA Elements as specified below:

1. **Paid and unpaid work experiences (Element #3).** Work experience helps youth understand proper workplace behavior and what is necessary in order to attain and retain employment. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. The types of work experience include, but are not limited to summer employment, pre-apprenticeship programs, internships, or on-the-job training. Not less than 20 percent of the youth program funds shall be used to provide in-school and out-of-school youth with work experience. The employer will be responsible for all aspects of the employment relationship including but not limited to payroll, worker's compensation insurance, obtaining work permits, etc. Programs must cultivate and develop work sites as appropriate.

2. **Leadership development opportunities (Element #6).** Includes community service and peer centered activities encouraging responsibility and focusing on other positive social and civic behaviors that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as:
  - Exposure to post-secondary educational possibilities;
  - Community and service learning projects;
  - Peer-centered activities, including peer mentoring and tutoring;
  - Organizational and teamwork training, including team leadership training;
  - Training in decision-making, including determining priorities and problem solving;
  - Citizenship training, including life skills training such as parenting and work behavior training;
  - Civic engagement activities which promote the quality of life in a community; and
  - Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee. (WIOA sec. 129(c)(2)(F)) Positive social and civic behaviors are outcomes of leadership opportunities, which are incorporated by local programs as part of their menu of services. Positive social and civic behaviors focus on areas that may include the following: (a) Positive attitudinal development; (b) Self-esteem building; (c) Openness to work with individuals from diverse backgrounds; (d) Maintaining healthy lifestyles, including being alcohol- and drug-free; (e) Maintaining positive social relationships with responsible adults and peers, and contributing to the well-being of one's community, including voting; (f) Maintaining a commitment to learning and academic success; (g) Avoiding delinquency; (h) Positive job attitudes and work skill.
  - Summer Leadership Academy that will include all these elements in an intensive ten-week summer program. This varies each summer and could be one or two days a week focusing on leadership and civic engagement opportunities. Planning for this event takes place at the beginning of each year with collaboration from the CCDJFS CCMEP team and the contracted provider.
3. **Adult Mentoring (Element #8).** The purpose of adult mentoring is to build positive, supportive relationships between youth and adults and to provide positive adult role models for youth. Adult mentoring must a) last at least 12 months and may take place both during the program and following exit from the program; b) be a formal relationship between a youth and an adult that includes structured activities; c) include a mentor who is an adult other than the assigned youth case manager; and, d) while mentoring through electronic means are available, at a minimum the program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis.
4. **Financial literacy education (Element #11).** Financial literacy includes activities which:
  - Support the ability of youth participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
  - Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
  - Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit;
  - Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed decisions;
  - Educate participants about identity theft, ways to protect themselves from identity theft, and how to resolve cases of identity theft and in other ways under their rights and protection related to personal identity and financial data;

- Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;
- Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and
- Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including where possible, timely and customized information, guidance, tools, and instructions.

5. **Entrepreneurial skills training (Element #12).** Entrepreneurial skills training must develop skills associated with entrepreneurship. Such skills include but are not limited to a) take initiative; creatively seek out and identify business opportunities; b) develop budgets and forecast resource needs; c) understand various options for acquiring capital and the trade-offs of each option; and d) communicate effectively and market oneself and one's ideas.

## 2.1 CCMEP Performance Measures and Expected Outcomes

Ohio's CCMEP has established six (6) Primary Performance Measures which are outlined in OAC Rule 5101:14-1-07. Proposals must identify one or more Primary Performance Measures for each of the program Elements the proposal intends to address. The Primary Performance Measures are:

1. **Education, training, or employment 2<sup>nd</sup> quarter after exit.** The percentage of program participants that are in unsubsidized employment, education, or training activities during the 2<sup>nd</sup> quarter after exit from the program.
2. **Education, training, or employment 4<sup>th</sup> quarter after exit.** The percentage of program participants that are in unsubsidized employment, education, or training activities during the 4th quarter after exit from the program.
3. **Credential attainment rate.** The percentage of program participants that were in an education or training program while enrolled in CCMEP who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from CCMEP. A program participant who has attained a secondary school diploma or its recognized equivalent can only be included in this measure if the program participant is also employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
4. **Median earnings 2<sup>nd</sup> quarter after exit.** The median earnings of program participants who are in unsubsidized employment during the 2<sup>nd</sup> quarter after exit.
5. **Measurable skills gains.** The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment. Gains will be based on attainment of one of the following: 1) gain in at least one educational functioning level; 2) secondary/post-secondary transcript/report card showing that the participant is achieving the state unit's policies for academic standards; 3) satisfactory or better progress report towards established milestones from the employer/training provider who is providing training; or 4) successful completion of an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

6. **Effectiveness in serving employers (i.e., retention).** The percentage of program participants who were in unsubsidized employment during the 2<sup>nd</sup> quarter after exit who during the 4<sup>th</sup> quarter after exit are employed with the same employer.

## 2.2 Specification of Deliverables and Outcomes

**Selected proposer(s) must define the number of deliverables necessary to provide quality, reasonable measures related to their proposed program.** Deliverables are the specification of how much of the program will be delivered. The Deliverables should be what the proposer considers to be the primary or key elements of delivering their services. Whenever possible the Deliverables should be quantified. The preference is that the Deliverables specify the number of participants to be served. Department recognizes this is not always possible. When it is not possible, the proposer must provide an alternative(s) that will provide the basis for assessing program performance during Department monitoring and in Quarterly Reports.

**Selected proposer(s) must define the number of outcomes necessary to provide quality, reasonable measures related to their proposed program.** Outcomes are what the proposer expects to result from the services they provide. It is best, but not required, that the proposer provides an outcome for each of their Deliverables. The proposal should clearly state how the proposed outcomes will indicate the program's success in meeting the WIOA Primary Performance Measure(s) selected for each of the WIOA Element(s) the proposal will address.

## 2.3 Program Rules and Regulations

Successful proposers shall be familiar with the program rules and regulations, as well as local and federal governance, found below.

- WIOA PUBLIC LAW 113-128 – July 22, 2014 (Updated February 22, 2019) 128 STAT. 1425
- TANF OFFICE OF FAMILY ASSISTANCE: AN OFFICE OF THE ADMINISTRATION FOR CHILDREN & FAMILIES
- 2 CFR 200 UNIFORM GUIDANCE
- 5101:14-1-01 (Comprehensive Case Management and Employment Program: Definitions)
- 5101:14-1-02 (Comprehensive Case Management and Employment Program: General)
- 5101:14-1-04 (Comprehensive Case Management and Employment Program: Referral, Comprehensive Assessment, Individual Service Strategy and Individual Opportunity Plan)
- 5101:14-1-05 (Comprehensive Case Management and Employment Program: Case Management)
- 5101:14-1-06 (Comprehensive Case Management and Employment Program: Program Exit and Follow-Up Services)
- 5101:14-1-07 (Comprehensive Case Management and Employment Program: Primary Performance Measures)
- 5101:10-3-01 (WIOA Youth and Young Adult Program: Eligibility Requirements)
- 5101:1-3-11 (OWF: Appraisals, Assessments and Self-Sufficiency Contract)
- 5101:1-23-50 (OWF: Learning, Earning and Parenting Program)
- State Policy and Guidance Information

## 2.4 Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
February 21, 2024	Board releases RFP. Q&A period opens. <ul style="list-style-type: none"> <li>- RFP becomes active.</li> <li>- Proposers may submit inquiries for RFP clarification.</li> </ul>
March 5, 2024	Bidder's Conference at 9:30 a.m. at Clark County Department of Job and Family Services campus in the Reid/Snyder Conference Room, located in Building B.
March 12, 2024	Q&A Period Closes 2:00 p.m. (for inquiries for RFP clarification). <ul style="list-style-type: none"> <li>- No further inquiries for RFP clarification will be accepted.</li> </ul>

March 14, 2024	Department provides Final Question & Answer document.
March 20, 2024	<b>Deadline for Proposers to Submit Proposals (10:00 a.m.).</b> - This is the proposal opening date, beginning of the process of review.
April 17, 2024	Letter of intent to award contract(s)/Sub-grant agreements issued. - All Proposers notified.
June 20, 2024	Contract(s) submitted to Board for approval.
July 1, 2024	Service provision begins.

**IMPORTANT:** Board reserves the right to revise, with reasonable notice given, this schedule in the best interest of Department and/or to comply with any applicable County, State, or Federal procurement procedures and regulations. Board has the sole authority to bind Department into contract. The letter of intent is not binding. Since the letter of intent to award is not binding, any costs incurred by proposer prior to Board's award may not be recovered.

## 2.5 Bidder's Conference

A "Bidder's Conference" has been scheduled for March 5, 2024 at 10 a.m. The meeting will be held at the Clark County Department of Job and Family Services campus, 1345 Lagonda Avenue, Springfield, Ohio 45503. The Bidder's Conference will be held in the Reid/Snyder Conference Room, located in Building B. The entrance to building B is located between Buildings A & C and has an OhioMeansJobs logo on the door. Department staff will respond to questions regarding the requirements of the RFP. Questions asked at the conference and the **final** responses will be included in the Q&A document. The Q&A period closes at 2:00 p.m. on March 12, 2024.

While attendance is not mandatory, Board strongly encourages potential proposers to attend this conference. **Vendor should be sure to bring their copy of the RFP.**

## 2.6 Internet Question and Answer Period; RFP Clarification Opportunity

Should Proposer experience technical difficulties accessing Department's website where the RFP and its related documents are published, they may contact Contract Developer at [Clark\\_Contract\\_Development@jfs.ohio.gov](mailto:Clark_Contract_Development@jfs.ohio.gov).

Who may ask questions?	Potential proposers may ask clarifying questions regarding this RFP.
When and how can I ask a question?	Potential proposers may ask clarifying questions regarding this RFP via email during the Q&A Period as outlined in Section 2.4.
To whom do I address the question?	A potential proposer must submit all questions in writing, via email to <a href="mailto:Clark_Contract_Development@jfs.ohio.gov">Clark_Contract_Development@jfs.ohio.gov</a> . Questions must be received prior to the closing time and date for the Question & Answer Period.
How do I correctly ask a question? <sup>1</sup>	To ensure timely receipt of all questions, "CCMEP RFP-Request for Clarification" must be written in the subject line of emailed questions.  Questions about this RFP must reference the relevant part of this RFP. <sup>2</sup> Please provide the heading and provision section under question, and the page number of the RFP where the provision can be found.

<sup>1</sup> Board reserves the right to disregard any questions that are not properly titled.

<sup>2</sup> Board will disregard any questions which do not appropriately reference an RFP provision or location, or which do not include identification for the originator of the question. If Board determines that a question cannot be resolved by reference to any section of the RFP, Board may, at its discretion, make necessary additions or changes to the RFP by addendum or amendment. Board will not respond to any questions received after 9:00 a.m. on the date the Q&A period closes. (See Section 2.4 for closing date.)

	The potential proposer must include the name of a representative to contact, the company/organization name, and business phone number and email address of representative.
How will my answer be returned?	<p><b><i>Potential proposers will not receive personalized or individual email responses</i></b> to their properly submitted individual questions.</p> <p>Board responses to all questions asked via email will be posted on the Internet website dedicated to this RFP or mailed (if properly requested by the potential proposer), for reference by all potential proposers. Clarifying questions asked and Board responses to such questions comprise the “Q&amp;A Document” for this RFP.</p> <p>Responses will include the relevant page number, heading, and provision in question. Proposals in response to this RFP are to take into account any information communicated by Board in the Final Q&amp;A Document for the RFP.</p>
Can I view previous RFP's and Proposals for this Program?	Yes. Requests from potential proposers for copies of previous RFPs, past proposals, score sheets, or contracts for this or similar past projects, are <b><i>Public Records Requests (PRRs), and are not clarification questions regarding the present RFP.</i></b> PRRs submitted in accordance with Department policy (available upon request or online [click for <a href="#">Public Records Notice</a> and <a href="#">Public Records Policy</a> ]) will be honored. The posted time frames for Board responses to email questions for RFP clarification do not apply to PRRs. Potential proposers who choose to rely on responses to public records requests when preparing their proposals do so at their own risk.
<b>IMPORTANT</b>	<b>There is an established time period for the Q&amp;A process (see Section 2.4). “Department Q&amp;A document” will only answer those questions properly submitted within the stated time frame for submission of potential proposers’ questions, and which pertain to issues of RFP clarity, and which are not requests for public records. Board is under no obligation to acknowledge incorrectly submitted questions.</b>

## 2.7 Communication Prohibitions

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

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 2.6, Q&A Period, and Section 2.5, Bidders’ Conference;
2. For the purpose of conducting necessary business arising from a pre-existing or on-going business relationships with the Board;
3. As part of any proposer interview process initiated by the Board, which Board deems necessary in order to make a final selection;
4. Potential proposers may request that the RFP and all posted RFP documents be sent via U.S. mail;
5. Any Public Records Request (PRR) made through Department;
6. Notification of any changes or announcements related to this RFP through the Department vendor notification list; and,
7. A public meeting of the Board of County Commissioners at which the award of a contract(s), pursuant to this RFP has been placed on the agenda for discussion.

**\*Important Note:** Amendments to the RFP or to any documents related to it will be accessible to interested potential proposers through the original web page established for the RFP. All interested potential proposers must refer to that

web page regularly for amendments or other announcements. Department may not specifically notify any potential proposer of changes or announcements related to this RFP except as provided in Section 2.7. It is the affirmative responsibility of interested potential proposers to be aware of and fully respond to all updated information posted on the Department's designated web page. Potential proposers without access to the web page established for the RFP may request that amendments to the RFP or related documents be sent to them by via email by Clark\_Contract\_Development@jfs.ohio.gov.

Board is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source not authorized for this RFP. **Any attempts at prohibited communications by potential proposers shall result in the disqualification of those providers' proposals and shall prohibit the potential provider from entering into any contractual relationship for services requested through this RFP for the duration of the RFP period. A proposer may also be disqualified for failing to take reasonable steps to prevent its employees, agents, and business associates from making communications that would be prohibited if made directly by that provider's authorized representatives.**

## 2.8 Reporting Requirements

Each selected Proposer will have detailed reporting requirements finalized in their contract with Department. The specific number of reports, the data elements to be included, and the frequency of reports is at the discretion of Department.

## 2.9 Subcontractor Identification and Participation Information

Proposers are required to clearly identify the subcontractor(s) that will be used if subcontractors will be used in the program. Additionally, Proposers are required to highlight the subcontractors' tasks in the submitted proposal with sufficient detail to decipher their exact role in the proposed program. The subcontractors provided are under the same legal obligations outlined in this RFP that the Proposer is subject to. Proposals are required to also include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

1. The subcontractor's legal status, federal tax ID number, and principal business address;
2. The name, phone number, email address and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;
4. A commitment to do the work, if the provider is selected;
5. A statement that the subcontractor has read and understands the RFP, the nature of the work, and the requirements of the RFP.

Letters submitted in response to this provision should be included as an appendix following the Technical Proposal.

## 2.10 Attachments

1. Letters from proposed subcontractors are required if subcontractors will be used.
2. Proposers are required to submit three **(3) letters of reference** for similar projects it has completed.
3. Letters are required to include: the name and telephone number of an individual who can provide additional information about the similar projects completed. There is a limit of one (1) total reference from any Clark County government agency (including Board of County Commissioners and other appointing authorities [e.g., Courts, Sheriff, Prosecutor, etc.]). **\*\*NOTE: Department may NOT be used as a reference.**
4. Proposals are required to provide a chart which outlines the project schedule including all project activities and deliverables and the timeframes for completion of each.

Any other information thought to be relevant to the Technical Proposal, but not applicable to a specific RFP section number/letter may be provided as an attachment to the proposal. Department reserves the right not to review submitted attachments which include information or materials not required in the RFP.

### **3. Format for Organization of the Proposal**

In order to conduct a fair and complete evaluation of proposals, proposers must follow the required format below. If specifically requested, proposer must provide Board with additional information. The proposer's technical proposal must contain the following components, at minimum. It is mandatory that proposals be organized in the following order and that wherever appropriate, sections/portions of the proposal make reference by section number to those RFP requirements to which they correspond.

#### **3.1. Technical Proposal**

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

##### **3.1.1 Required Vendor Information and Certifications**

###### **Cover Page**

This must include:

1. RFP number;
2. Title;
3. The complete vendor name and mailing address, and;
4. The amount of funding requested by the vendor under this RFP.

###### **Cover Letter**

Cover letter must include:

1. Telephone number;
2. Name and title of the person Department should contact regarding the proposal.

Must indicate the proposer will comply with all requirements of the RFP.

**An authorized representative capable of binding the organization must sign the Cover Letter.**

###### **Table of Contents**

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

###### **Conflict of Interest**

Each proposer shall include a statement indicating whether or not their organization or any of the individuals performing work for their organization has any possible conflict of interest or perceived conflict of interest and, if so, the nature of that conflict.

###### **Mandatory Disclosures**

Proposer must disclose whether its performance, or the performance of any proposed subcontractor(s), under contracts for the provision of services that are the same or similar to those to be provided for the project (which is the subject of this RFP) has resulted in any "formal claims" for breach of those contracts within the past five years. For purposes of this disclosure, "formal claims" include but are not limited to any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), assigned to mediation, or any claims that resulted in termination of a contract. If any such claims are disclosed, proposer shall fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration or mediation regarding those claims, including terms of any settlement. If no such claims have been experienced by proposer within the past five years, so indicate.

Proposer must indicate whether it or any of its proposed subcontractor(s) have been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to proposer's performance of services similar to those described in this RFP. If any such instances are disclosed, proposer must fully explain, in detail, the nature of the government action, the allegations that led to the government action,

and the results of the governmental action including any legal action that was taken against proposer by any governmental agency. If no such governmental actions have been experienced by proposer, so indicate.

#### **Financial Statement**

1. Proposer shall submit a copy of its most recent audited or compiled financial statements, which must have been completed by a Certified Public Accountant (CPA).
2. Proposer shall comply with 2CFR 200.501 regarding single or program specific audits.
3. Proposer shall also submit the name, address, and telephone number of a contact in the company's principal financing or banking organization.

#### **Executive Summary**

1. Proposer must provide a brief description of the organization. This brief description must include:
  - a. History of organization;
  - b. Number of years the organization has been in business;
  - c. Type of services provided;
  - d. Legal status of vendor organization (i.e., corporation, partnership, sole proprietor) and;
  - e. Federal Tax ID number.

Proposer should provide a high-level overview of its approach, the distinguishing characteristics of its proposal, and the importance of this project to proposer's overall operation.

#### **Required Forms**

Proposer must complete and sign all of the following:

1. Contractor Assurances Form;
2. Campaign Contribution Form;
3. Personal Property Tax Form;
4. Independent Contractor Worker Acknowledgment (if required<sup>3</sup>);
5. Certification of Compliance with County Insurance Requirements; and,
6. Non-Collusion Affidavit.

Forms can be found on the [Department website](#) under "Administration" tab.

#### **3.1.2 Proposer Experience and Qualifications**

##### **Vendor Qualifications**

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

Describe your projected contact points with Department and Board, including types of communications and level of interface.

Vendor must demonstrate an ability to meet the needs of non-English speaking clients.

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##### **Prior Experience**

1. Provide an explanation of your capacity to undertake the scope of work based on a three (3) year minimum demonstrated history of successfully completing similar or related work with the targeted service population(s).
2. Provide a description of your experience working with youth and knowledge of the needs of these individuals within their respective county.
3. *IF APPLICABLE: Provide an explanation of your past performance in these areas with Department and if your outcomes were reached.*
4. Provide an explanation of your capacity to undertake the scope of work based on an organizational structure with adequate facilities, fiscal controls, staff, equipment, research tools, administrative and other resources.

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<sup>3</sup> Form is only required if the proposer is a sole-proprietor, corporation, or organization with less than five (5) full-time employees.

5. Provide appropriate management structure and staffing as documented in a current organizational chart/Table of Organization, a description of the key positions and the work each performs and the credentials/resume(s) of the people filling the key positions.

### **Personnel**

1. Provide a position description for each of the key positions, the work each position performs, and the name of the individual(s) filling each position. All proposed key project personnel must be identified in the proposal. Each person's role is to be identified and documented in the following format:
  - a. Name
  - b. Position with the organization
  - c. Role in the project (Including accountability for completion of components or deliverables of the proposal)
  - d. Experience with the specific tasks being proposed
  - e. Work history on similar projects
  - f. Relevant Education, Licenses and/or Certifications
  - g. Legal Relationship with the Prime Contractor (Such as full-time employee, part time employee, volunteer, or subcontractor)
2. Provide an organizational chart including all the personnel assigned to accomplish the work described in your proposal.
3. Designate and identify the person responsible and accountable for the completion of each component and deliverable of the proposal.

### **Subcontractors**

Subcontractors may be used to perform work under this contract. Substitution of one subcontractor for another shall be made only at the discretion of Board/County, with prior written approval. Proposers will be responsible for the subcontractors meeting all terms and conditions of the specifications. *See above for more information on Subcontractors (Section 2.9).*

#### **3.1.3 Administrative Structures and Scope of Work**

### **Scope of Work, Solution, Project Narrative**

Describe your program to the fullest extent possible.

1. What WIOA Element(s) will you address through your program?
2. What is your proposed solution to the needs identified by the WIOA Element(s) your program will address?
3. How will the targeted populations referred to your program be served?

### **Outcomes**

1. Outcomes are what you expect to result from the services you provide, expressed in measurable terms.
2. Which CCMEP Performance Measure(s) will your program address?
3. Describe how you will measure the proposed outcomes.
4. Describe how you will collect the information for measuring the proposed outcomes.

### **Deliverables**

1. A deliverable is a service you intend to provide, expressed in measurable terms.
2. Describe your deliverables in specific and, to the extent possible, measurable terms.

### **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.

**Evaluation Plan**

1. How will you assess the progress of your project while it is underway?
2. How will you adjust your program while it is underway to improve services based on your assessment of progress?

**Management Approach**

1. Describe your management approach and your project management organizational structure including reporting levels and lines of authority.

**Project Control**

1. Provide a description of your approach to project control, include:
  - a. Details of the methods used in controlling project activities.
  - b. Describe your status reporting methodology including details of written and oral progress reporting.

**Risk Management**

1. Identify the pertinent issues as well as the potential risks and problems, which in your experience occur on projects of this type.
2. Identify steps that can be taken to avoid or mitigate these problems and steps to be taken should the problem occur.
3. Describe activities included in your project plan to reduce the occurrence, severity and impact of events or situations that can compromise the attainment of any project objective.

**Risk Mitigation**

1. Identify steps that can be taken to avoid or mitigate any problems and steps to be taken should the problem occur.
2. 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.

**3.1.4 Attachments**

1. Letters from proposed subcontractors should be included in this section. (See Section 2.9)
2. Proposers must submit **(3) letters of reference** for similar projects it has completed.
3. Letters must include: **the name and telephone number** of an individual who can provide additional information about the similar projects completed. There is a limit of one (1) total reference from any County government agency (including Board of County Commissioners and other appointing authorities [e.g., Courts, Sheriff, Prosecutor, etc.]). **NOTE\* Department may NOT be used as a reference.**
4. Provide a chart which outlines the project schedule including all project activities and deliverables and the timeframes for completion of each.
5. Any other information thought to be relevant to the Technical Proposal, but not applicable to a specific RFP section number/letter may be provided as an attachment to the proposal. Department reserves the right not to review submitted attachments which include information or materials not required in the RFP.

**3.2. Cost Proposal**

**Estimated proposal prices are not acceptable. Proposer must use the format listed below in order to submit a cost proposal.**

**Submittals**

1. Proposers must complete, sign, and submit Submittals A1, A2 and A3. (The template for Submittals A1-A3 can be found on the Department website in the “RFP-Related Documents” section).

### **Narrative on Related Costs**

1. Proposers must submit a detailed narrative, which demonstrates how costs are related and why they are necessary to the proposed program:
  - a. The narrative must detail the amount of money being requested from Department.
  - b. The narrative should also describe the reasoning behind percentages of expenses allocated to this program, and the percentage allocation to the Administrative, Direct, and Support categories for each expense.
  - c. If proposer is requesting to be reimbursed on a unit rate basis, the narrative should clearly articulate the desired unit rate and the methodology used in calculating the unit rate.
  - d. Does the money being requested from Department represent more than 50% of your total program cost?

### **Payment Schedule**

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

### **Narrative Describing Non-Department Funding Streams**

1. Proposers shall submit a detailed narrative describing all non-Department funding received from any source that funds any part of the proposed project.
2. Proposer must include the percentage of the total project cost of each funding source.
3. Please provide a list of all entities that provide funding income to your organization.

### **Compensation Structure**

Reimbursement can be made in one of two ways: Unit Rate or Direct Cost.

1. Proposers must define their preferred payment method in their proposal. Section 7.6 below details the differences between Direct Cost and a Unit Rate.

#### **3.2.1 Unallowable Costs**

Proposers must not include any expenses in Cost Proposals which are unallowable under laws or regulations relating to the funding source to be used. If there is a dispute regarding whether a certain item of cost is unallowable, Board's decision is final.

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

1. For Non-Profit Organizations:  
OMB Circular A-122, "Cost Principles for Non-Profit Organizations"
2. For State, Local, and Indian Tribal Governments:  
OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments"
3. For Colleges and Universities:  
OMB Circular A-21, "Cost Principles for Educational Institutions"

Proposer must take note that "profit" will be a separately negotiated element of price pursuant to OAC 5101:9-4-07, if Contractor/Sub-grantee is a for-profit organization.

#### **3.2.2 Contract/Sub-grant Agreement Period and Funds Availability**

Contracts will be awarded for a two (2) year term. There will not be an additional third year extension. There is no minimum contract award.

Board is seeking, at their discretion, to award contract(s) to be effective July 1, 2024, and to conclude no later than June 30, 2026.

#### **4. Proposal Submission**

Proposers may submit proposals for one or more of the CCMEP WIOA Elements being sought by Department. Only one proposal is required, however each Element must be separated within the proposal. The cover sheet of each proposal must clearly indicate the proposer's name, name of the program and element being proposed, RFP number, and amount requested.

Board requires proposal submissions in both paper and electronic format. The submission of the electronically formatted versions may be waived, at the discretion of Board, when requested by proposer at least twenty-four (24) hours prior to the submission deadline. The proposal must be prepared and submitted in accordance with the instructions found in this Section. The proposal submission must be comprised of:

Paper Copies of Proposal	1 Original Technical Proposal Signed 6 Copies of Original Technical Proposal Signed 1 Original Cost Proposal Signed 6 Copies of Original Cost Proposal Signed
Electronic Copy of Proposal (disregard if waived)	The electronic copy shall be submitted via e-mail. The electronic copy can be PDF, Word, or Excel format, or other formats that are compatible with Microsoft Office. It is preferred that proposers submit Budget Submittals A1-A3 in Microsoft Excel format, the Technical Proposal in Microsoft Word format, and all other documents in PDF format.

Proposals may be submitted electronically, via mail or other delivery service, or in person at the agency.

1. The original and all copies of the Technical and Cost Proposals shall be submitted in a separate, sealed envelope, and labeled: "PPROPOSAL ENCLOSED FOR RFP #24-SFY-08 SUBMITTED BY [PROPOSER'S NAME HERE]." Proposals may be submitted via hand delivery or U.S. Mail (preferably certified) to:
 

Clark County Department of Job & Family Services  
Attn: Contract Development  
1345 Lagonda Avenue, Building C  
PO Box 967A  
Springfield, Ohio 45503
2. Electronic proposals shall be submitted via email to [Clark\\_Contract\\_Development@jfs.ohio.gov](mailto:Clark_Contract_Development@jfs.ohio.gov), and the subject line shall read: "PROPOSAL FOR RFP #24-SFY-08 SUBMITTED BY [PROPOSER'S NAME HERE]."
3. Proposals must be submitted no later than 10:00 a.m. on March 20, 2024, regardless of submission method. Faxed submissions will not be accepted. There are no exceptions to this deadline, and proposals received after the deadline will be immediately rejected.
4. Board is not responsible for proposals incorrectly addressed or for proposals delivered to any location other than the address specified on the cover sheet of this RFP.
5. Vendors who choose to mail their proposals do so at their own risk. There will be no exceptions for proposals that are received late due to delays in postal service.
6. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Board and the proposer selected.

#### **5. Proposal Review, Scoring, and Contract Award**

Board will contract on behalf of Department with the proposer(s) that best demonstrates the ability to meet requirements as specified in this RFP. Proposers will be evaluated based on the capacity and experience demonstrated in their technical and cost proposal. All qualifying proposals will be reviewed and scored by a Proposal Review Team comprised of representatives from Department. Proposers should not assume that the review team members are familiar with any past or current work activities with Department, Board, or any other County agencies. Proposals containing assumptions, lack of 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 they have no personal or financial interest in the outcome of the proposal review and contractor selection process.

Board's selection of proposal(s) for contract will be based on evaluation and grading. Board reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The PRT may waive minor defects that are not material when the intent is not unreasonably obscured.

### **5.1. Scoring of Proposals**

In scoring the proposals, Department will score in three phases. Once proposals enter Phase I, they are considered, for the purposes of this RFP, to be in the "review process."

#### **Phase I. Review – Initial Qualifying Criteria**

In order to be fully reviewed and scored, proposals submitted must pass Phase I review. Any "no" for the following Phase I criteria triggers a Board elimination of proposal from further consideration:

1. Was the proposal received by the deadline (in-person or by mail and electronically)?
2. Does the technical proposal include all required certifications and forms required by Section 3.1.1 of the RFP?
3. Does proposer affirmatively indicate that it is not on the federal debarment list, and it is fiscally solvent?
4. Does Department's review of the Auditor of State and SAM.gov websites verify that proposer is not excluded from contracting with Board?
5. Did proposer submit a copy of its most recent audited or compiled financial statements, completed by a Certified Public Accountant (CPA)?

#### **Phase II. Review – Criteria for Scoring the Technical and Cost Proposal**

The PRT will then score qualifying technical and cost proposals not eliminated by Board in Phase I. The PRT will assess how well proposer meets the requirements as specified in Section 3 of this RFP. Using the Technical and Cost Proposal Scoring Sheet for Phase II scoring, the PRT will read, review, and discuss the proposals and reach consensus on the final score for each qualifying proposal.

#### **Phase III: Review by Department Director**

See Section 5.3 Final Selection

### **5.2. Review Process Caveats**

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

Board reserves the right to request clarifications from proposers regarding any information in their proposals/forms and may request such clarification as it deems necessary at any point in the proposal review process. Any such requests for proposal clarification when initiated by Board, and proposers' verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 2.7 of this RFP. Such communications are expressly permitted when initiated by Board but will be initiated at the sole discretion of Board.

Board reserves the right to negotiate with proposers for adjustments to their proposals should Board determine, for any reason, to adjust the scope of the project for which this RFP is released. Such communications are not violations of any communications prohibition and are expressly permitted when initiated by Board but are at the sole discretion of Board.

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

### **5.3. Final Selection**

The Proposal Review Team will provide a final scoring of all proposals and make a recommendation to the Director to award contract(s)/subgrant(s) to one or more proposers. Director will make a final selection of contractor(s) to be recommended to the Board. To make the final selection, Director may consider proposal quality, reasonableness and appropriateness of proposed budget, funding available, and past contract/subgrant performance. Board maintains the right to accept or reject Director's recommendation.

## **6. Protests**

Any potential or actual proposer may file a protest on any matter relating to the process of soliciting the proposals or on the belief that Department has not followed procedures outlined in this RFP. Such a protest must comply with the following guidelines:

1. Protests shall be in writing and shall contain the following information:
  - a. The name, address, and telephone number of the protestor;
  - b. The program name and number of the RFP being protested;
  - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
  - d. A request for a ruling by Department;
  - e. A statement as to the form of relief requested from Department; and
  - f. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
2. A protest shall be considered timely if received within the following periods:
  - a. A protest based on alleged improprieties or events about which the protestor knew or could have reasonably discovered, prior to the closing date for receipt of proposals, shall be filed no later than the deadline for receipt of proposals.
  - b. If the protest relates to the PRT's or the Director's recommendation to award a contract or to reject any or all proposals, the protest shall be filed no later than 9 a.m. of the seventh (7<sup>th</sup>) calendar day after the issuance of the notification of Intent to Award or Non-Award the contract or the notification of Intent to Reject all proposals, whichever is applicable.
3. An untimely protest may be considered by Department if it determines that the protest raises issues significant to Department's procurement system. An untimely protest is one received by Department after the time periods set forth in Item 2 of this section.
4. All protests must be filed at the following location via email to: [Virginia.Martycz@jfs.ohio.gov](mailto:Virginia.Martycz@jfs.ohio.gov)
5. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless Board determines that a delay will severely disadvantage Board. Proposer(s) who would have been awarded the contract(s) shall be notified of the receipt of the protest.
6. Board shall issue a written decision on all timely protests and shall notify any provider who filed an untimely protest as to whether or not the protest will be considered.
7. Proposers who choose to rely on responses to public records requests when preparing their protests do so at their own risk.

## **7. Additional Documents and Clauses**

### **7.1. Changes to the RFP**

Material changes to this RFP will be provided via the agency website ([www.clarkdjfs.org](http://www.clarkdjfs.org)). Proposers are responsible for obtaining any such changes without further notice by Board.

## 7.2 Proposal Costs

Costs incurred in the preparation of this proposal are to be borne solely by proposer. Board will not contribute in any way to the costs of the preparation of the proposal, associated documents, or any other items/documents related to this RFP. Any costs associated with interviews will also be borne by proposer and will not be Board's responsibility.

## 7.3 Proposal Submissions as Public Record

Following submission of a proposal, all proposals submitted may become part of the public record. It is the responsibility of the proposer to remove all personal confidential information (such as home addresses and social security numbers) of proposer's staff and/or of any subcontractor and subcontractor staff from the proposal package. Department reserves the right to disqualify any proposer whose proposal is found to contain personal confidential information. The proposer shall be responsible for any and all information disclosed in the proposal submission and any or all information released by Department in any public records requests.

## 7.4 Contractual Requirements

Any contract/subgrant resulting from the issuance of this RFP is subject to the terms and conditions as provided in the sample contract/subgrant, which can be found on the website dedicated to this RFP.

Payments for any and all services provided pursuant to an awarded contract/subgrant are contingent upon the availability of state and federal funds.

All aspects of the contract/subgrant apply equally to work performed by any and all subcontractors.

Per the Code of Federal Regulations (CFR), [2 CFR section 200.313\(e\)](#) and [200.41](#), all fixed assets purchased with funds provided through Contract or any other restricted funding sources remain the property of Board. Upon termination of Contract/Subgrant, vendor may be asked to return equipment and other fixed assets purchased with federal funds to Board or Department.

Contractor, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFP. Contractor(s), and any subcontractor(s), agrees to be bound by all of the confidentiality, disclosure and safeguarding requirements of the Ohio Revised Code and the Ohio Department of Job & Family Services, including, but not limited to those stated in the Ohio Revised Code Sections 5101.26, 5101.27, 5101.272, 5101.28, 5160.45, 42 Code of Federal Regulations Sections 431.300 through 431.307 and Ohio Administrative Code Section 5101:1-1-03 and 5160:1-1-01.1. Disclosure of information in a manner not in accordance with all applicable federal and state laws and regulations is deemed a breach of the contract and subject to the imposition of penalties, including, but not limited to, the penalties found in Revised Code Section 5101.99.

Contractor must maintain the required insurance coverage throughout the entirety of the contract/subgrant period.

No employee designated in a proposal as "key personnel" or any employee identified as critical to the success of the project can be removed without reasonable notice to county, and replacements will not be made without county approval.

Contractor will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

## 7.5 Limitations

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

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

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

Proposal selection does not guarantee that a contract for services will be awarded. Board reserves the right to terminate the negotiation process in the event that negotiations fail with proposer whose proposal is selected and/or issues arise during negotiations that prevent Board from entering into a contract with that proposer. If this happens, Board, in their sole discretion, reserve the right to: (1) select the next highest rated proposer that responded to the RFP or (2) cancel and/or reissue the RFP.

Proposer(s) selected will be required to agree to the terms of the Sample Contract included on the website dedicated to RFP related documents. These terms cannot be modified without authorization from Board.

## 7.6 Compensation Structure

Contracts will be funded through WIOA Youth Activities CFDA 17.259 and TANF funds, CFDA 93.558. TANF funds require that programs are designed to achieve at least one of the following:

Purpose #1- Assisting needy families so that children may be cared for in their own homes

Purpose #2- Reducing the dependency of needy parents by promoting job preparation, work, and marriage

Purpose #3- Preventing out-of-wedlock pregnancies

Purpose #4- Encouraging and promoting the formation of two-parent families

Board agrees that reimbursement of all costs will be dependent upon the contractor's/sub-grantee's performance in the delivery of services specified in the approved budget, once the contract/sub-grant agreement is awarded. Payment shall be made by the Clark County Auditor upon proper presentation of request, when approved by Department and the contractor/sub-grantee. Payment shall be made in one of two ways:

1. Direct Cost: Payment shall be made on a direct cost reimbursement basis.  
**OR**
2. Unit Cost: Payment shall be made on a unit cost, fee for service, reimbursement basis. The unit cost represents a true measure of the actual cost of providing the contracted number of units of service. Unit cost contractors may be asked to reconcile revenue against the total actual expenditures and reimburse Department for over-budgeted expenses on a quarterly basis.

Proposers must define their preferred payment method in their proposal.

Board recognizes only those expenses that have actually occurred; invoices must be submitted as a request for reimbursement of actual cash expenditures. With each invoice, Contractor/Subgrantee shall include all financial backup documentation (i.e., payroll information, bills, etc.) that informs the charges. Additionally, the contractor/sub-grantee must submit copies of paid sub-contractor invoices in order to be reimbursed for those service costs.

## 8. Forms

The forms listed below can be accessed on-line. To view these forms, [click here](#).

1. Contractor Assurance Form
2. Campaign Contribution Form
3. Personal Property Tax Statement
4. Independent Contractor/Worker Acknowledgement
5. Certification of Compliance with County Insurance Requirements
6. Non-Collusion Affidavit
7. Submittals A1-A3 Instructions
8. Submittals A1-A3 Forms