



**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-10**

**For: OhioMeansJobs (OMJ) of Clark County**  
**Workplace/Job Readiness Facilitation and Computer Lab Assistant**

**PROGRAM DATES: October 1, 2024 through September 30, 2026**

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

**PROPOSAL DUE DATE:**  
**July 3, 2024**  
**10:00 a.m.**

**PROPOSALS SUBMITTED TO:**  
[Clark\\_Contract\\_Development@jfs.ohio.gov](mailto:Clark_Contract_Development@jfs.ohio.gov)

## Contents

<b>1. Purpose, Project Information, and General Procedures .....</b>	<b>2</b>
1.1. Purpose.....	2
1.2 Target Population.....	3
<b>2. Scope of Work .....</b>	<b>3</b>
2.1 Anticipated Procurement Timetable.....	5
2.2 Bidder's Conference .....	5
2.3 Internet Question and Answer Period; RFP Clarification Opportunity .....	5
2.4 Communication Prohibitions.....	6
<b>3. Format for Organization of the Proposal.....</b>	<b>7</b>
3.1. Technical Proposal.....	7
3.1.1 Required Vendor Information and Certifications.....	7
3.1.2 Proposer Experience and Qualifications .....	9
3.1.3 Attachments.....	11
3.2. Cost Proposal.....	12
3.2.1 Unallowable Costs.....	12
3.2.2 Contract/Sub-grant Agreement Period and Funds Availability .....	13
<b>4. Proposal Submission .....</b>	<b>13</b>
<b>5. Proposal Review, Scoring, and Contract Award.....</b>	<b>14</b>
5.1 Scoring of Proposals.....	14
5.2 Review Process Caveats .....	14
5.3 Final Selection .....	15
<b>6. Protests .....</b>	<b>15</b>
<b>7. Additional Documents and Clauses.....</b>	<b>16</b>
7.1 Changes to the RFP .....	16
7.2 Proposal Costs .....	16
7.3 Proposal Submissions as Public Record .....	16
7.4 Contractual Requirements.....	16
7.5 Limitations.....	17
7.6 Compensation Structure .....	17
<b>8. Forms.....</b>	<b>17</b>
<b>9. Sample Subgrant/Contract.....</b>	<b>18</b>

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

#### **1.1. Purpose**

The Board of Clark County Commissioners (“Board”) intends to award a contract agreement to one provider, as appropriate in the judgement of the Board for its Department of Job and Family Services (“Department”). “Provider” means any person or organization capable of providing the services described herein. For the purposes of this RFP document, the Board and the Department will sometimes be collectively referred to as “County.” The potential

provider will sometimes be referred to as “bidder” “provider” “proposer” “contractor” and “applicant” interchangeably throughout this RFP and related documents.

Board releases this RFP for award to a qualified provider to facilitate Soft Skills in the Workplace/Job Readiness Workshops and provide a Computer Lab Assistant in accordance with the guidelines outlined below in a manner well-tailored to meet the needs and challenges of the individuals. Department will administer the contract once executed by all parties.

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

Contract will be funded utilizing Comprehensive Case Management and Employment Program (CCMEP), Workforce Innovation and Opportunity Act (WIOA)(ALN 17.259); Temporary Assistance for Needy Families (TANF) (ALN 93.558); Food Assistance Employment & Training (FAET)(ALN 10.561); and Title XX (ALN 93.667).

TANF funding requires that programs utilizing this funding 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

Department will provide all pre-enrollment activities. This includes eligibility determination, assessments, and case management.

## 1.2 Target Population

The target population for the job readiness modules will include with Ohio Works First (OWF) applicants/participants, Seek Work participants, Comprehensive Case Management and Employment Program (CCMEP) participants, Supplemental Nutrition Assistance Program, Employment and Training program (SNAP E&T) participants, Able Body Adults without Dependents (ABAWDs) participants, and OMJ Universal Customers. The target population for the e-OMJ classes and open computer lab will include OWF applicants/participants, Seek Work participants, SNAP E&T participants, ABAWDs participants, and OMJ Universal Customers. The Department anticipates 1300 customers each contract year for all services combined. Department expects an increase in services needed for the non-English speaking population, specifically the Haitian-Creole speaking population.

## 2. Scope of Work

Department seeks to fund one contractor who will provide a full-time instructor for Soft Skills in the Workplace/Job Readiness workshops to assigned customers as well as a full-time Computer Lab Assistant. Both will work a full-time schedule from 8 a.m. to 4:30 p.m. daily, Monday through Friday. Contractor will provide coverage for these assigned employees, if they are not able to provide the service. Department expects contractor to provide all services to LEP individuals who are referred to the program. The following requirements must be met:

Soft Skills in the Workplace/Job Readiness:

- The goal of the job readiness workshops is to help each participant successfully transition toward personal responsibility and self-sufficiency;
- Provider will facilitate the Pre-Employment Workshops for, but not limited to, Clark County Ohio Works First (OWF) applicants and participants, Seek Work participants involved with Child Support, participants from Supplemental Nutrition Assistance Program, Employment and Training Program (SNAP E&T) and Universal customers;

- Five modules should be taught on a rolling basis with the same module taught in each class per day to assigned customers;
- Provide a module for LEP individuals so they become acclimated to workplace culture in the US.
- Initial expectation is that these modules will be taught in-person with the ability to switch to virtually upon Department's request.;
- Classes shall be held at Department or virtually upon Department's request, on days specified by Department at the time of contract;
- Preferred areas of curriculum include:
  - Conflict Resolution and Problem-Solving Concepts
  - Goal Setting/Time Management
  - Employer Expectations/Work Ethic
  - Communication/Interpersonal Skills
  - Financial Life Skills
- Department determines eligibility and assigns customers to classes and the computer lab as appropriate;
- Instructors must cooperate with Department case management staff regarding referrals and progress throughout the classes and to address any issues that arise;
- Provider staff must be available to attend State hearings and provide supporting documentation and/or testimony regarding assigned customers' participation and progress if necessary.

In addition to the 5 areas of curriculum, customers will also participate in mock interviews, which will focus on the following topics:

- 1) Practical Interview experience
- 2) Appropriate tone and demeanor
- 3) Personal Appearance
- 4) Preparing for and Researching for an Interview

#### Computer Lab Assistant:

- Oversees the Department computer lab while it is open to assigned customers.
- "Open Computer Lab" availability is subject to change at the Department's request;
- Assists customers in person or virtually upon Department's request with basic computer lab literacy including:
  - Basic computer literacy
  - Basic keyboarding and computer use
  - Logging in
  - Establishing e-mail accounts
  - Assistance with editing documents
  - Accessing employment related tutorials and job applications
  - Assistance with printing
- Train LEP individuals on use of the computer, with a primary focus on those who speak Haitian-Creole.
- Provides classroom instruction on navigation of the State's Enhanced OhioMeansJobs (e-OMJ) portal several times weekly. Initial expectation is that these classes will be taught in-person with the ability to switch to virtually upon Department's request.
- In addition, a weekly Resume classroom instruction will be provided including discussion on appropriate formatting, dos and don'ts, grammar, etc.
- Collects attendance sheets for work-required customers assigned to the computer lab when requested by Department.

## 2.1 Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
June 7, 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>
June 17, 2024	Bidders' Conference at 10 a.m. at Clark County Department of Job and Family Services campus in the Reid/Snyder Conference Room, located in Building B. See Section 2.3. below.
June 24, 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>
June 26, 2024	Department provides Final Question & Answer document.
July 3, 2024	<b>Deadline for Proposers to Submit Proposals (10:00 a.m.).</b> <ul style="list-style-type: none"> <li>- This is the proposal opening date, beginning of the process of review.</li> </ul>
August 7, 2024	Letter of intent to award contract(s)/Sub-grant agreements issued. <ul style="list-style-type: none"> <li>- All Proposers notified.</li> </ul>
September 19, 2024	Contract(s) submitted to Board for approval.
October 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.

## 2.2 Bidder's Conference

A "Bidder's Conference" has been scheduled for Monday, June 17, 2024 at 10:00 a.m. 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. 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 June 24, 2024. While attendance is not mandatory, Department strongly encourages potential proposers to attend this conference. **Please bring your copy of the RFP.**

## 2.3 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.
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>	<p>To ensure timely receipt of all questions, “Job Readiness RFP-Request for Clarification” must be written in the subject line of emailed questions.</p> <p>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.</p> <p>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.</p>
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?	<p>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.</p>
IMPORTANT	<p><b>There is an established time period for the Q&amp;A process (see section 2.2). “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></p>

## 2.4 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 2.4, Q&A Period and section 2.3, Bidder’s Conference;
2. For the purpose of conducting necessary business arising from a pre-existing or on-going business relationships with the Board;

<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 2.2 for closing date.)

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 2.5. 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 contacting Contract Developers at [Clark\\_Contract\\_Development@jfs.ohio.gov](mailto: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.**

### **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 Department Proposal Review Team (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 "[RFP-Related Documents](#)" section.

### 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.
3. Describe your projected contact points with Department and Board, including types of communications and level of interface.
4. Vendor must demonstrate an ability to meet the needs of non-English speaking clients.

#### **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.

#### **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 company
  - 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.
4. Provide resumes for each of the key personnel listed. Resumes can be provided as attachments.

#### **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.

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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.

**Deliverables and Outcomes:**

1. Selected proposer(s) must define the number of deliverables necessary to provide quality, reasonable outcomes related to their proposed program. Deliverables are the services the proposer intends to provide through their program. These deliverables should be quantifiable. 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 provided Deliverables will be a provided basis for assessing program performance during Department monitoring and in Department Quarterly Reports.

It is required that the proposal specify how data or other information will be collected and compiled for each Deliverable. Department will review during monitoring whether procedures for Deliverable's data collection and compilation are being followed.

2. Proposals must establish the number of Outcomes necessary to provide quality, reasonable measures of the program's direct, positive impact on the assigned customers. Outcomes must be aligned with demonstrating the effectiveness and positive impact of the services on the individual customers utilizing them. Outcomes are a statement of what the proposer expects to result from the program for individual participants or the community to be served. Often Outcomes are tied to one or more of the Deliverables.

A list of potential outcomes has been provided below. Department expects positive impacts in the following areas:

- Participants will demonstrate improvement and understanding of employment soft skills including, but not limited to, change in attitude and workplace behaviors, interviewing skills, appropriate work attire, time management, organizational skills and arriving on time;
- Participants will demonstrate their knowledge of budgeting and financial management;
- Participants will successfully attend each assigned module and all assigned computer lab hours.

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

It is required that the proposal also specify how data or other information will be collected and compiled for each Outcome. Department will review during monitoring whether procedures for Outcome data collection and compilation are being followed.

**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.

**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.

**Subcontractor Identification and Participation Information**

**If subcontractors will be used, proposers must address all Requirements specified here.**

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.

**3.1.3 Attachments**

1. Letters from proposed subcontractors should be included in this section. (See Section 2.8)
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).
2. Administrative costs must not exceed 10% of proposer’s total program budget.

#### **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 October 1, 2024 and to conclude no later than September 30, 2026.

## 4. [Proposal Submission](#)

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

Paper Copies of Proposal	1 Original Technical Proposal Signed 6 Copies of Original Technical Proposal Signed <sup>3</sup> 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. <u>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.</u>

FOR ELECTRONIC SUBMISSIONS - 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-10 SUBMITTED BY [PROPOSER'S NAME HERE]."

FOR PAPER SUBMISSIONS (which can be submitted via mail or other delivery service or delivered in person at the agency) - The original and all copies of the Technical and Cost Proposals shall be submitted in a separate, sealed envelope, and labeled: "PROPOSAL ENCLOSED FOR RFP #24-SFY-10 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

1. Proposals must be submitted no later than 10:00 a.m. on July 3, 2024. Faxed submissions will not be accepted. There are no exceptions to this deadline, and proposals received after the deadline will be immediately rejected.
2. 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.
3. 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.
4. 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.

<sup>3</sup> It is the Proposers affirmative responsibility to ensure that all copies and all formats of the proposal are identical. Any pages or documents omitted from any or all copies can negatively affect the Proposer's score and possibly result in the Proposers disqualification. In the event of any discrepancies or variations between copies, Department is under no obligation to resolve the inconsistencies and may make its scoring and proposal selection decisions accordingly, including the decision to disqualify Proposer.

## **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 PRT 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 both (1) in-person or by mail and (2) 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 2.4 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 to one proposer. Director will make a final selection of contractor 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
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 (<http://www.clarkdifs.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.

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, 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 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 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

Board agrees that reimbursement of all costs will be dependent upon the contractor's performance in the delivery of services specified in the approved budget once the contract 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. Additionally, the contractor 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. Non-Member Acknowledgment Form
5. Certification of Compliance with County Insurance Requirements
6. Non-Collusion Affidavit
7. Submittals A1-A3 Instructions

8. Submittals A1-A3 Forms

**9. Sample Subgrant/Contract**

*These are comprehensive documents that include clause and funding requirements. The sample contract will indicate the funding stream and requirements that specific clauses apply to. Not all clauses will apply to each awarded contract/subgrant.*

To access these documents, click the link above for forms.