

Clark County Department of Job & Family Services
Request for Proposals (RFP)
Workforce Investment Act Youth Services
OhioMeansJobs Regional Workforce System of
Champaign, Clark, Logan, Madison and Union Counties



REQUEST FOR PROPOSALS

**Workforce Investment Act (WIA)
Workforce Development Services for Youth
RFP #: 02-FY15**

For Service Provision

Champaign County	July 1, 2014 through June 30, 2016
Clark County	July 1, 2014 through June 30, 2016
Logan County	July 1, 2014 through June 30, 2016
Madison County	June 1, 2014 through May 31, 2016
Union County	July 1, 2014 through June 30, 2016

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

On behalf of:
The OhioMeansJobs Regional One-Stop System:
Champaign, Clark, Logan, Madison and Union Counties

**Deadline for Proposal Submission is May 23, 2014 at 4:00 p.m.
REQUESTS TO EXTEND DEADLINE WILL NOT BE GRANTED**

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**CLARK COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
WIA Youth Program
RFP# 02-FY15**

SECTION I. GENERAL PURPOSE & PROVIDER INFORMATION

1.1 Purpose

The Clark, Champaign, Logan, Madison and Union Counties' Workforce Policy Boards have authorized Clark County to release this Request for Proposals (RFP) to solicit competitive proposals for the delivery of year-round youth program services under the Workforce Investment Act (WIA). Each county intends to award a contract to one or more providers selected through this RFP, as appropriate in the judgment of the appropriate contracting authority of each respective county. Proposers can bid on either part or all of this RFP, but no contract shall be valid unless authorized by the appropriate contracting authority for each particular county. The contracting authority for the Clark County Department of Job and Family Services (CCDJFS) is the Board of Clark County Commissioners (Board). For the purposes of this document, collectively, the Board and CCDJFS will be referred to as the County. CCDJFS shall be responsible for creation and modification of this RFP, conducting the RFP on behalf of each county, and for providing Proposal Review Team members to recommend proposals for selection to each county, but neither CCDJFS nor the Board of Clark County Commissioners shall have any authority to contract on behalf of any other county. No reference to "County," "Clark County," "CCDJFS," "Department," "Board," or "the Board of County Commissioners" in this RFP shall be interpreted as imposing any responsibilities on, assigning any rights to, or authorizing any actions to be performed by, Clark County, on behalf of any other county, except with regard to the creation, modification, and conducting of this RFP.

WIA youth services should include innovative programs to assist at-risk youth by providing education and training services for the target population and engage youth at-risk of dropping out of school by supporting student success and creating a link between academic learning, work-based experiences, and career pathways. These programs will provide in-school youth with career exploration, work-based learning, career technical skills training, and support services in partnership with secondary education that lead to high school graduation and links to an array of postsecondary options.

Youth workforce development programs should also provide both educational and workforce development services that assist youth in returning to and completing high school. Programs should prepare disconnected youth for ongoing education and training, long-term careers, as well as entry into alternative education programs such as GED classes, postsecondary education and/or occupational/technical skills training. Programs should partner with community colleges, advanced skills training entities, apprenticeship training and/or four-year colleges and universities that lead to postsecondary degrees and /or industry-recognized certifications.

The Workforce Investment Act of 1998 provides local communities with the framework for creating comprehensive and effective strategies for youth as they transition into the world of work. The

following section is excerpted from the Workforce Investment Act, Sections 129, (a), (b), and (c). The purpose of Youth Programs under WIA is:

“to provide, to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers; to ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities:

- To provide opportunities for training to eligible youth;
- To provide continued supportive services for eligible youth;
- To provide incentives for recognition and achievement to eligible youth; and
- To provide opportunities for eligible youth in activities related to leadership development”

Section 129 (c)(1) of the Act requires that all programs:

- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant;
- Develop service strategies for each participant that shall identify an employment goal;
- Provide preparation for post-secondary educational opportunities, in appropriate cases;
- Establish strong linkages between academic occupational learning;
- Prepare enrollees for unsubsidized employment opportunities, in appropriate cases; and
- Develop effective connections to intermediaries with strong links to the job market and local/regional employers

The Champaign, Clark, Logan, Madison, and Union Counties’ Workforce Policy Boards and Youth Councils recognize the importance of developing our young people as future workers, citizens, and leaders.

This Request for Proposal is not in itself an offer of work nor does it commit Champaign, Clark, Logan, Madison or Union Counties’ Department of Job & Family Services (CDJFS’s) to fund any proposals submitted, nor will they be liable for any costs incurred in the preparation of research of proposals.

1.2 Project Problem Statement

The intent of this proposal is to solicit interested and qualified service provider(s) to offer services to eligible at-risk youth, both in-school and out-of-school youth, (refer to Appendix A, Definitions), age 14 (and high school freshman status for services in Madison County) to age 21, that include but are not limited to: tutoring, study skills/vocational training, instructions leading to completion of secondary school, internship/apprenticeship programs, work-based experiences, employability skills training, support services and youth development activities to include personal counseling, peer support groups, and life planning processes overcoming negative habits and attitudes, and achieving goals that will establish a productive life. The goal is to reduce the rate of dropouts and improve educational

attainment of area youth, provide dropout prevention/recovery services and to prepare youth for unsubsidized employment opportunities. These services will allow youth the ability to obtain a high school diploma or GED, vocational skills training, employability skills and develop their potential through leadership activities. The proposer(s) are required to expend at least 30% of their total funds on out-of-school youth and meet state-negotiated performance outcomes. These activities should support students in the successful completion of a defined career pathway program or course of study, the attainment of a high school diploma and connections to an array of postsecondary education and career options.

Successful proposer(s) will demonstrate connections to partners from postsecondary institutions including community colleges, advanced skills training entities, apprenticeship training, and/or four-year colleges and universities. In addition, the programs should be designed to reduce the rate of dropouts, engage youth in and provide seamless pathways to high school or GED completion, postsecondary education/training enabling youth to earn a degree and/or industry-recognized certification or credential in a high-growth occupation preparing youth for unsubsidized employment opportunities. The proposer(s) are required to expend at least 30% of their total funds on out-of-school youth and meet state-negotiated performance outcomes in the following categories: Skills attainment (basic skills, occupational skills, work readiness skills); Education and/or Employment; Attainment of Degree or Certificate; Literacy/Numeracy Gains.

For the contract awarded by Clark County, reimbursement is based on performance. Specifically, 30% of the service provider(s) participants must be designated as out-of-school youth in order to receive 100% reimbursement of costs. Proposals may be submitted to provide service in one or more of the counties, but must include separate budget sheets for each county in which services are being proposed to be provided.

1.3 Background Statement

Under the Workforce Investment Act (WIA) of 1998, the OhioMeansJobs Regional One-Stop System of Champaign, Clark, Logan, Madison and Union Counties has been designated as one of the eleven One-Stop Systems in the Area 7 Workforce Investment Board to receive and disburse funds to provide programs intended to provide to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers.

The Ohio Area 7 Consortium of Chief Elected Officials is the designated grant recipient and the Area 7 Workforce Investment Policy Board is the appointed administrative entity. The OhioMeansJobs Regional One-Stop System for Champaign, Clark, Logan, Madison and Union Counties is seeking competitive proposals from service provider(s) to provide the employment and training services required to serve the eligible population in compliance with all applicable federal, state, and local rules, regulations, and policies.

Successful proposers will be recommended for approval to the Area 7 Youth Committee and then forwarded to the Area 7 Workforce Investment Board (WIB) for final approval for the counties of Champaign, Logan, Madison and Union Counties. The WIB consists of representatives from business, labor, education, community groups, government agencies and economic development organizations that were appointed by the Consortium of Chief Elected Officials of Area 7. The Board of the Clark County Commissioners will approve the contract for the Clark County Department of Job and Family Services following the approval of the Area 7 Workforce Board.

1.4 Agency Philosophy and Services

The OhioMeansJobs Regional One-Stop System of Champaign, Clark, Logan, Madison and Union Counties will promote, integrate and coordinate workforce development services throughout the five-county area. Through collaborations with businesses, job seekers and community partners we will be the focal point of employment and training activities.

1.5 Project Summary

The CDJFS's are anticipating program proposals that deal with this target group (eligible at-risk youth). Proposal goals should reflect these two groups distinctly and could include the following:

In-School Youth

Basic educational skills
Employability skills
Internship/Apprenticeship
Work-based experiences

Out-of-School Youth

Employment/Apprenticeship/Internship
Military service
College Enrollment
Vocational Enrollment

Proposals may include serving both or either group separately. As potential service providers describe their programs, they should consider these target groups and identify them by answering such questions as:

1. Do the program elements include method of referral, past program success, number to be served and coordination method for your services not provided by you?
2. How does the service provider(s) plan to serve (one or more of the ten elements)?
3. What services will be provided?
4. How will this program serve at-risk youth?
5. Does the short and long-term outcomes of the services include attainment, employment and literacy numeracy gains?
6. What will be the community impact of these services?
7. What is the twelve month follow-up strategy?
8. Where will services be provided?
9. What number of students will be served?
10. What intake assessments will be used to determine barriers?
11. What is the assessment process and development of the Individual Service Strategy?
12. How will the WIA performance measures be addressed by services offered?

The Workforce Investment Act outlines the following core elements for youth programming [WIA 129 (c) (2)]. Preference will be given to those proposals which integrate core elements into program design and strategy. (Definitions for core elements are included in Appendix A).

Champaign, Clark, Logan and Union Counties will require ten (10) of the following core elements for provision of service. Madison County will require all of the following core elements for provision of service, except for Alternative secondary school offering. Proposers may bid on any or all of the following core elements/services for the provision of service in one or more counties:

- Tutoring, study skills training, and instruction leading to secondary school completion, including drop-out prevention strategies;
- Alternative secondary school offerings;
- Summer employment opportunities;
- Paid and unpaid work experiences including internships/apprenticeships;
- Occupational skills training including work readiness and employability skills;
- Leadership development and family and peer support;
- Supportive services;
- Adult mentoring for a duration of at least twelve (12) months;
- Follow-up services for twelve (12) months after exit from program;
- Comprehensive guidance and counseling along with other intervention strategies for in-school youth, ages 14-21 year and out-of-school youth, ages 16-21.

Champaign County's WIA youth program is a year-round program serving low income, at-risk youth. The program consists of a variety of program elements to assist youth in becoming academically successful and proactive in pursuing career goals.

Clark County's intent is to contract with a service provider(s) who has experience in working with low income youth as defined by the Workforce Investment Act section 101 (13). The goal of the program is to provide year-round instruction that includes: instruction to earn a high school diploma or GED equivalent, intensive case management, tutoring, employability skills, job shadowing, occupational skills training, job placement, postsecondary education and training, work-based experiences and attainment of industry-recognized certification or credential in a high-growth occupation. In addition, the service provider(s) must demonstrate they can provide the ten (10) WIA elements as referenced in (WIA 129 (c) (2)) and meet all state-negotiated performance measures.

Logan County's WIA youth program is a year-round program serving low-income and at-risk youth. The program consists of a variety of program elements to assist youth in becoming academically successful and proactive in pursuing career goals.

Union County's youth program is staffed with a full-time WIA youth CCDJFS employee. The WIA youth program is coordinated with the PCSA unit and the Independent Living Programs. The focus is to

maximize services to the WIA youth participants without a duplication of services or funding. Union county DJFS will accept referrals for all eligible youth in addition to the Foster Care program participants. Union County has the ability to deliver all ten elements of the WIA youth program.

Service Provider(s) will be selected based on their ability to assure:

1. The best and most successful delivery of youth services in accordance with the performance outcomes (Reference 3.1.3);
2. The most competitive costs for youth services (considering lowest and best service);
3. A history of competent tracking, monitoring, and evaluation of systems to report status of individual participants, as well as meeting program performance outcomes;
4. A history of successful enrollment of target population, completion of planned activities, job placement and follow-up;
5. Their capability of establish linkages with local Boards of Education and employers;
6. They have a process for collecting and evaluating client satisfaction with all aspects of the program to ensure that their needs are being met.

1.6 Target Population

This Workforce Investment Act program is designed for local low-income youth who are 14 through 21 years of age and meet WIA eligibility criteria. Eligible youth is defined under the WIA Act section 101(13), as an individual who is:

- Deficient in basic literacy skills
- A school dropout
- Homeless, runaway or child in temporary or permanent custody of Public Children Services Agency (PCSA) between the ages of 14-21
- Pregnant or a Parent
- An offender
- An individual who requires additional assistance to complete an educational program, or to secure and hold employment

1.7 Anticipated Procurement Timetable

<u>Date</u>	<u>Event/Activity</u>
May 7, 2014	CCDJFS releases RFP to potential providers for Champaign, Clark, Logan, Madison and Union Counties; Q&A period opens RFP becomes active. Proposers may submit inquiries for RFP clarification.
May 12, 2014	Bidders' Conference for Proposers
May 13, 2014	Deadline for request to be added to notification list (4:00 p.m.)
May 14, 2014	Proposer Q&A Period Closes 9 a.m. (for inquiries for RFP clarification). No further inquiries for RFP clarification will be accepted.
May 16, 2014	CCDJFS provides Final Proposer Question & Answer document.

May 23, 2014	Deadline for Proposers to Submit Proposals to CCDJFS (4 p.m.). This is the proposal opening date, beginning of the five county DJFS process of proposal review.
June 6, 2014	Letter of intent to award contract issued by each County DJFS if applicable. All applicants notified.
June 25, 2014	Clark County will submit contract to County Commission for approval.
July 1, 2014	Service provision begins.

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

1.8 Reporting Requirements

Champaign County:

Service provider will submit monthly invoice and detailed youth activity report from Mentors, Tutor and Counseling to show progress of the youth.

Clark County: Requires detailed and monthly reporting on the following:

- Daily attendance along with attendance percentages
- Names of students receiving tutoring
- Name of students participating in summer employment program
- Names of students participating in paid and unpaid work experience
- Names of students assigned to leadership development
- Names of students receiving supportive services
- Names of students receiving mentoring services
- Names of students receiving comprehensive guidance, counseling and intensive case management services
- Names of students in follow-up services – 12 months after exit (include date of exit)
- Completion of Ohio Graduation Test, (OGT) high school diploma or GED
- Names and date students enter into employment
- Names of students entering into post-secondary education
- Names of out-of-school youth

Logan County:

- Service Provider will evaluate each student's performance and classroom behavior after each session

- Service Provider will evaluate each student's performance and classroom behavior after each session.
- Service Provider will turn in time sheets to DDJFS/WIA staff after each student's session

Madison County:

- Madison County will monitor, track and record monthly all outcomes through the Ohio Workforce Case Management System to include: skills attainment, occupational skills, work readiness skills, youth placed in employment or education and literacy/numeracy gains.

Union County:

- Union County will monitor, track and record monthly all outcomes through the Ohio Workforce Case Management System to include: skills attainment, occupational skills, work readiness skills, youth placed in employment or education and literacy/numeracy gains.

1.9 Internet Question & Answer Period; RFP Clarification Opportunity

Providers may ask clarifying questions regarding this RFP via email or U.S Mail during the Q&A Period as outlined in Section 1.7, Anticipated Procurement Timetable. To ask a question, providers must submit all questions in writing, via email or U.S. mail, to nweber@clarkdjfs.org or to the mailing address in Section 5.1, prior to the closing time and date for the Question & Answer Period. To ensure timely receipt of questions, "WIA Youth RFP – Request for Clarification" must be written in the subject line of emailed questions and on the outside of the envelope of any mailed questions. The County reserves the right to disregard any e-mails or mailed questions that are not properly titled in the subject line.

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

The County's responses to all questions asked via email or U.S. mail will be posted on the Internet website dedicated to this RFP or mailed (if requested by the provider), for reference by all providers. Providers will not receive personalized or individual email responses. Clarifying questions asked and the County's responses to such questions comprise the "CCDJFS Q&A Document" for this RFP. Responses will include the relevant page number, heading, and provision in question. Provider proposals in response to this RFP are to take into account any information communicated by the County in the Final Q&A Document for the RFP.

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

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

IMPORTANT: Requests from providers for copies of previous RFPs, past provider proposals, score sheets or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFP. PRRs submitted in accordance with directions provided in Section 1.11, Communication Prohibitions will be honored. The posted time frames for the County's responses to questions for RFP clarification do not apply to PRRs. Bidders who choose to rely on responses to public records requests when preparing their proposal do so at their own risk.

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

There is an established time period for the Q&A process (see Section 1.7, Anticipated Procurement Timetable, above). The CCDJFS Q&A document will only answer those questions submitted within the stated time frame for submission of provider questions, and which pertain to issues of RFP clarity, and which are not requests for public records. County is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

Should providers experience technical difficulties accessing either the CCDJFS website where the RFP and its related documents are published, they may contact Nikki Weber at nweber@clarkdifs.org or by phone at 327-1726.

1.10 Bidders' Conference

A bidders' conference has been scheduled for May 12, 2014 at 9:00 a.m. in the Springfield Room in Building B at the Clark County Department of Job & Family Services campus, 1345 Lagonda Avenue, Springfield, Ohio. CCDJFS staff will respond to questions regarding the requirements of the RFP.

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

As noted in Section 1.11, Communication Prohibitions (below) of this RFP, County may not specifically notify any provider of changes or announcements related to this RFP except through the website posting, unless otherwise requested by the provider. It is the affirmative responsibility of interested proposers to be aware of and fully respond to all updated information posted on this web page or sent at the request of the provider via U.S. mail.

1.11 Communication Prohibitions

From the issuance date of this RFP until an actual contract is awarded to a provider, there may be no communications concerning the RFP between any provider that expects to submit a proposal and any employee of County, or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of the contractor. The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 1.9, Q&A Period, and Section 1.10, Bidders' Conference;
2. For the purpose of conducting necessary business arising from a pre-existing or on-going business relationship with County;
3. As part of any provider interview process initiated by County, which County deems necessary in order to make a final selection;
4. Bidders may request that the RFP and all posted RFP documents be sent via U.S. mail;
5. Any Public Records Request (PRR) made through the CCDJFS; and
6. Notification of any changes or announcements related to this RFP through the CCDJFS vendor notification list.

***Important Note:** Amendments to the RFP or to any documents related to it will be accessible to interested providers through the original web page established for the RFP. All interested providers must refer to that web page regularly for amendments or other announcements. The CCDJFS may not specifically notify any provider of changes or announcements related to this RFP except as provided in Section 1.11. It is the affirmative responsibility of interested providers to be aware of and to fully respond to all updated information posted on this web page or provided by U.S. mail when previously requested by the provider. Providers without access to the web page established for the RFP may request that amendments to the RFP or documents related to it be sent to them by contacting Nicole Weber via email or U.S. mail at the following address, nweber@clarkdjfs.org or Clark County Job & Family Services, Attn: Nikki Weber, 1345 Lagonda Avenue, Springfield, Ohio 45503.

County is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source not authorized for this RFP. **Any attempts at prohibited communications by providers may result in the disqualification of those providers' proposals.**

1.12 Contract Period and Funds Available

County is seeking award contracts to be effective the following dates:

Champaign County	July 1, 2014 through June 30, 2016
Clark County	July 1, 2014 through June 30, 2016

Logan County	July 1, 2014 through June 30, 2016
Madison County	June 1, 2014 through May 31, 2016
Union County	July 1, 2014 through June 30, 2016

The exact amount of funds for a two-year program year is not available at this time. However, based on the previous year's allocation from the Ohio Department of Job and Family Services, the overall anticipated amount is approximately:

Champaign County	\$80,000
Clark County	\$613,803
Logan County	\$100,000
Madison County	\$132,000
Union County	\$156,000

This RFP and all agency contracts are contingent on the availability of funds. If, during the RFP process, funds are not available for the proposed services, the RFP process will be canceled. The providers will be notified at the earliest possible time. Champaign, Clark, Logan, Madison and Union Counties are not required to compensate any provider for any expenses incurred as a result of the RFP process.

1.13 Termination Clause

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

Champaign, Clark, Logan, Madison and Union County may immediately terminate any contract entered into in the event that the respective County, in its sole discretion, reasonably determines that performance of the work by the Contractor, its employees, agents, and/or subcontractors, could seriously affect the quality or safety of the work, create a significant risk of harm to persons or property, or result in liability or loss of funds for the County, including, but not limited to, liability under state or federal law. Champaign, Logan and Madison County will follow the termination policy of the Area 7 Workforce Investment Board. Union County would terminate contract with Director's signature, and or the county administrator or commissioner's designee. No termination shall be authorized by the CCDJFS except by formal resolution of the Clark County Board of Commissioners.

SECTION II. PROVIDER EXPERIENCE AND QUALIFICATIONS

2.1.1 Demonstration of Experience

The OhioMeansJobs Regional Workforce System is seeking service provider(s) who possess the experience listed below. In order for proposals to be considered responsive, provider(s) must demonstrate that these minimum prior experience requirements are met:

1. The Service provider(s) must have at least two (2) years of experience working with “At Risk Youth” in the community
2. The provider(s) must administer background checks for all individuals who have direct contact with youth in the program.
3. The Service provider(s) must have a clear commitment to the mission and vision of the local county DJFS, WIA, Area 7 Workforce Investment Board and OhioMeansJobs of Champaign, Clark, Logan, Madison and Union Counties.
4. The Service provider must outline experience and/or “best practices” in the following areas: classroom management, classroom training, career counseling, excellent oral and written communication skills, and technical and career skills in the area they will facilitate.
5. Must outline experience and/or best practices in the area of life and job-readiness skills training.
6. Must have worked in partnership with a range of professional and community-based agencies.
7. Bachelor’s degree required for classroom teachers/instructors or tutors.

SECTION III. SCOPE OF WORK & SERVICES TO BE PROVIDED

3.1.1 Scope of Work

Champaign County DJFS is seeking interested and qualified service provider(s) to provide the following services:

- Provide an objective assessment of the academic levels, skill levels and service need of each participant
- Develop service strategies for each participant that shall identify an employment goal
- Provide preparation for post-secondary educational opportunities, in appropriate cases
- Develop effective connections to intermediaries with strong links to the job market and local/regional employers

Clark County DJFS is seeking qualified and experienced service provider(s) who can meet both the educational and developmental needs of both in-school, ages 14-18 and out-of-school youth, ages 19-21, by providing classroom instruction leading to secondary completion, tutoring or mentoring, employability skills training, job shadowing and supportive services. In addition, the service provider must provide a comprehensive and youth focused assessment with the results used to create an “Individual Service Strategy” plan outlining the youth’s goals which include basic skills, employability, career interest, leadership development and occupational skills. Service providers will employ educators and or counselors who can provide intensive case management, develop positive connections with at-risk youth and assist them in meeting their academic, career, social or personal goals. Educators, tutors or mentors will also provide individual assessments and develop instruction in the deficit area, monitor the students while they complete individualized practice and provide intervening strategies as needed. Supporting documentation/case notes will be entered monthly in the web-based automated case management system provided by CCDJFS.

All youth participants must receive some form of follow-up services for a minimum duration of 12 months after exit. The types of services provided and the duration of services must be determined based on the needs of the individual. Follow-up services may include: leadership development activities, supportive service activities, regular contact with a youth participant's employer, assistance in addressing work-related problems that arise, assistance in securing better paying jobs, career development, work-related peer support groups, adult mentoring, and tracking the progress of youth in employment after training. At a minimum, a follow-up contact must be made with youth at least once every ninety (90) days for a period of twelve (12) months. Information to be obtained will include:

- Whether the participant has obtained a diploma or equivalent, or an educational credential, by the end of the first and third quarters after exit
- Whether the participant is in one of the following categories in the first and third quarters after exit: postsecondary education, advanced training, employment, military service, or qualified apprenticeship

In addition to making the ten elements available, the provider(s) will be responsible for performing "framework" functions as part of its program which includes: recruitment, student orientation, case management, assessments, skill attainment, literacy numeracy gains and employment/placement.

The program effectiveness will be evaluated by the number of out-of-school youth that show an increased positive attitude toward work, have a definite plan for future improvement in their employment situation and have enhance communication skills with adults; specifically a supportive employment relationship with a mentor. The in-school participants will be evaluated on improved academic achievement at their respective schools demonstrated in classroom grades and passing scores on state and locally mandated assessments. The in-school participants should exhibit a positive attitude toward school and improved confidence in their abilities to cope in the school setting.

Logan County DJFS is seeking interested and qualified service provider(s) to provide the following Services:

- Service provider will offer tutoring, study skills and dropout prevention in class sessions or in one-on-one individual coaching mentoring

Madison County DJFS will operate their youth program in-house and follow Area 7 policies to meet any required deliverables, along with

- Placement in employment or education
- Attainment of degree or certificate
- Increased literacy and numeracy

Union County DJFS will operate their youth program in conjunction with the Independent Living Program. Union County will accept referrals from other Union County Agencies such as the court system, foster care program, Union County DJFS, etc. Union County DJFS will also network with several other agencies in the county to provide the ten (10) elements of the WIA program to all eligible youth i.e., Hope Center, Big Brothers/Big Sisters, ABLE/GED, Youth-to-Youth, Mary Haven, WEP sites, etc. Union County DJFS will assist with the Independent Living, twelve (12) week class as applicable and necessary. Union County will determine eligibility, provide supportive services and case management to all youth in the program. Union County will also assist any inquiring youth that may not be eligible for the program, but have some employability barriers that need addressed.

3.2 Specification of Deliverables

Champaign County

- Provide an objective assessment of the academic levels, skills levels and service needs of each participant
- Develop service strategies for each participant that shall identify an employment goal
- Provide preparation for post-secondary educational opportunities, in appropriate cases
- Develop effective connections to intermediaries with strong links to the job market and local/regional employers in Champaign County.

Clark County

- Provider will ensure that 30% of youth enrolled in the WIA youth program are out-of-School youth, ages 19-21
- Provider(s) will expend at least 30% of their total funds on out-of-school youth and meet state-negotiated performance outcomes in the following categories: Skills attainment (basic skills, occupational skills, work readiness skills); Education and/or Employment; Attainment of Degree or Certificate; Literacy/Numeracy Gains.
- Provider(s) are responsible for recruitment of eligible youth, including advertising and development of related materials, identifying potential eligible youth, working with parents and guardians to secure necessary documentation and communicating with community organizations regarding recruitment efforts. It is not acceptable to identify referral of eligible youth by the CCDJFS as the recruitment source.
- Service Provider(s) must inform each participating youth about the program, program policies, its components and all services available through the provider.
- Provider must administer a comprehensive assessment and use the results to write an individual service strategy plan for each participant.
- Provider must document monthly progression of each participant in the program by entering case notes in to an automated case management system provided by the Clark County DJFS.
- Provider shall use the automated case-management system provided by Clark County DJFS to track and document the attainment or non-attainment of skills goals set in each participant's

Individual Service Strategy including, but not limited to, assessment scores, educational attainment, employment, earned certificates/diplomas/degrees.

- Provider must assume that all youth will want and need to be paid for work-based experiences including job shadowing, internships, apprenticeships and employment.
- Provider must design a program that will reduce the rate of dropouts, engage youth in and provide seamless pathways to high school or GED completion, postsecondary education/training, enabling youth to earn a degree and/or industry-recognized certification or credential in a high-growth occupation preparing them for work.

Logan County

- Provide one (1) week of career choices for a total of four (4) career choices per student for no less than four-hours per day for four (4) or five (5) days
- Not to begin before 8:30 a.m. or end before 12:30 a.m. each day
- Provide transportation for all students and staff if field trips are taken
- Program will run six (6) weeks (four (4) weeks career exploration, one (1) week life- skills and one (1) week of soft-skills training)

Madison County

Madison County will follow Area 7 policies to meet any required deliverables, along with

- Placement in employment or education
- Attainment of degree or certificate
- Increased literacy and numeracy

Union County

Union County will follow Area 7 policies to meet any required deliverables, along with:

- Placement in employment or education
- Attainment of degree or certificate
- Increased literacy and numeracy

3.3 Expected Outcomes

Successful provider(s) must define strategies and commit to meet quantifiable Performance Measures each program year. Programs, at a minimum, will be measured on their success in achieving each of the WIA performance measures. The following is a description of the state negotiated performance outcomes that must be met by each local one-stop. These outcomes reflect current Department of Labor policy. Performance targets were established by the State Workforce Investment Board and the United State Department of Labor (USDOL). For the contract awarded by Clark County, reimbursement is based on performance. Specifically, 30% of the contactors' participants must be designated as out-of-school youth in order to receive 100% reimbursement costs.

Meeting these outcomes will be the primary factor in program continuance. Providers for the OhioMeansJobs of Champaign, Clark, Logan, Madison and Union County will meet or exceed state negotiated goals for all categories listed in Table 1.

Participants/Program	Measure	Table 1
All Youth	Skills Attainment	
State negotiated goal: 64%	<p>Of all in-school youth and any out-of-school youth aged 14-21 assessed to be in need of basic skills, workplace readiness skills, and occupational skills, this calculation is based on the number of goals achieved in the areas listed above divided by the number set. You may establish up to three (3) goals per year for each youth. Goals must be significant, specific measurable and realistic. The same instrument must be used for pre- and post-test scores for basic skills. Provider has one (1) year to achieve each goal from the date it is set.</p> <p>Basic skills goal – Measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving reasoning, and the capacity to use these skills.</p> <p>Occupational skills goal – Primary occupational skills encompass the proficiency to perform actual tasks and technical functions required but certain occupational fields at entry, intermediate or advanced levels.</p> <p>Work readiness skills goal – Work readiness skills include world-of-work awareness, labor market knowledge, occupation information, values clarification and personal understanding, career planning, decision making, and job search techniques (resumes, interviews, applications and follow-up letters). Work readiness skills also encompass survival/daily living skills and positive work habits.</p>	
	Youth Placement in Employment or Education	
State Negotiated Goal: 52%	<p>Of those who are not in post-secondary education, employment or the military at the date of participation the calculation for placement or education is based on the number of participants who are employed, or in the military or enrolled in post-secondary education and/or advanced training/occupational skills training the first quarter after the exit quarter, divided by the total number of participants who exit during the quarter.</p>	
	Youth Attainment of a Degree or Certificate	
State Negotiated Goal: 48%	<p>Of those enrolled in education at the date of participation or at any point during the program: The number of participants who attain a diploma, GED or certificate by the end of the third quarter after the exit quarter divided by the number of participants who exited during the quarter.</p>	
	Literacy or Numeracy Gains	
State Negotiated Goal: 35.2%	<p>Of those out-of-school youth who are basic skills deficient: The number of participants who increase one or more Educational Functioning Levels</p>	

	<u>(EFL) divided by the number of participants who have completed a year in the program (i.e., one year from the date of program participation) plus the number of participants who exit before completing a year in the program.</u>
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Additional Outcomes by County are:

Champaign County

- Meet with youth at least eight (8) hours per month
- Complete and submit monthly WIA youth activity report
- Provide youth with paid and/or unpaid work experience via job shadow and employment applications
- Must track and report monthly number of participants in mentoring, tutoring and study skills
- Must track and report monthly total of participants working with counselors

Clark County

- Provider will ensure that 30% of youth enrolled in the WIA youth program is out-of-school youth, ages 19-21.
- 80% of out-of-school youth must enter unsubsidized employment
- 75% out-of-school youth must retain unsubsidized employment six (6) months after entry into employment
- Earnings received in unsubsidized employment six (6) months after entry into the employment as compared to earnings prior to registration into WIA program
- Credential Rate (measures the extent to which participants attain recognized education and skill credentials) Provider will ensure that 100% of students enrolled in the WIA program, in-school and out of school must have an Individual Service Strategy in their file.

Logan County

- Outcomes for Logan County are referenced in 3.3

Madison County

- Outcomes for Madison are referenced in 3.3.

Union County

- Outcomes for Union County are referenced in 3.3

3.4 Selected Provider Compensation Structure

Champaign and Clark Counties agree that reimbursement of all costs will be dependent upon Provider(s) performance in the delivery of services specified in the approved budget, once the contract is awarded. Payment for the Champaign and Logan Counties contracts shall be

made monthly for mentoring and tutoring services. Payment for the Clark County contract shall be made by the Clark County Auditor upon proper presentation of request, when approved by County and the Provider(s). Payment shall be made on a unit cost, fee for service, reimbursement basis. The unit cost represents a true measure of the actual cost of providing the contracted number of units of service. Unit cost contractors may be asked to reconcile revenue against the total actual expenditures and reimburse the Department for over-budgeted expenses **on a quarterly basis**.

The Provider(s) shall provide a monthly invoice to the respective county no later than 30 days past the service month. Failure to provide the invoice within the 30 days may delay payment of the invoice. Invoices submitted more than 30 days after the end of the contract period will not be reimbursed. A new reporting tool developed by ODJFS will be used to report and track data. Further instructions concerning the new reporting tool will be issued in a subsequent communication from ODJFS

3.5 Responsibilities of County DJFS

Champaign County

- Summer Employment Opportunity
- Occupational Skills Training
- Leadership Development
- Supportive Services
- Follow-up Services for 12 months
- Assessment of Eligibility
- Determining Case Plan
- Testing (TABE)

Clark County

- CCDJFS staff member will determine eligibility and update appropriate screens in Office of Workforce Case Management System
- CCDJFS will work with provider(s) designated staff member to ensure WIA compliance and Area 7 common forms for youth services are complete with authorized signatures
- CCDJFS will train provider(s) on automated case management system
- CCDJFS will monitor programs and ensure provider is meeting or exceeding state negotiated performance measures
- CCDJFS case manager will exit youth from program updating case management system
- CCDJFS case manager will review all monthly invoices to ensure youth are still in program
- CCDJFS Workforce Development Director will approve monthly invoice and forward to fiscal office for processing

Logan County

- LCDJFS staff will determine eligibility and assign appropriate participants to the required elements offered in the WIA Youth Program using WIA Youth guidelines and eligibility requirements and work with provider to develop IEP (Employment Plan)
- LCDJFS staff will designate the WIA Youth Case Manager as the liaison between contract staff and student, students' parents, probation officers, juvenile court and LCDJFS staff.
- WIA Youth Case Manager will be responsible for all disciplinary action involving students and will meet with contract staff on a case-by-case basis to address issues that might arise during the student's participation in the program.
- WIA Youth Manager will be responsible for removing any student who fails to reasonably perform in accordance with minimum acceptable program standards.
- WIA Youth Case Manager will monitor daily attendance through sign-in sheets each week.
- WIA Youth Case Manager or staff will collect time sheets and evaluations from contract staff the end of each week.
- WIA Youth Case Manager will provide ongoing case management for participants until they graduate from high school.
- Frame work activities

Madison County

- Madison County DDJFS staff will implement and make available as applicable all ten (10) elements of the WIA Youth program to those youth eligible for the WIA program.

Union County

- Union County DDJFS staff will implement and make available as applicable all ten (10) elements of the WIA Youth program to those youth eligible for the WIA program.

SECTION IV. LIMITATIONS AND OTHER REQUIREMENTS

4.1 Limitations

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

This RFP does not commit any County to award a contract or to pay any cost incurred in the preparation of a proposal. Each County reserves the right to accept or reject any or all proposals

received, to negotiate services and cost with proposers, and to cancel in part or in its entirety this RFP.

Each County will review their respective proposals with respect to price, proposer's administrative and programmatic capabilities, and conformance to the RFP criteria. Each County may reject all of their respective responses if proposed rates are unreasonable or if the proposers do not meet the RFP acceptance criteria.

All proposals submitted in response to the RFP will become the property of County.

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

4.2 Interview

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

4.3. Proposal Cost

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

4.4 Certifications

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

1. Worker's Compensation Insurance as required by Ohio law and any other state in which work will be performed, or letter of exemption.

2. Commercial General Liability Insurance for a minimum of \$1,000,000 per occurrence with an annual aggregate of at least \$2,000,000, including coverage for subcontractors, if any is used.
3. Umbrella or Excess Liability* insurance (over and above Commercial General Liability and Auto Liability) with a limit of at least \$2,000,000.
4. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$1,000,000 Combined Single Limit
5. The Board of Clark County Commissioners (not the Department of Job & Family Services) must be named as "Additional Insured" on the policies listed in paragraphs b, c, and d above. The Board of Clark County Commissioners must also be named as the Certificate Holder at 50 E. Columbia St., Springfield, Ohio 45502.
6. Professional liabilities or errors and omissions insurance for a minimum of \$1,000,000 per incident, which may be waived by the Board, in its sole discretion, if no licensed professionals will be employed to perform services under the contract.
7. Liability coverage for abuse and molestation in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

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

1. Commercial General Liability Insurance for a minimum of \$3,000,000 per occurrence with an annual aggregate of at least \$4,000,000, including coverage for subcontractors, if any is used.
2. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$3,000,000 Combined Single Limit

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

The successful bidders for Clark County will also be required to agree to the following terms in the contracts awarded by the Board of Clark County Commissioners. Champaign, Logan, Madison and Union Counties will follow the terms set forth by Area 7 Workforce Investment Board.

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

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

4.5 Contractual Requirements

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

1. To the best of its knowledge, no person under its employ, including subcontractors, who presently exercises any functions or responsibilities in connection with County or projects or programs funded by County, has any personal financial interest, direct or indirect, in the contract. The provider further covenants that in the performance of the contract, no person having such conflicting interest shall knowingly be employed by the provider. Any such interest, on the part of the provider or its employees, when known, must be disclosed in writing to County.
2. It possesses legal authority to enter into a contract: a resolution, motion, or similar action has been duly adopted or passed as an official act of the provider's governing body, authorizing the negotiation and execution of the contract, including all covenants, understandings and assurances herein contained and directing and authorizing the person identified as the official representative of the provider to act in connection with the contract and to provide such additional information as may be required by County.
3. All applicants to this program either for staff or enrollees will be informed of their rights and responsibilities at the time of application. No person with responsibility in the operation of a program of County will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, political affiliation, age, belief or handicaps. Any complaint or discrimination in the operation of such programs shall be handled in a manner compliant with the policies and procedures of County.
4. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
5. Appropriate standards for health and safety in work and training situations will be maintained.
6. It shall comply with the provisions of the Clark County Concealed Carry Policy.
7. It recognizes its responsibility for and agrees to assume full financial liability for any subsequent questioned or disallowed costs associated with activities conducted by the provider.
8. It recognizes and accepts its responsibility to maintain easily accessible and auditable financial and programmatic records.
9. No staff or volunteer shall be permitted to provide direct services under this agreement without passing a FBI and BCI background check, at Contractor's expense, which must be performed in accordance with Ohio Revised Code section 5153.111., subject to the Ohio Department of Job and Family Services Director's rules regarding rehabilitation. Contractor

shall have an ongoing duty to notify County of any known, suspected, or alleged conduct of such a person, whether occurring in the past, present, or foreseeable future, and whether or not criminal charges have been filed against such person.

10. It will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The provider will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex or national origin, according to federal law.
11. It will, in all solicitation or advertisements for employees placed by or behalf of the provider, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin, according to federal law.
12. In the hiring of employees for the performance of work under the contract or any subcontract, no contractor or subcontractor, by reason or race, color, religion, sex, age, disability or military status as defined in section 4112.01 of the Ohio Revised Code, national origin, or ancestry, shall discriminate against any citizen of this state in the employment of a person qualified and able to perform the work to which the contract relates.
13. No contractor, subcontractor, or person acting on behalf of any contractor or subcontractor, in any manner, shall discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, disability or military status as defined in section 4112.01 of the Ohio Revised Code, national origin, or ancestry.
14. It will comply with all provisions of the Executive Order 11246 of September 24, 1965, entitled Equal Employment Opportunity, as amended, and of the rules, regulations, and relevant orders of the Secretary of Labor and State.
15. Neither it or any other units planned for participation in activities to be funded as a result of this RFP, are listed on the debarred list due to violations of Title VI or VII of the Civil Rights Act of 1964, nor are any proposed parties to this contract, or any subcontract resulting therefrom, aware of any pending action which might result in such debarment.
16. It will provide workers' compensation or other insurance coverage for injuries that may be suffered by employees in accordance with 20 CFR 692.22.
17. It will comply with any applicable minimum wage and maximum hour provisions of the Fair Labor Standards Act.
18. Claims made to CCDJFS for payment for services to eligible individuals do not duplicate claims made by the provider to other sources of public funds for the same service. The services being contracted for are not available on a non-reimbursement basis.
19. Nothing in this contract shall be interpreted to prohibit concurrent use of multiple sources of public funds to serve participants as long as the funds from the contract supplement and do not supplant existing services.
20. It shall not discriminate in hiring and promotion against applicants for, and participants of, the Ohio Works First Program established under Chapter 5107 of the Revised Code and the Prevention, Retention, and Contingency Program established under Chapter 5108 of the Revised Code. The provider further certifies that it will include a provision in any agreement, contract, grant or procedure requiring the other party to include a similar provision in any

- subcontract, agreement or grant issued by that entity for the performance of duties related to such agreement, contract, grant or procedure.
21. It agrees to cooperate with the Ohio Department of Job and Family Services and any Ohio Child Support Enforcement Agency in ensuring that its employees meet child support obligations established under state law. The provider certifies that it will include a provision in any agreement, contract, grant or procedure requiring the other party to include a similar provision in any subcontract, agreement or grant issued by that entity for the performance of duties related to such agreement, contract, grant or procedure.
 22. It is bound by the confidentiality, disclosure and safeguarding requirements of the Ohio Department of Job and Family Services, including, but not limited to those stated in the Ohio Revised Code Sections 5101.26, 5101.27, 5101.27.1, and 5101.28, 42 Code of Federal Regulations Sections 431.300 through 431.307 and Ohio Administrative Code Section 5101:1-3701.1. Disclosure of information in a manner not in accordance with all applicable federal and state laws and regulations is deemed a breach of the contract and subject to the imposition of penalties, including, but not limited to, the penalties found in Revised Code Section 5101.99.
 23. Services will not be provided through the contract to individuals who are fugitive felons or probation or parole violators; families with an outstanding OWF or PRC fraud overpayment balance; individuals who are not U.S. citizens or qualified aliens; and families found to have fraudulently misrepresented residence in order to obtain assistance in two or more states.
 24. It is currently in compliance with, and will continue to adhere to the requirements of the Ohio Ethics Law as provided by Ohio Revised Code Section 102.03 and 102.04.
 25. It will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Any lobbying with non-federal funds that takes place in connection with obtaining any federal award will be disclosed.
 26. It will comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act 42 USC 1857(h), Section 508 of the Clean Water Act 33 USC 1368, Executive Order 11738, and Environmental Protection Agency regulations 40 CFR Part 15, which prohibit the use under nonexempt federal contracts, grants, or lands of facilities included in the EPA List of Violating Facilities. Violations shall be reported to the State/County agency and to the US EPA Assistant Administrator for Enforcement (EN-329).
 27. It is not listed in the non-procurement portion of the General Services Administration's "List of Parties Excluded from Federal Procurement or Non-Procurement Program" in accordance with Executive Orders 12549 and 12689. Endorsement of the contract certifies its exclusion status and that of its principles.

4.6 Personal Property Tax Statement

As part of the submitted proposal, providers must include the attached notarized Personal Property Tax Statement (included in this RFP as Attachment C). Failure to include this statement as part of the

proposal submitted to CCDJFS may result in the disqualification of the provider's proposal from consideration.

4.7 Campaign Contribution Declaration

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

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

4.8 Subcontractor Identification and Participation Information

Any providers proposing to use a subcontractor for any part of the work described in this RFP must clearly identify the subcontractor(s) and their tasks in their proposals. The proposal must include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

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

4.9 Waiver of Minor Proposal Errors

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

4.10 Proposal Clarifications

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

4.11 Program Evaluation and Monitoring

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

SECTION V. PROPOSAL FORMAT & SUBMISSION

5.1 Proposal Submission Information

County requires proposal submissions in both paper and electronic format. The proposal must be prepared and submitted in accordance with instructions found in this Section. The proposal submission must be comprised of:

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

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

OR

2. **One electronic version (Microsoft Word document) may be emailed to nweber@clarkdjfs.org and Seven paper copies (one signed original and six copies)** of the proposal may be mailed or hand-delivered to:

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

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

The providers' proposals must be submitted no later than on. Faxed submissions will not be accepted. County will not consider a provider's proposal to be submitted until the time at which the proposal is actually received by County in both the paper and electronic formats. A proposal will not be deemed "submitted" until the proposal is complete.

Providers' original proposal must contain all the information and documents specified in Section 5.2, Format for Organization of the Proposal. All copies (both paper and electronic) of the original proposal must include copies of ALL information, documents, and pages in the original proposal. A provider's proposal will be considered to be incomplete if the Provider fails to comply with this paragraph.

All proposal submissions must be received, complete, at the above address, via mail or hand delivery by the above date and time. Materials received separately from a provider's proposal submission (e.g. letters of recommendation from past customers of the provider's services) will not be added to the proposal nor

considered in the review and scoring process. Materials received after the date and time as stated above will not be included in any previous submissions, nor will they be delivered. County is not responsible for proposals incorrectly addressed or for proposals delivered to any location other than the address specified above.

For hand delivery on the due date, providers are to deliver the proposals to the address specified above. **County is not responsible for any proposals delivered to any address other than the address provided above.**

5.2 Format for Organization of the Proposal/Proposal Content

Proposal Format

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

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

Responses must be submitted as required in section 5.1. All proposals submitted will become the property of Clark County and will not be returned.

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

SECTION A - INTRODUCTION

Cover page

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

Cover letter

Proposals must include the telephone number of the person the County should contact regarding the proposal.

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

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

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

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

Table of Contents

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

Executive Summary

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

SECTION B – PROPOSAL NARRATIVE (100 points)

1. Program Element(s) and Service Delivery

- One or more of the ten services are identified
- Referral method for youth services not provided by you.
- Coordination method for youth services not provided by you.
- Past program success.
- Target youth; recruitment, engagement and retention.
- Number to be serviced.
- Service delivery including integration into One-Stop System.

2. Assessments

- Intake assessments to be used.
- Assessment process and development of Individual Service Strategy.

3. WIA Performance Measures Addressed

- Attainment of WIA performance measures addressed by services.

4. 12 Month Follow-up Activities

- Follow-up activities for one year required follow up.

5. Experience and qualifications of Proposer / Lead agency

- Organizational capacity and staff qualifications.

SECTION C – PERFORMANCE OUTCOMES (50 points)

1. Expected Performance: Indication of expected program outcomes:

- Participants: In-School/ Out-of-School
- Attainment of a Degree or Certificate

- Placement in Employment or Education
- Literacy and Numeracy Gains

2. Past Performance: Proposer must indicate performance for past three years in operating employment and training program(s). If this is your first year providing the program services proposed, then indicate your performance in a similar program and explain why this is an appropriate comparison.

<u>Performance Items:</u>	<u>'13-'12</u>	<u>'12-'11</u>	<u>'11-'10</u>
1. # eligible participants:			
a) WIA Youth			
b) Other Youth E/T program:			
2. #increases in numeracy/literacy:			
a) WIA Youth:			
b) Other Youth E/T program:			
3. # unsubsidized employment, post-secondary education or military:			
a) WIA Youth:			
b) Other Youth E/T program:			
4. # that attained credential or degree:			
a) WIA Youth:			
b) Other Youth E/T program:			
5. Cost per participant:			
a) WIA Youth:			
b) Other Youth E/T program:			

Scope of Work/Solution/Project Narrative (Please number your answers for clarity)

1. Describe which of 10 elements will be provided.
2. Describe how elements not provided by you will be provided by other agencies. Include letters of commitment from partnering organization where appropriate.

3. Describe how services will be coordinated for program participants.
4. Detail evidence of past program success.
5. Describe eligibility and barriers of target youth. How will youth be recruited, engaged and retained in the program.
6. Describe number of youth to be served.
7. Describe where and how services will be delivered, including integration into One-stop system.
8. Describe the intake assessments to be used.
9. Describe the assessment process and tools that will be used to identify academic, employment and occupational interests, aptitudes and skills levels and what services are needed and how this will lead to an individualized service strategy based on each youth's needs.
10. Describe WIA performance measures addressed by these services and relationship of services to successful attainment of the measures. Remember that outcomes are based on all enrollees and not completers only.
11. Describe follow-up activities to be conducted, or describe how relationship with youth will be transitioned to follow-up provider/ case manager.
12. Describe organizational capacity and staff qualifications.
13. Describe how reporting requirements will be met.
14. Describe how program success will be monitored.

Not to exceed 12 pages, single spaced, 12-point font.

Deliverables

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

SECTION D – METHODOLOGY (20 points)

Methodology

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

Project Schedule

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

Evaluation Plan

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

SECTION E - PROJECT MANAGEMENT (25 points)

Describe your project management approach including:

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

Project Control

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

Project Reporting

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

Interface with the County

1. Describe your contact points with the County including types of communications, and level of interface.

Risk Management

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

SECTION F – QUALIFICATIONS & EXPERIENCE (15 points)

Vendor Qualifications

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

Personnel

1. All proposed key project personnel, including subcontractor staff, must be identified in the proposal. Resumes of all key project personnel are required. Each person's role is to be identified and documented in the following format:
 - a. Name
 - b. Position with company
 - c. Role in the project
 - d. Experience with the specific tasks being proposed
 - e. Work history on similar projects
 - f. Legal Relationship with the Prime Contractor
2. Provide an organizational chart including all the personnel assigned to accomplish the work described in your proposal. Designate the person responsible and accountable for the completion of each component and deliverable of the proposal.

The County reserves the right to approve or disapprove any change in the successful Provider's project team members whose participation is specifically offered in the proposal. This is to assure that persons with vital experience and skill are not arbitrarily removed from the project by the prime contractor.

Customer References

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

Contract Performance

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

Subcontractors

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

Conflict of Interest

Each provider shall include a statement indicating whether or not the organization or any of the individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict. The County reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the vendor. The County's determination regarding any questions of conflict of interest shall be final.

SECTION G – PRICING (15 points)

Costs

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

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

Estimated proposal prices are not acceptable.

Payment Schedule

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

SECTION VI. CRITERIA FOR PROPOSAL EVALUATION & SELECTION

6.1 Scoring of Proposals

Each County will contract with the provider(s) that best demonstrate(s) the ability to meet requirements as specified in this RFP. Providers submitting a response will be evaluated based on the capacity and experience demonstrated in their proposal. All proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from Clark and Champaign CCDJFS and OhioMeansJobs Clark Advisory Board Youth Committee members. Providers should not assume that the review team members are familiar with any current or past work activities with Champaign or Clark County DJFS. Proposals containing assumptions, lack of sufficient detail, poor organization, lack of proofreading, and unnecessary use of self-promotional claims will be evaluated accordingly. PRT members will be required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the proposal review and contractor selection process.

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

A. Phase I. Review—Initial Qualifying Criteria:

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

1. Was the proposal received by the deadline as specified in Sections 1.7, Anticipated Procurement Timetable, and 5.1, Proposal Submission Information?
2. Did the provider submit seven paper copies (one original and six copies) and one electronic copy of their proposal?
3. Does the provider’s proposal include all required affirmative statements and certifications, signed by the provider’s responsible representative, including the following:
 - Provider Assurances Form, Attachment A
 - Personal Property Tax Statement (see Section 4.6 of this RFP)
 - Campaign Contribution Declaration (see Section 4.7 of this RFP)
 - Certifications (see Section 4.4 of this RFP)
 - Copy of the most recently completed financial audit
4. According to those certifications, does the provider affirmatively indicate that it is not on the federal debarment list; that it is fiscally solvent; that it will meet all Federal, State, and Local compliance requirements; and that the person signing the form is authorized to enter into a contract with County?
5. Does County’s review of the SAM.gov website verify that the provider is not excluded from contracting with County by ORC Section 9.24 for an unresolved finding for recovery (i.e. the proposal of any provider whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?

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

The PRT will then score those qualifying proposals, not eliminated in Phase I. Review by assessing how well the provider meets the requirements as specified in Section 5.2, Sections B,C,D,E,F , and G of this RFP the experience requirements of Section 2.1. Using pre-defined evaluation criteria for Phase II scoring, the PRT will read, review and, discuss the proposals and reach consensus on the final score for each qualifying proposal.

6.2 Review Process Caveats

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

County reserves the right to request clarifications from providers to any information in their proposals/forms, and may request such clarification as it deems necessary at any point in the proposal review process. Any such requests for proposal clarification when initiated by County, and providers’ verbal or written response to those requests, shall not be considered a violation of the communication

prohibitions contained in Section 1.11 of this RFP. Such communications are expressly permitted when initiated by County, but are at the sole discretion of County.

Should County determine a need for interviewing providers prior to making a final selection, notwithstanding the fact that no two proposals have received substantially similar scoring in accordance with Section 4.2. County may exercise its discretion to interview bidders and results to interview questions shall be scored in a manner similar to the process described in Section 6.1 Scoring of Proposals, above. Such scored results may be either added to those providers' proposal scores, or will replace certain criteria scores, at the discretion of County. The standards for scoring the interviews and the method used for considering the results of the interviews shall be applied consistently for all providers participating in the interview process for that RFP.

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

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

6.3 Final Provider Recommendation

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

SECTION VII. PROTEST PROCEDURE

7.1 Protests

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

1. A protest may be filed by a prospective or actual provider objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
 - a. The name, address, and telephone number of the protestor;
 - b. The program name of the RFP being protested;
 - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - d. A request for a ruling by County;
 - e. A statement as to the form of relief requested from County; and

- f. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest;
2. A timely protest shall be considered by County, if received within the following periods:
 - a. A protest based on alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 4 p.m. the closing date for receipt of proposals, as specified in Section 1.4, Anticipated Procurement Timetable of this RFP.
 - b. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 9 a.m. of the seventh (7th) calendar day after the issuance of the Letter of Intent to Award the contract.
3. An untimely protest may be considered by County if it determines that the protest raises issues significant to County's procurement system. An untimely protest is one received by CCDJFS after the time periods set forth in Item B. of this section.
4. All protests must be filed at the following location:

David S. Dombrosky, Director

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

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

7.2 Caveats

County is under no obligation to issue a contract as a result of this solicitation if, in the opinion of County and the proposal review team, none of the proposals are responsive to the objectives and needs of County. County reserves the right to not select any provider should County decide not to proceed. County also reserves the right to reject the proposal of any provider, at any time prior to the execution of a contract with that provider, if any person brings information to the attention of CCDJFS, the proposal review team, or the Board of County Commissioners, raising a serious question concerning safety or the provider's competence, reliability, or responsibility. Changes in this RFP of a material

nature will be provided via the agency website. All providers are responsible for obtaining any such changes without further notice by County.

SECTION VIII. ATTACHMENTS AND THEIR USES

- A. Provider Assurances Form *(To be completed and included in the proposal packet as specified in Section 5.2)*
- B. Campaign Contribution Declaration Form *(To be completed and included in proposal packet as specified in Section 5.2)*
- C. Personal Property Tax Statement *(To be completed and included in proposal packet as specified in Section 5.2)*
- D. Provider Invoice *(to be submitted monthly for payment)*
- E. Key Definitions for Youth Programs *(To be read by provider)*

ATTACHMENT A

Provider Assurances Form

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

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

Providers must provide all information

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

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

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of Ohio, or local Debarment List.
3. We included in our proposal a copy of our most recently completed financial audit confirming that we are fiscally solvent.
4. We have, or will have: all of the fiscal control and accounting procedures needed to ensure that contract funds will be used as required by law and contract.
5. We have additional funding sources and will not be solely dependent on any funds awarded through a contract as a result of this RFP.
6. We will meet all Contractual Requirements stated in Section 4.5 of this RFP.
7. **We will meet all applicable Federal, State and Local compliance requirements.** These include, but are not limited to:
 - Records accurately reflect actual performance.
 - Maintaining record confidentiality, as required.
 - Reporting financial, participant, and performance data, as required.
 - Complying with Federal and State non-discrimination provisions.
 - Meeting requirements of **Section 504 of the Rehabilitation Act of 1973.**
 - Meeting all applicable labor laws, including Child Labor Law standards.
 - Drug Free Workplace

We will not:

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

I hereby assure that all of the above are true:

Signature

Date

Name (printed)

Title

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

STATE OF OHIO

COUNTY OF _____ SS:

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

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

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

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

Signature: _____

Title: _____

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

Notary Public: _____

My Commission Expires: _____

ATTACHMENT C
Personal Property Tax Statement

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

STATE OF _____)

COUNTY OF _____)

ss:

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

(COMPLETE APPLICABLE STATEMENT)

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

OR

- () On _____, I submitted a bid to Clark County, Ohio, to
provide the County with _____.
I presently am delinquent in the payment of personal property tax to the Clark
County Taxing District, and, after checking with said District, I have personal
knowledge that my name appears upon the records of said District as delinquent in the
payment of personal property tax as follows:
_____ owed in delinquent taxes, and _____ owed as penalties assessed
against said delinquency. As part of the consideration for a contract to perform the above stated bid, I
hereby agree that this form be incorporated into said contract to perform work, and further agree that
proceeds from said contract shall be paid to Clark County Taxing District in the amount of said delinquent
tax and said assessed penalty prior to any payments being made to the bidder or other person under the
contract.

DATE

BIDDER

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

NOTARY PUBLIC

My commission expires _____, _____.

Clark County Department of Job & Family Services
Request for Proposals (RFP)
Workforce Investment Act Youth Services
OhioMeansJobs Regional Workforce System of
Champaign, Clark, Logan, Madison and Union Counties

ATTACHMENT D
Provider Invoice
(SAMPLE)

CLARK COUNTY DEPARTMENT OF
JOB & FAMILY SERVICES

INVOICE

Your Company Name and Title

Street Address

Any town, OH zip code

Phone 937-XXX-XXXX Fax 937-XXX-XXXX

Invoice#: CO# XXX CY14

Invoice Date: 07/05/14

Dates of Service: June, 2014

Bill To:

Clark County Department of Job and Family Services

c/o Nikki Weber

1345 Lagonda Ave

Springfield, Ohio 45503

Classification of Expenses	Unit Cost	Monthly Total	Year-to-Date TOTAL	Contract Balance 500,000.00
7,125 Participant Hours	15.00	\$106,875.00	\$106,875.00	
Administrative Expenses		7,800.00	7,800.00	
Totals:		\$114,675.00	\$114,675.00	\$ 385,325.00
Reimbursement Amount:		\$ 114,675.00		

I certify that all transactions reported have been made in compliance with federal, state, and local regulations, statutes, and in accordance with approved contract.

Signature

Typed Name

Date

Telephone

If you have any questions concerning this invoice, contact Nikki Weber, 327-1726, nweber@clarkdjfs.org

SUBMITTAL A Instructions BUDGET OVERVIEW AND WORKSHEETS

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

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

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

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

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

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

The service cost categories are as follows:

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

Examples of these costs include:

- A. Evaluating service results against stated objectives.
- B. Performing administrative services including such services as general legal services, accounting services, auditing services, and managed purchasing, property, payroll and personnel.

- C. Costs for goods and services required for administration of the service, including such goods and services are rental or purchase of equipment, insurance, utilities, office supplies, postage, and rental and maintenance of office space.
- D. The costs of organizational-wide management functions associated with service.
- E. Travel costs incurred for official business in carrying out service management or administrative activities.

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

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

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

Submittal A1- Staff Salary Expense Allocation Worksheet Instructions

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

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

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

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

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

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

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

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

Fringe benefits may include social security, Medicare, retirement and pension, life and health insurance plans, workers compensation, and unemployment compensation. In allocating these costs to the expense classification categories of Administration, Direct Services and Support Services, please reference the Service Cost Categories detailed above.

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

Submittal A2 - Service Budget Cost Detail Worksheet Instructions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Submittal A3 - Service Budget Summary Worksheet Instructions

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

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

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

Clark County Department of Job & Family Services
Request for Proposals (RFP)
Workforce Investment Act Youth Services
OhioMeansJobs Regional Workforce System of
Champaign, Clark, Logan, Madison and Union Counties

SUBMITTAL A

Available on CD

SUBMITTAL B

Available on CD

SUBMITTAL C

Available on CD

SECTION X - Appendices

Appendix A

Key Definitions for Youth Programs

Adult mentoring

Services that require mature and responsible adults to engage youth in a variety of activities that will contribute to the youth's, mental, and social well-being for a duration of 12 months, which may occur both during and after participation in a program. For those enrolled in a work component, this may include mentoring in managing time and stress, balancing work, school and home commitments, accepting new responsibilities, and dealing with work relationships and etiquette.

Advanced training

An occupational skill employment/training program not funded under WIA, the One-Stop or partner system. (Training following exit).

Allowable costs

Those costs which are necessary, reasonable, allocable and allowable under applicable Federal, State and local law for the proper administration and performance of services to participants.

Alternative secondary school services

Alternative schools for those youth who need more flexible and innovative programs to address special needs; basic literacy education programs.

At-risk youth

Individuals who are unlikely to successfully complete elementary and secondary school, and to acquire skills necessary for higher education and/or employment. May include alcohol/drug abuse, cyclical poverty, delinquency/truancy, family abuse/neglect, disability, pregnancy/parent, limited English/non-English speaking, inadequate readiness skills/developmental delay, and inappropriate school curriculum.

Barriers for income eligible youth:

- Deficient in basic literacy skills
- School Dropout
- Homeless, runaway, or foster child
- Pregnant or parenting
- Offender
- An individual (including a youth with a disability) who requires additional assistance to complete an education program, or to secure and hold employment.

Barriers for non-income eligible youth: Up to five (5) percent of youth participants served by youth programs in a local area may be individuals who do not meet the income criterion for eligible youth, provided they are within one or more of the following categories:

- School dropout
- Basic skills deficient, as defined in WIA section 101(4)
- Are one or more grade levels below the grade level appropriate to the individual's age
- Pregnant or parenting
- Possess one or more disabilities, including learning disabilities
- Homeless or runaway
- Offender
- Face serious barriers to employment as identified by the Local Board (WIA sec. 129(c)(5).)

Basic skills deficient

Computes or solves problems, reads, writes, or speaks English at or below the eighth grade level or is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or in society.

Certificate

A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers.

Certificate-awarding institutions

Include a State educational agency; institutions of higher education; professional, industry, or employer organization or a product manufacturer; registered apprenticeship program; public regulatory agency; a program approved by the Department of Veterans Affairs; Office of Job Corps; Indian Tribe Higher Education Institution.

Comprehensive guidance and counseling

Vocational counseling, guidance counseling, alcohol and drug counseling, parenting classes and counseling for the prevention of child abuse and neglect.

Date of participation

The date of the first youth service provided.

Disability

An individual with a physical or mental impairment that substantially limits one or more of the major life activities of that individual.

Education

Secondary school, post-secondary school, adult education, or any organized program of study that must lead to a degree or certificate.

Eligible youth

An individual who received, or is member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program; or received an income, or is a member of a family that received a total family income, for the six (6) month period prior to application for the program (exclusive of unemployment compensation, child support payments, public assistance and old-age and survivors insurance benefits) that, in relation to family size, does not exceed the higher of the poverty line, or 70% of the Lower Living Standard (LLSIL) for an equivalent period; or is a member of a household that receives (or has been determined within the six month period prior to application to be eligible to receive food stamps; or is a homeless individual, a foster child on behalf of whom State or local government payments are made; or an individual with a disability whose own income meets the income requirements; and has a barrier to employment/educational opportunities.

Exclusions from all performance measures: global exclusions that will exclude participants from all performance measures. To be excluded from performance calculations, the following conditions must be expected to last 90 days or more:

- Institutionalized/incarcerated at exit
- Health/medical exits
- Health/medical for family members
- Reservists called to active duty who choose not to return to WIA
- Relocated to a Mandated Residential Program
- Deceased

Follow-up activities

All youth must receive follow-up for a minimum of 12 months after exit from WIA. Activities may include supportive service activities, regular contact with employer, including addressing work-related problems that arise, assistance in securing better paying jobs, career development and further education, and tracking progress of youth in employment after training.

In-School youth

An eligible youth who has not received a high school diploma or GED and is currently attending secondary school or an alternative school program.

Job placement

Unsubsidized employment that pays at least minimum wage. Out-of-school youth must be employed at least 20 hours per week. In-School Youth must be employed at least 10 hours per week during school and 20 hours during summer vacation.

Leadership development opportunities

Opportunities that encourage responsibility, employability, and other positive social behaviors such as: peer centered activities, community and service learning projects, peer mentoring and tutoring, team work and team leadership training, training in decision making including determining priorities, citizenship training including life skills training such as parenting, work behavior training, character building and budgeting of resources.

Monitoring

The process of observing and/or reviewing performance may include on-site observation, review of paperwork and files, interviews with staff or customers, telephone conversations, and formal evaluation of compliance elements.

Occupational skills training

Individual training in occupational areas for which there is a demand within the local labor market area. Such training may include on-the-job training, rehabilitation programs and vocational education. (Post-secondary school training institutions may include published catalog prices in lieu of budget sheets.)

Offender

Any adult or juvenile who is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Out-of-school youth

An eligible youth who is a school dropout; or who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or underemployed.

Planned gaps in service

Youth can be put “on hold” when they have a legitimate reason for not participating for a period of time, but plan to return. A gap in service must be related to one of the following circumstances and last no more than 180 days from the date of the most recent service to allow time to address the barriers to continued participation:

- Health/medical reasons for the individual
- Health/medical reasons for a family member
- Temporary move from the area
- When a service or training is not immediately available

Post-secondary education

A program at an accredited degree-granting institution that leads to an academic degree (e.g. A.A., A.S., B.A., B.S.)

School dropout

An individual who is not attending school and who has not received a high school diploma or GED.

Soft exit

Customers who do not receive a WIA funded or WIA partner service for 90 days and are not scheduled for future service except follow-up, the exit date is the last date of service.

Subsidized employment

Employment or work experience that is partially or totally paid for with WIA funds.

Summer employment opportunities

Services linking academic and occupational learning, which may include such activities as subsidized work experience in the public sector, unsubsidized work in the private sector, and placement in private sector employment connected to career interests.

Supportive service

Services that are necessary to enable an individual eligible to obtain training and employment opportunities while enrolled in the WIA program. Such services may include linkages to community services; assistance with transportation, assistance with child care and dependent care, assistance with housing, referrals to medical services and assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.

Tutoring

Services which enable youth to complete the courses necessary to obtain a diploma or instruction leading to the successful obtainment of ninth and/or twelfth-grade proficiencies.

Unsubsidized employment

Employment not financed from funds provided under the Act.

Work experience

Planned, structured learning experiences that take place in a workplace for a limited period of time. May be paid or unpaid, and are designed to enable youth to gain exposure to the working world and its requirements. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment