



REQUEST FOR PROPOSALS

Job & Family Services of Clark County
Work Experience Program
RFP #: 01-FY13

For Service Provision
July 1, 2012 to June 30, 2013

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

Deadline for Proposal Submission is April 9, 2012
REQUESTS TO EXTEND DEADLINE WILL NOT BE GRANTED

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JOB & FAMILY SERVICES OF CLARK COUNTY
Work Experience Program
RFP# 01-FY13

SECTION I.

GENERAL PURPOSE & PROVIDER INFORMATION

1.1 Purpose

Job & Family Services of Clark County (JFSCC) releases this Request for Proposals (RFP) for the purpose of soliciting providers of the Work Experience Program for Clark County participants in the Ohio Works First (OWF) program. The provider(s) selected by the JFSCC will (a) offer a program that prepares participants for employment; (b) prepare accurate and timely reports; and (c) work effectively as a partner in the *WorkPlus* system.

1.2 Background

OWF is the program adopted by Ohio to meet the objectives of (and funded by) the federal Temporary Assistance for Needy Families (TANF) Act. The goal of OWF is to help participants transition toward personal responsibility, employment, and self-sufficiency. Where this goal cannot be realized immediately, advances toward this goal can be made by combining and maximizing public and community resources to efficiently support needy families in their progress.

As stated in Ohio Administrative Code rule 5101:1-3-01, "Each federal fiscal year each [County Department of Job & Family Services] must achieve the minimum federal work participation rates pursuant to 45 CFR 260.21 (06/06). The minimum federal work participation rates are ninety percent for two-parent assistance groups and fifty percent for all family assistance groups." Work participation rates can be met utilizing a variety of activities, such as employment, work experience, community service, job readiness training/education, alternative activities and barrier removal efforts. The goal of these activities is to help each participant successfully implement the Employability Plan that is contained within his/her Self-Sufficiency Contract.

Clark County, as with other counties in the State of Ohio, has historically not been able to meet the federally mandated work participation rates. Therefore, the objective of the Contractor is to coordinate a Work Experience Program for referred OWF customers resulting in progress toward achieving the federal work participation rates in Clark County.

Some OWF participants, as a condition of receiving benefits, are required to work a specific number of hours, determined by JFSCC, at non-profit sites. The work

requirement ranges from 20-30 hours per week of Core and/or Non Core hours¹ for single parent households and 30-50 hours per week of Core and/or Non Core hours for two parent households. In most (but not all) cases, these individuals have already received both employability skills training and job search assistance. However, many times these participants are still not deemed to be "job ready" or have been unable to find full- or part-time employment. It is hoped that by receiving addition unpaid work experience, these individuals will secure employment.

1.3 Objectives of the Project

The objective of the provider of the Work Experience Program for OWF recipients is to coordinate and monitor work experience activities, resulting in progress towards achieving the federal work participation rates in Clark County.

1.4 Target Population

The provider will offer a Work Experience Program (WEP) to serve individuals participating in the OWF Program.

Profile of 100 OWF WEP Participants in January, 2012	
Gender	77 females 23 males
Age	49 are from age 18-25 37 are from age 26-35 12 are from age 36-45 1 is age 46 or older
Race	73 Caucasian 19 African American
Education	31 do not have at least a HS Diploma/GED 62 have earned at least a HS Diploma or GED 7 completed some post secondary education <i>Note: 38% have completed at least a GED.</i>
Employment History	10 reported some employment in the last year 90 reported no employment in the last year
Work Activity History	83 have participated in the WEP program previously 70 have previously received job search assistance
OWF Assistance	31 have received cash assistance for 10 consecutive months or less 26 have received cash assistance for 11-20 months

¹ **Core hours:** employment, WEP, On-the-job training, community services, job search/job readiness, vocational educational training, or providing child care for an individual in community service.

Non Core hours: job skill training directly related to employment, education directly related to employment (non-degreed ind.), or attendance at secondary school/GED program.

	28 have received cash assistance for 21-30 months 12 have received cash assistance for 31-36 months 3 have received cash assistance for more than 36 months
OWF Sanctions	12 have never been sanctioned 49 have been sanctioned once 27 have been sanctioned twice 12 have been sanctioned three or more times
Felonies	72 have no record of felonies or major traffic violations 28 have a felony or major traffic violations

1.5 Anticipated Procurement Timetable

<u>Date</u>	<u>Event/Activity</u>
March 2, 2012	JFSCC releases RFP to potential providers; Q&A period opens - RFP becomes active. - Proposers may submit inquiries for RFP clarification.
March 9, 2012	Bidders' Conference for Proposers
March 12, 2012	Proposer Q&A Period Closes 9 a.m. (for inquiries for RFP clarification). - No further inquiries for RFP clarification will be accepted.
March 22, 2012	JFSCC provides Final Proposer Question & Answer document.
April 9, 2012	Deadline for Proposers to Submit Proposals to JFSCC (4 p.m.). - This is the proposal opening date, beginning of the JFSCC process of proposal review.
May 21, 2012	Letter of intent to award contract issued by JFSCC. - All applicants notified.
June 19, 2012	Contract submitted to County Commission for approval.
July1, 2012	Service provision begins.

JFSCC reserves the right to revise this schedule in the best interest of Job & Family Services of Clark County and/or to comply with the County procurement procedures and regulations and after providing reasonable notice.

1.6 Reporting Requirements

The chosen provider shall provide monthly and quarterly reports to the Contracting Office. Monthly reports shall include the following information for each client: name, social security number, total hours assigned for the month, total hours completed for the month, and whether they are a success² or not successful. In addition, the chosen

² **Success:** a participants who completes all assigned hours for the month.

provider will submit monthly Soft Services reports categorizing expenditures by type and numbers served (for PRC-eligible customers).

Quarterly reports should show progress toward achieving the measurable outcomes, which will be included in the contract, once awarded.

The Employment & Benefits Division requires submission of weekly “no-show” reports and bi-weekly attendance reports. The weekly no-show report shall include a list of participants who did not attend orientation and/or participate, noting the participant’s name and social security number, as well as the JFSCC caseworker to which the participant is assigned. The bi-weekly attendance reports shall include the participant’s name, the number of work hours recorded for each day, and the signature of the site supervisor.

Events such as enrollment, termination, and referrals must be reported in G*Stars, the online customer tracking system of the WorkPlus Center.

Providers should, in their proposals, provide assurances that reporting requirements will be met. Additionally, providers must describe methods and mechanisms in place to provide adequate tracking of contracted outcome measurements.

1.7 Internet Question & Answer Period; RFP Clarification Opportunity

Providers may ask clarifying questions regarding this RFP via email during the Q&A Period as outlined in Section 1.5, Anticipated Procurement Timetable. To ask a question, providers must submit all questions in writing, via email, to nbarnett@clarkdifs.org prior to the closing time and date for the Question & Answer Period.

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. JFSCC may, at its option, disregard any questions which do not appropriately reference an RFP provision or location, or which do not include identification for the originator of the question. JFSCC will not respond to any questions submitted after 9 a.m. on the date the Q&A period closes. JFSCC responses to all questions asked via email will be posted on the Internet website dedicated to this RFP, for reference by all providers. Providers will not receive personalized or individual email responses. Clarifying questions asked and JFSCC responses to such questions comprise the “JFSCC Q&A Document” for this RFP.

Provider proposals in response to this RFP are to take into account any information communicated by JFSCC in the Final Q&A Document for the RFP. **It is the responsibility**

of all providers to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding this RFP.

Accessibility to the JFSCC 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 1.9, Communication Prohibitions will be honored. The posted time frames for JFSCC responses to email questions for RFP clarification do not apply to PRRs.

Providers are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFP for the future contract, NOT on details of any current or past related contract.

Requirements under a current project may or may not be required by JFSCC 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, JFSCC will use its discretion in deciding whether to provide answers. Interested providers should also refer to RFP Section 1.10, Contract Period and Funds Available, for related information.

There is an established time period for the Internet Q&A process (see Section 1.5, Anticipated Procurement Timetable, above). JFSCC 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 information. JFSCC 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 JFSCC website where the RFP and its related documents are published, they may contact Nikki Barnett at nbarnett@clarkdjfs.org.

1.8 Bidders' Conference

A bidders' conference has been scheduled for March 9, 2012 at 9 a.m. in the Springfield Room in Building B at the Job & Family Services of Clark County campus, 1345 Lagonda Avenue, Springfield, Ohio. JFSCC staff will respond to questions regarding the requirements of the RFP.

All prospective proposers should plan to attend this conference. Please bring your copy of the RFP. All questions following the bidders' conference must be submitted in writing

by 9 a.m. on March 12, 2012 and answers will be posted by 9 a.m. on March 22, 2012. For all questions asked prior to, during, and after the bidders' conference, answers will be formulated and posted on the website dedicated to this RFP, for reference by all potential proposers.

As noted in Section 1.9, Communication Prohibitions (below) of this RFP, JFSCC may not specifically notify any provider of changes or announcements related to this RFP except through the website posting. It is the affirmative responsibility of interested proposers to be aware of and fully respond to all updated information posted on this web page.

1.9 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 JFSCC, 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 1.7, Internet Q&A Period;
2. As necessary in any pre-existing or on-going business relationship between JFSCC and any provider that could submit a proposal in response to this RFP;
3. As part of any provider interview process or proposal clarification process initiated by JFSCC, which JFSCC deems necessary in order to make a final selection;
4. If it becomes necessary to revise any part of this RFP, JFSCC will post those revisions, amendments, etc., to the website dedicated to this RFP;* and
5. Any Public Records Request (PRR) made through JFSCC.

***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. JFSCC may not specifically notify any provider of changes or announcements related to this RFP except through the website posting. 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.

JFSCC is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source other than the Internet Q&A process described in this RFP. Any attempts at prohibited communications by providers may result in the disqualification of those providers' proposals.

1.10 Contract Period and Funds Available

JFSCC is seeking to contract with a provider to coordinate and manage a Work Experience Program for OWF recipients for the period July 1, 2012 to June 30, 2013.

The Work Experience Program is supported by the Temporary Assistance for Needy Families (TANF) Act.

Potential providers should be aware that JFSCC may, at its sole discretion, negotiate with all technically qualified providers for a revised cost proposal if the cost proposals of all technically qualifying providers are in excess of the available funding for this project. Section 6.1 C, Phase III. Review—Criteria for Considering the Cost Proposal, of this RFP establishes further information on JFSCC procedures to be implemented if this occurs.

1.11 Renewal Clause

Upon agreement of the provider and JFSCC, any contract entered into may be renewed for an additional 1-2 program years without going out for bid each year, provided the contract award does not increase more than 2-3% for the renewal period and performance standards are being met, unless the increase limit is waived by JFSCC.

1.12 Termination Clause

JFSCC may terminate any contract entered into when it is determined by JFSCC in its best interest to do so, by giving at least thirty (30) days advance notice, in writing, to the Contractor. The Contractor shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of termination.

SECTION II. PROVIDER EXPERIENCE AND QUALIFICATIONS

2.1 Demonstration of Experience

The proposer's previous experience in providing similar services should be demonstrated. References should be included.

SECTION III. SCOPE OF WORK & SERVICES TO BE PROVIDED

3.1 Scope of Work

In the delivery of this service, it is expected that the contractor will operate a program which accomplishes all of the following:

- Coordinate Work Experience activities and services for OWF customers resulting in progress toward achieving the federal work participation rates in Clark County.
- Optimum performance will be achieved if successful work participation is at a completion rate of 75% of those participants assigned.

3.2 Services to be Provided

The contracted services shall include the following:

a. Participant Work Experience Program Orientation and Assignment Process

Once a customer is appropriately referred/ assigned, the customer will be required to participate in a Work Experience Program (WEP) Orientation. The orientation is a two-step process that includes 1) a group information session, and 2) an individual, one-on-one meeting with contract staff.

In the group session (step 1) information pertinent to all OWF customers participating in the Work Experience Program (WEP) is disseminated to the group. In the individual one-on-one meetings (step 2) a brief intake assessment will be conducted to collect appropriate and relevant information (ie. criminal history, legal issues, past work experience) to identify issues and determine appropriateness of potential worksite assignment and that appropriate participation activities (determined by required hrs) are assigned to each customer.

Upon completion of the Orientation, each OWF WEP customer will have been assigned to an appropriate worksite and/or activities that allow them to meet their number of OWF required participation hours. The Contractor understands and agrees that there shall be no gap in participation between the group information sessions and the individual, one-on-one sessions that would result in loss of work participation hours. Some sites will only allow participants to begin their assignments on specific days; therefore gaps in activities may occur. In the event that a gap occurs due to the customer's assigned start date being maligned with one of the employer/agency's "start days", and if no other site is available, the customer will be temporarily assigned until an appropriate worksite becomes available. (This temporary assignment should last no more than 3 business days)

b. Reassessments

Six Month Reassessments: Once a WEP customer has successfully participated and met all WEP program guidelines for a period of 6 months, a referral will be made to JFSCC to reassess and determine the next assignment leading to gainful employment.

c. Referral Process for Other Services

The referral process for participants to other services will be guided by the contractor with consideration of the eligibility requirements and appropriateness of the program. As additional customer needs are identified customers will be appropriately referred.

Referrals will be conducted through the discussions with customer and distribution of appropriate resource materials and information. When services are appropriate, and available, the contractor will refer to partner agencies for services.

d. Attendance Monitoring, Work Participation Data, Reporting, and Verification of Hours

Attendance for work experience orientation and activities will be tracked by the contractor.

Requests for sanctions must be submitted to JFSCC daily, weekly, and when appropriate.

Summary reports will be compiled and submitted with proper documentation to JFSCC by the 5th working day after the end of the participation month.

3.3 Selected Provider Compensation Structure

Payment to the Contractor 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. At the end of the contract, unit cost contractors may be asked to reconcile revenue against the total actual expenditures and reimburse JFSCC for over-budgeted expenses.

Reimbursement will be based on performance. Possible language could be as follows:

In order for the Contractor to receive reimbursement for 100% of its units of service provided each month, it shall ensure that at least 75% of participants are successful. The first 50% of this requirement must be considered a True Success. The remaining 25% may either be a True Success or a Good Cause Success. True Success is defined as a participant who completes all assigned hours. Good Cause Success is defined as a participant who completes all assigned hours except those hours determined to be incomplete, but obtained a good cause waiver. The Contractor will not be reimbursed for participants who are not successful as defined above.

This language is subject to change at the discretion of Job & Family Services of Clark County.

3.4 Responsibilities of Job & Family Services of Clark County

As the lead public agency in this partnership, the JFSCC provides a number of services, included but not limited to the following:

1. JFSCC will determine eligibility for, and refer appropriate OWF/WEP participants to the contractor.
2. JFSCC will complete the Self-Sufficiency Contract with each participant, a copy of which will be provided to the contractor as a guide for the delivery of services to the participant.
3. JFSCC will make hardship decisions regarding the extension of time-limited OWF benefits. However, documentation needed for such decisions will be submitted by the contractor
4. JFSCC will designate a key staff person to serve as a liaison with the contractor to ensure that communication flows openly.
5. JFSCC case managers will meet on a case-by-case basis with the contractor to address issues that might arise with program participants.
6. JFSCC will remove/sanction those participants who repeatedly fail to perform in accordance with minimum acceptable program standards.
7. JFSCC will perform both program and fiscal monitoring functions.
8. JFSCC will provide dedicated office space at the *WorkPlus* Center for essential contract staff.
9. JFSCC will report to the contractor changes in benefit levels that could affect required hours of participation.

SECTION IV. LIMITATIONS AND OTHER REQUIREMENTS

4.1 Limitations

This RFP does not commit JFSCC to award a contract or to pay any cost incurred in the preparation of a proposal. JFSCC 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.

JFSCC will review each proposal with respect to price, proposer's administrative and programmatic capabilities, and conformance to the RFP criteria. JFSCC may reject all responses if proposed rates are unreasonable or if the proposers do not meet the RFP acceptance criteria.

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

4.2 Interview

Providers submitting proposals may be required to participate in an in-depth interview as part of the evaluation process. The interview, if necessary, may include participants from JFSCC and/or other county agency staff or other representatives it may appoint, as appropriate. JFSCC reserves the right to select from responding providers for interviews and may not interview all providers submitting proposals. 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 JFSCC 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 JFSCC's responsibility (see Section 4.2, Interview, above).

4.4 Certifications

Any provider responding to any JFSCC RFP, or any other procurement opportunity, is required to provide certification of insurance. The following are the standard requirements of insurance for providers who hold contracts with Clark County. Providers must provide, in their proposals, assurances regarding the items outlined below:

- a. Worker's Compensation Insurance as required by Ohio law and any other state in which work will be performed, or letter of exemption.
- b. Commercial General Liability Insurance for a minimum of \$1,000,000 per occurrence with an annual aggregate of at least \$2,000,000, including coverage for subcontractors, if any are used.
- c. Umbrella or Excess Liability insurance (over and above Commercial General Liability) with a limit of at least \$2,000,000.
- d. 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 million combined single limit per accident.
- e. The Board of Clark County Commissioners (not Job & Family Services of Clark County) 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. (This should be assured but will only be required of the successful bidder prior to execution of the contract.)

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

4.5 Declaration of Material Assistance Requirements

Any provider responding to any JFSCC RFP, or any other procurement opportunity, is required to provide certification that the provider has not provided material support or resources to any organization listed on the "Terrorist Exclusion List" (TEL) maintained by the U.S. Department of State. The Declaration of Material Assistance Form, which can be accessed at <http://www.publicsafety.ohio.gov/links/HLS0038.pdf> must be printed, completed, and signed by the interested proposer's authorized representative, and returned to JFSCC as a component of the provider technical proposal/bid. Failure to properly complete the form or to provide it as part of the proposal submitted to JFSCC may result in the disqualification of the provider's proposal from consideration.

Providers may access the TEL from the Ohio Homeland Security Office website, located at http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf or via e-mail to dma-info@dps.state.oh.us for the current list of excluded organizations and additional information.

4.6 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 D) in their proposals.

4.7 Personal Property Tax Statement

As part of the submitted proposal, providers must include the attached notarized Personal Property Tax Statement. Failure to include this statement as part of the proposal submitted to JFSCC may result in the disqualification of the provider's proposal from consideration.

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.

There may be no dollar amounts of any kind included with subcontractor information; inclusion of dollar amounts will result in the disqualification of the primary provider's entire proposal.

4.9 Waiver of Minor Proposal Errors

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

4.10 Proposal Clarifications

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

SECTION V. PROPOSAL FORMAT & SUBMISSION

5.1 Proposal Submission Information

JFSCC 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:

- **Seven paper copies (one signed original and six copies) and either one CD-ROM copy of the Technical Proposal or the Technical Proposal may be emailed to nbarnett@clarkdifs.org.**

AND

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- in a sealed, separate envelope, seven paper copies (**one signed original and six copies**) and one CD-ROM copy of the Cost Proposal or the Cost Proposal may be emailed to nbarnett@clarkdifs.org.

The providers' total proposal submissions (both the technical and cost proposals in all required copies) must be received by JFSCC complete no later than 4 p.m. on April 9, 2012. Faxed submissions will not be accepted. **Proposals must be addressed to:**

Job & Family Services of Clark County
Attention: Nikki Barnett
1345 Lagonda Avenue
Springfield, Ohio 45503

Providers' original technical and cost proposals must contain all the information and documents specified in Section 5.2, Format for Organization of the Proposal. All copies (both paper and CD-ROM/e-mail) of the original proposal must include copies of ALL information, documents, and pages in the original proposal.

Along with the Technical Proposal, the provider must submit the Cost Proposal in a separate, sealed envelope/package labeled: "**NOTE: DO NOT OPEN. COST PROPOSAL
ENCLOSED FOR WORK EXPERIENCE PROGRAM RFP – RFP#01-FY13 SUBMITTED BY
[PROVIDER'S NAME HERE].**"

The CD-ROM/e-mail copy of the Technical Proposal must include all components of the technical proposal, including any required or voluntary attachments to it. The CD-ROM/e-mail copy of the Cost Proposal must include all cost proposal components, including any required or voluntary attachments. **The CR-ROM containing the Cost Proposal must be submitted in the sealed envelope containing the hardcopy Cost Proposal. If the provider chooses to submit the electronic copy of the Cost Proposal, it must submit separately from the e-mail containing the Technical Proposal.** The CD-ROMs must be labeled with the provider's name, the RFP number, and the proposal submission date or proposal due-date, at minimum. The requested CDs/e-mails will be used by JFSCC for archiving purposes and for fulfillment of Public Records Requests. Failure to include them or to properly label them may, at JFSCC discretion, result in the rejection of the provider from any consideration.

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. JFSCC 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. **JFSCC 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

A. Technical Proposal

A sample Technical Proposal Evaluation Score Sheet is provided as **Attachment B.** of this RFP. **Providers are strongly encouraged to use the Score Sheet to check their proposals for quality, compliance, and completeness prior to submission.**

The provider's Technical Proposal must contain the following components, organized in the format described below:

Section 1 *Identifying Information:* The name of the proposing organization, address, name of contact person, telephone number, e-mail address, etc. should be clearly identified.

Section 2 *Provider Experience & Qualifications*

Demonstration of Experience: Proposals must include:

- a. Demonstration of the provider's previous experience in delivering similar services. Proposals should include descriptions and/or samples of similar projects completed in the past five years that demonstrate appropriate experience;
- b. Description of the provider's experience with the target population for this service with respect to:
 - i. Removal of barriers to work participation; and
 - ii. Assessment and placement in appropriate work activities.
- c. Description of the provider's capacity to serve a population with differing levels of job readiness, work experience, and motivation.

Organizational and Administrative Structures: Proposals must include:

- a. A current organizational chart (including any subcontractors) and specify the key management and administrative personnel who will be assigned to this project; and
- b. A Table of Organization (including and subcontractors) and a chart showing the number of hours devoted to the project by provider or subcontractor staff. The provider must provide the percentage of time each key management person will devote to the project. For

each proposed position, attach a job description that includes the minimum qualifications.

Section 3 *Services to be Provided:* This section must address each of the items that appear in Section III. Scope of Service & Services to be Provided. The following format should be utilized:

- a. Describe the assessment process that will be used to assess each participant;
- b. Describe the process for assigning participants. Describe how the process will allow for flexibility to meet the individual needs of each participant;
- c. Describe the array of services that will be offered;
- d. Describe each program component, including the projected length of each assignment. Include a chart that illustrates the possible flow of participants through the program;
- e. Describe the follow-up process for those participants with barriers that hinder the participant's ability to function in a work environment;
- f. Describe the process by which participants will be referred to other services that may be offered;
- g. Describe the strategies that will be employed to make gains toward meeting the work participation rates specified in Section 3.2 of this RFP;
- h. Describe how the provider will verify hours participated in work activities, ensure accuracy of the work participation data reported to HSS and maintain participation data;
- i. To earn participation credit for the initial application month, same day service is often necessary. Describe how the provider will meet this challenge;
- j. Describe the community partnerships that will be utilized to effectively serve the OWF population. Identify the proposed subcontractors (if any) and their anticipated scope of responsibility;

Section 4 *Reporting:* Provide assurances with regard to the ability to meet all reporting requirements outlined in Section 1.6, Reporting Requirements, of this RFP.

Section 5 *References:* Provide the names and contact information for up to three entities for which the provider has performed similar large scale projects in the past five years.

Section 6 *Other Pertinent Information:* This section may include additional information not requested elsewhere.

Section 7 Provider Assurances Form

Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization
Campaign Contribution Declaration Form
Personal Property Tax Statement
Assurances and Certifications
A copy of the most recently completed financial audit

All pages in the Technical Proposal must be sequentially numbered, with the exception of Section 7 contents.

IMPORTANT: Any provider Technical Proposals found to contain any prohibited cost information shall be disqualified from consideration. Prohibited cost information is defined as any dollar amounts which JFSCC might find indicative of the relative cost or economy of the proposed project. However, information on the assets, value, or historical business volume of the provider is NOT considered to be such prohibited cost information, and MAY be included in any provider's technical proposal. Any prohibited cost information must be submitted with the separate, sealed project budget/Cost Proposal. The Technical Proposal is defined as any part of the provider's proposal (either as required by JFSCC or sent at provider's discretion, such as work plan, resumes, letters of recommendation, letters of cooperation from any subcontractors, etc.) which is not specifically identified by JFSCC as a required component of the separate, sealed project budget/Cost Proposal. Should a provider feel it is important to include any documents containing such prohibited cost information in the technical proposal, the cost information in those documents must be made unreadable by the provider before submission of the proposal to JFSCC.

B. Cost Proposal

2. Providers must submit a cost proposal/budget for the initial contract period of July 1, 2012 to June 30, 2013 and shall be included as a total program budget that indicates all other funding sources for the program, specifically indicating the amount of the provider's own resources that will be used to supplement the program. The provider acknowledges that it will be reimbursed on a unit rate basis, see section 3.3. Contract reimbursement is based on approval of deliverable by JFSCC. Said cost proposal may include, but is not limited to, the following items:
 - a. Salaries (list each position and % FTE separately)
 - b. Fringe Benefits
 - c. Consultants/Professional Fees/Purchased Services
 - d. Telephone
 - e. Printing/Publications/Postage
 - f. Staff Training/Travel/Mileage Reimbursement
 - g. Consumable Supplies and Equipment

- h. Insurance
- i. Memberships/Professional Fees
- j. Administrative/Indirect Expenses³ (Methodology for assigning administrative or indirect costs must be described and a copy of the cost allocation plan must be included with the cost proposal.) Per OAC 5101:9-1-04, Administrative costs are those costs incurred in the effective and efficient management of a federal grants program. Examples of administrative costs include, but are not limited to:
 - i. Costs not associated with providing program services to individuals, including staff performing administration and coordination functions;
 - ii. Preparation of program plans and budgets; and
 - iii. Costs for goods and services required for administration, including costs for supplies, equipment, travel, postage, utilities, office space rental, and maintenance, provided such costs are not classified as administrative costs for providing program services.
- 3. Provider must submit a detailed narrative, which demonstrates how costs are related to each service presented in the proposal.
- 4. 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.
- 5. For the purposes of this RFP, “allowable” and “unallowable” program costs are itemized in the following:
 - d. For Non-Profit Organizations:
http://www.whitehouse.gov/omb/circulars_a122_2004
 - e. For State, Local, and Indian Tribal Governments:
http://www.whitehouse.gov/omb/circulars_a087_2004
 - f. 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, JFSCC’s decision is final.

A sample Cost Proposal Evaluation Score Sheet is provided as **Attachment C** of this RFP. **Providers are strongly encouraged to use the Score Sheet to check their proposals for quality, compliance, and completeness prior to submission.**

Seven (one signed original and six copies) copies of the Cost Proposal must be submitted in a separate, sealed envelope, and labeled: **“NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR WORK EXPERIENCE PROGRAM RFP#01-FY13 SUBMITTED BY [PROVIDER’S NAME HERE].”**

³ Administrative/Indirect Costs cannot exceed 15% of the total proposed cost of the program.

This envelope/package must also contain the labeled Cost Proposal CD-ROM (if the provider chooses not to email the proposal to the specified address). The Cost Proposal must include a statement that the prices quoted are firm.

In calculating their total proposed cost, providers must consider cost resulting from all services to be provided listed in Section 3.2 of this RFP, as well as all program costs, primary and incidental, necessary to complete all program activities (whether identified by JFSCC in this RFP or not).

C. IMPORTANT – PROVIDER DISQUALIFIERS FOR PROPOSAL ERRORS

Any provider's Technical Proposal found to contain any cost information shall be disqualified from consideration. Cost information is defined as any dollar amounts which might be deemed to be indicative of the relative cost or economy of the proposed project. Information on assets, value, or historical business volume of the provider is NOT considered to be such prohibited cost information and MAY be included in any provider's technical proposal as information on business capacity and stability. All prohibited cost information must be submitted with the separate, sealed Cost Proposal. The Technical Proposal is defined as any part of the provider's proposal (either as required by JFSCC or sent at provider's discretion), such as work plan, resumes, letters of recommendation, letters of cooperation from any subcontractors, etc., which is not specifically identified by JFSCC as a required component of the separate, sealed Cost Proposal. Should a provider determine to include in the technical proposal any documents which contain such cost information, the cost information in those documents must be made unreadable by the provider before submission of the proposal to JFSCC. Failure to follow these instructions will result in disqualification.

SECTION VI. CRITERIA FOR PROPOSAL EVALUATION & SELECTION

6.1 Scoring of Proposals

JFSCC will contract with a provider that best demonstrates 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 Technical and Cost Proposal. All proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from JFSCC and their designees. Providers should not assume that the review team members are familiar with any current or past work activities with JFSCC. Proposals containing assumptions, lack of sufficient detail, poor organization, lack of proofreading and unnecessary use of self-promotional claims will be evaluated accordingly. PRT members will be required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the proposal review and contractor selection process.

Selection of the provider will be based upon the criteria specified in Sections II., III., IV., and V. of this RFP. Any proposals not meeting the requirements contained in those sections of this RFP will not be scored or may be held pending receipt of required clarifications. The PRT reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The review team may waive minor defects that are not material when no prejudice will result to the rights of any provider or to the public. In scoring the proposals, JFSCC will score in three phases:

A. Phase I. Review—Initial Qualifying Criteria:

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

1. Was the proposal received by the deadline as specified in Sections 1.5, Anticipated Procurement Timetable, and 5.1, Proposal Submission Information?
2. Did the provider submit seven paper copies and one electronic copy of their Technical Proposal, as well as their Cost Proposal (in a separate sealed envelope labeled: **“NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR WORK EXPERIENCE PROGRAM RFP#01-FY13 SUBMITTED BY [PROVIDER’S NAME HERE].”**)?
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
 - Declaration of Material Assistance Form (see Section 4.5 of this RFP)
 - Campaign Contribution Declaration (see Section 4.6 of this RFP)
 - Personal Property Tax Statement (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 JFSCC?
5. Does JFSCC’ review of the Auditor of State website verify that the provider is not excluded from contracting with JFSCC 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 Technical Proposal:

The PRT will then score those qualifying technical proposals, not eliminated in Phase I. Review by assessing how well the provider meets the requirements as specified in Sections II, III, IV, V, and VI of this RFP. Using the score sheet for Phase II scoring (see **Attachment B.** of this RFP for specific evaluation criteria), the PRT will read, review, discuss and reach consensus on the final technical score for each qualifying technical proposal.

A maximum of 100 points will be awarded for the Technical Proposal. A technical proposal must achieve a total of at least 65 points (a score which represents that the provider can successfully perform the resulting contractual duties) out of the possible 100 points to qualify for continued consideration. Any proposal which does not meet the minimum required technical proposal points will be disqualified from any further consideration and its cost proposal will neither be opened nor considered.

IMPORTANT: Before submitting a proposal to JFSCC in response to this RFP, providers are strongly encouraged to use the Technical Proposal Evaluation Score Sheet (**Attachment B.**) and the above technical performance scoring information to review their proposals for completeness, compliance and quality.

All remaining qualified Technical Proposals will proceed to the next level of review, which is consideration of the Cost Proposal. Any other proposals will be disqualified from further consideration, and the corresponding Cost Proposals will neither be opened nor will be scored.

C. Phase III. Review—Criteria for Considering the Cost Proposal

The Cost Proposal will be reviewed by JFSCC. The grand total of each technically qualified provider's Cost Proposal is divided by that provider's Technical Proposal score. This compares the cost with the quality of the Technical Proposal, which will provide an average cost-per-quality point earned on the Technical Proposal.

A maximum of 80 points will be awarded for the Cost Proposal. A cost proposal must achieve a total of at least 52 points (a score which represents that the provider can successfully perform the resulting contractual duties) out of the possible 80 points to qualify for continued consideration. Any proposal which does not meet the minimum required cost proposal points may be disqualified from any further consideration.

If the cost proposals of all technically qualifying proposers (as determined by the scoring process described in this section and by the Technical Proposal Evaluation Score sheet, **Attachment B.**, to this RFP) are in excess of the available funding for

this project, JFSCC may, at its sole discretion, negotiate with all technically qualifying providers for a revised cost proposal. Providers may then submit one last and best offer, or may request that JFSCC view its original cost proposal as its last and best offer, or may formally withdraw from further consideration, and shall formally indicate its choice according to directions provided by JFSCC at that time. Upon receipt of all last and best offers, and assuming that one or more have submitted a cost proposal that is within project budget, JFSCC will then consider those providers' revised cost proposals which are within the budget according to the cost-point assignment process described in this section, above, and in the Technical Proposal Evaluation Score Sheet, **Attachment B.**, for calculation of the winning score.

6.2 Review Process Caveats

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

JFSCC reserves the right to request clarifications from providers to any information in their Technical and/or Cost 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 JFSCC, and providers' verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 1.9 of this RFP. Such communications are expressly permitted when initiated by JFSCC, but are at the sole discretion of JFSCC.

Should JFSCC determine a need for interviewing providers prior to making a final selection, results to interview questions shall be scored in a manner similar to the process described in Section 6.1, Scoring of Proposals, above. Such scored results may be either added to those providers' proposal scores, or will replace certain criteria scores, at the discretion of JFSCC. 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.

JFSCC reserves the right to negotiate with providers for adjustments to their proposals should JFSCC 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 JFSCC, but are at the sole discretion of JFSCC.

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 JFSCC the technically qualified provider offering the proposal most advantageous to JFSCC, as determined by the processes and requirements established in this RFP.

6.4 Tie Breaker

In the event that two or more of the proposals have a score which is tied after final calculation of both the technical proposal and the cost proposal, the proposal with the higher score in the technical proposal will prevail.

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:

- A. 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:
 1. The name, address, and telephone number of the protestor;
 2. The program name of the RFP being protested;
 3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 4. A request for a ruling by JFSCC;
 5. A statement as to the form of relief requested from JFSCC; and
 6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest;
- B. A timely protest shall be considered by JFSCC, if received within the following periods:
 1. 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 1.5, Anticipated Procurement Timetable of this RFP.

2. 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.
- C. An untimely protest may be considered by JFSCC if it determines that the protest raises issues significant to JFSCC's procurement system. An untimely protest is one received by JFSCC after the time periods set forth in Item B. of this section.
- D. All protests must be filed at the following location:

Director
Job & Family Services of Clark County
1345 Lagonda Avenue
Springfield, Ohio 45503
- E. 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 JFSCC Director determines that a delay will severely disadvantage JFSCC. The provider(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- F. JFSCC 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**

JFSCC is under no obligation to issue a contract as a result of this solicitation if, in the opinion of JFSCC and the proposal review team, none of the proposals are responsive to the objectives and needs of JFSCC. JFSCC reserves the right to not select any provider should JFSCC decide not to proceed. 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 JFSCC.

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. **Technical Proposal Evaluation Score Sheet (*For provider self-evaluation purposes...do not submit*)**
- C. **Cost Proposal Evaluation Score Sheet (*For provider self-evaluation purposes...do not submit*)**

- D. Campaign Contribution Declaration Form (*To be completed and included in technical proposal packet as specified in Section 5.2*)
- E. Personal Property Tax Statement (*To be completed and included in technical proposal packet as specified in Section 5.2*)
- F. Ohio Works First Self-Sufficiency Contract (*For provider purposes...do not submit*)
- G. Core & Non-Core Hours (*For provider purposes...do not submit*)
- H. Worksite Cooperative Agreement (*For provider purposes...do not submit*)
- I. Customer Progression Flowchart (*For provider purposes...do not submit*)

ATTACHMENT A
Provider Assurances Form

Purpose: Job & Family Services of Clark County (JFSCC) 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. JFSCC reserves the right to reject any proposal if this information is not provided fully, accurately, and by the deadline set by JFSCC. Further, some of this information (as identified below) **must** be provided in order for JFSCC 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. JFSCC 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:	

Job & Family Services of Clark County
Request for Proposals (RFP)
Work Experience Program

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 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

WORK EXPERIENCE PROGRAM RFP

Technical Proposal Evaluation Score Sheet
100 points possible

Proposing Organization:				
Provider Experience & Qualifications	Poor 1-11 points	Fair 12-23 points	Good 24-35 points	Score 35 points possible
Provider demonstrated the following experience (according to Section 2.1 of the RFP): a. Previous experience in delivering similar services. Proposal included descriptions and/or samples of similar projects completed in the past five years. b. Experience with the target population. c. Capacity to serve participants with differing levels of job readiness, work experience, and motivation. Provider's proposed staffing plan demonstrated significant experience and capabilities of staff assigned to this project.	Notes:			
Scope of Work & Deliverables	Poor 1-16 points	Fair 17-33 points	Good 34-50 points	Score 50 points possible
Provider has created a realistic and comprehensive plan for providing each of the following: a. Assessment process. b. Assignment/placement of all OWF participants in appropriate activities. c. Array of services that allows participants to meet appropriate Core and Non Core hours. d. Process for follow-up and referral for those participants with additional needs and those needing barrier removal. e. Strategies that will be employed to make gains toward meeting the work participation rates. f. Verification of work participation hours and compliance with all reporting requirements. g. Other pertinent information.	Notes:			
References	Poor 1-5 points	Fair 6-10 points	Good 11-15 points	Score 15 points possible
Provider included references of up to three entities for which it has performed similar large scale projects in the past five years. References included description of services provided.	Notes:			
Comments:				Final Score

ATTACHMENT C
WORK EXPERIENCE PROGRAM RFP

Cost Proposal Evaluation Score Sheet				
80 points possible				
Proposing Organization:				
COMPUTATIONS	Poor 1-3 points	Fair 4-7 points	Good 8-10 points	Score 10 points possible
Provider's cost proposal computations are all correct.	Notes:			
COSTS & METHODOLOGY	Poor 1-9 points	Fair 10-17 points	Good 18-25 points	Score 25 points possible
Provider's cost proposal included all necessary cost elements to successfully operate the Work Experience Program for OWF Recipients. If administrative/indirect costs were included in cost proposal, provider included description of the cost allocation methodology as well as the cost allocation plan for such costs.	Notes:			
NARRATIVE	Poor 1-9 points	Fair 10-17 points	Good 18-25 points	Score 25 points possible
Provider's cost proposal included a detailed narrative demonstrating how costs are related to each service presented in the proposal.	Notes:			
COST REASONABILITY	Poor 1-3 points	Fair 4-7 points	Good 8-10 points	Score 10 points possible
Provider's costs are necessary and reasonable.	Notes:			
LEVERAGE OF FUNDS	Poor 1-3 points	Fair 4-7 points	Good 8-10 points	Score 10 points possible
Provider's cost proposal demonstrated leverage of its own funds to supplement the program.				
Comments:				Final Score

Job & Family Services of Clark County
Request for Proposals (RFP)
Work Experience Program

ATTACHMENT D
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: _____

Job & Family Services of Clark County
Request for Proposals (RFP)
Work Experience Program

ATTACHMENT E
Personal Property Tax Statement
(See Section 5719.042, O.R.C.)

STATE OF _____) SS: _____
COUNTY OF _____)

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

(COMPLETE APPLICABLE STATEMENT)

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

OR

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with _____. I presently am delinquent in the payment of personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that my name appears upon the records of said District as delinquent in the payment of personal property tax as follows:

owed in delinquent taxes, and _____ owed as penalties assessed against said delinquency. As part of the consideration for a contract to perform the above stated bid, I hereby agree that this form be incorporated into said contract to perform work, and further agree that proceeds from said contract shall be paid to Clark County Taxing District in the amount of said delinquent tax and said assessed penalty prior to any payments being made to the bidder or other person under the contract.

DATE _____ BIDDER _____

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

NOTARY PUBLIC

My commission expires

**Job and Family Services of Clark County
Ohio Works First Self Sufficiency Contract**

This Self Sufficiency contract is entered into between the Job and Family Services of Clark County (JFSCC) and the following person:

Participant:	Case#: _____
	SS#: _____

I understand that in order for my assistance group to receive OWF payments, I must sign this contract and plan. I understand that I must follow the requirements listed in my self-sufficiency plan. If I fail to follow my responsibilities without good cause, I will not receive OWF for my entire family.

I understand that the goal of Ohio Works First (OWF) is to help me become employed, take care of my family, become self sufficient and take charge of my future. The attached plan is based on JFSCC appraisals and assessments of my job goals and barriers that need to be taken care of so that I can work. I agree to cooperate to ensure the success of this plan.

I understand that I may not have to participate in work activities if a member of my family living in my home is disabled and requires my care. I understand that I will need to show proof. I also understand that any months that I receive OWF and do not participate in work activities due to caring for a disabled family member still count toward my total time limit for receiving OWF.

As I work towards my goal, there are ways to change my plan which I can discuss with my case manager. Any changes to the plan will become part of this original agreement when signed by both JFSCC and me.

I understand that under state law, the JFSCC may not give me cash assistance for more than a total of thirty six (36) months and that the 36 month period does not have to run continuously. I understand that I have received _____ months of cash assistance. After this, with certain limited exceptions, I cannot receive cash assistance for twenty four (24) consecutive months. If the JFSCC determines that I have good cause, I may then be eligible for up to an additional 24 months.

My Rights

- Receive assistance and services needed to help me find and keep employment
- Request a county review when I do not believe the assigned work activities are appropriate
- Request a state hearing with the Ohio Department of Job and Family Services if I do not agree with an action taken on my case.
- Have my eligibility for Medicaid, child care, food assistance, PRC or other services determined even if I, or members of my assistance group, become ineligible for OWF.

Job and Family Services of Clark County (JFSCC) RESPONSIBILITIES

- Help develop and improve the plan for employment, help with a job search and provide needed supportive services that are available.
- Treat all members of my assistance group with courtesy, dignity, respect and without discrimination
- Help devise a self-sufficiency plan that allows participation in activities even though I have a disability
- Provide an explanation of the good cause reasons for failing to comply with the Self Sufficiency contract and plan
- Provide to a single custodial parent caring for a minor child under age 6, the procedures for determining whether good cause exists due to the parent's inability to obtain needed child care, including the agency definitions.
- Provide an explanation of the just cause reasons for quitting employment
- Review my progress toward self-sufficiency and make changes to my plan if necessary
- Provide an interpreter if my primary language is not English or if I am hearing impaired
- Consider my disabilities in developing my self-sufficiency plan
- Provide me with services and make reasonable accommodations to provide for equal access to the benefits of OWF and achieving self-sufficiency.

OWF OMBUDSPERSON

I understand that if I have questions or problems regarding this contract, I should talk to my case manager. If I need to talk to someone else, the JFSCC will provide me with an ombudsperson that I can talk to. That person's name and telephone number is listed below:

OWF Ombudsperson: Deb Wilson	Telephone number: 937-327-1872
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Both the JFSCC and I agree that the attached plan and written amendments are part of this contract. We agree that this Self Sufficiency Contract is binding and we will comply in full with our responsibilities and it attached plan.

Participant:	Date:
County Representative:	Date:

Case number: _____

OWF-SSC-2011
Revised 2/21/12

Participant	Case Name	Social Security Number
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OHIO WORKS FIRST SELF SUFFICIENCY PLAN

CDJFS: CLARK COUNTY	DATE:
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EMPLOYMENT GOALS

Participant: _____

Possible Barriers to Employment

I have the following conditions that may be a barrier to employment:

Barrier:	What I am doing to address the barrier:	
Physical problems		
Mental problems		
Learning Disabilities		
Education or Training		
Child Care		
Transportation		
Primary language is not English		
Hearing or visually impaired		
Domestic or child abuse		
Substance abuse		
Caring for a disabled person	Who?	Relationship:
Other		

Steps to Achieving Self Sufficiency

Based on the assessment completed on _____, The CDJFS and I have decided that the following are the steps required for me to overcome my barriers and become self sufficient or income secure:

1. _____
2. _____
3. _____

My Work Responsibilities and Activity Plan

The CDJFS and I have determined that the following activities will help me become self sufficient or income secure:

Name and location of assignment	Assignment Begin Date	Assignment End date	Hours assigned
Attend Job Readiness Program at The Work Plus Resource Center			
Reassessment to be reassigned			

RESPONSIBILITIES – CHILD CARE:

I will have _____ take care of my child(ren) while I'm at my required assignments.

In case my child care provider is unable to take care of my child(ren), my back-up plan is: _____

I will need help with finding a child care provider:

I will contact _____ about child care by _____ (date)

Responsibility to Cooperate with the Child Support Enforcement Agency

I agree to cooperate with the Child Support Enforcement Agency (CSEA) if there is an absent parent. While on OWF, I will assign support rights to the CSEA, if required. Cooperation includes, but is not limited to the following;

- Tell everything I know about absent parent(s);
- Identify the parent(s) of my child(ren);
- Assist the agency in establishing paternity (fatherhood) for each child born if I was not married to the father;
- Repay any child support money that I received but was not eligible to receive;
- Assist the agency in getting support payments and any other payments and property for which my child(ren) are eligible;
- Other: _____

Good Cause for non-cooperation

I may not have to cooperate if I have "good cause" and if I believe cooperation may reasonably result in serious physical or emotional harm to myself or my child; or if my child was conceived as a result of incest or rape; or legal proceedings for adoption to decide whether to keep my child or give my child up for adoption. I understand that CSEA will need documents to show that I have "good cause" and will let me know if I have to cooperate or if I have "good cause".

County Department's Responsibilities:

The JFSCC, CSEA or Public Children Services Agency (PCSA) will be responsible for providing the following assistance and/or services:

<input type="checkbox"/> OWF	<input type="checkbox"/> Health Check
<input type="checkbox"/> In-depth assessments	<input type="checkbox"/> Child Care – help in locating
<input type="checkbox"/> Medicaid	<input type="checkbox"/> Child Care – help in payment
<input type="checkbox"/> Food Assistance Benefits	<input type="checkbox"/> Interpreter Services
<input type="checkbox"/> Transportation	<input type="checkbox"/> Help Me Grow
<input type="checkbox"/> Child Support services	<input type="checkbox"/> Case management
<input type="checkbox"/> Individual development account	<input type="checkbox"/> Educational courses
<input type="checkbox"/> Counseling	<input type="checkbox"/> Training courses
<input type="checkbox"/> Treatment	<input type="checkbox"/> Other

The CJFS has determined that I am temporarily not able to participate in work activities because I am needed in my home to care for a disabled family member.

Family Member _____ Relationship _____

Begin Date of Exemption _____ Review Date _____

Verified by _____ Date: _____

* I understand that my OWF time limit of 36 months will continue to count while I am under this exemption*

Sanction for NOT following the Self-Sufficiency Plan

If I fail or refuse to follow the requirements for this plan and I have not shown that I had good reason, I will not receive cash assistance for:

- One (1) month, or until compliance whichever is longer, for the entire assistance group the first time I fail. I may also receive less food assistance
- Three (3) months, or until compliance whichever is longer, for the entire assistance group the second time I fail. I may also receive less food assistance
- Six (6) months or until compliance whichever is longer, for the entire assistance group the third or more times I fail. I may also receive less food assistance. I, or the person who failed to cooperate with the work activity, may lose Medicaid coverage

-Failure or refusal includes not fully participating as assigned and not verifying good cause in the time period given. If I am sanctioned, the JFSCC will continue to work with me to provide an opportunity for me to demonstrate that I am willing to comply in order to begin receiving OWF benefits.

- In determining if good cause exists, the JFSCC shall determine if child care is a necessary support service. If I am a single custodial parent caring for a child under age six and am unable to obtain needed child care due to 1) unavailability of appropriate child care within a reasonable distance from my home or work site; 2) unavailability or unsuitability of informal child care by a relative or under other arrangements; or 3) unavailability of appropriate and affordable formal child care arrangements, the JFSCC may determine I have good cause and not sanction my OWF case.

-I understand that if the JFSCC decides that I had good cause due to child care problems and my OWF case is not sanctioned, the months that I continue to receive OWF count towards my time limits for assistance.

Good Cause

If, at any time after you have signed a Self Sufficiency Contract and Plan, you fail or refuse to participate in work activities or cooperate with the CSEA, the Job and Family Services of Clark County must determine if you had a good cause for your failure or refusal. It is your responsibility to contact your case manager or CSEA, no later than One (1) hour after the scheduled start time of any activity or appointment to explain why you are not participating as scheduled. An exception to the one hour rule may be made when you demonstrate unusual circumstance which made notification within one hour impractical. Ineligibility for OWF and/or Food Assistance and in some instances, Medicaid benefits will result from non-participation. There are no exemptions from this expectation for any adult or minor caretaker applying for or receiving assistance.

“GOOD CAUSE” FOR MISSED HOURS:

“Good Cause” is limited to the following:

- Illness of you or a family member, if you are needed in the home to care for the ill family member;
- A medical, dental, or vision care appointment for you or a family member;
- A job interview including testing requirements;
- A death in the family;
- A lack of child care for children who are under age 6;
- The JFSCC did not provide supportive services;
- The JFSCC did not provide all of the information necessary about the assignment;
- Circumstances involving domestic violence which make it difficult for the individual to comply in full with a provision of the self sufficiency contract;
- Circumstances involving domestic violence which make it difficult for me to comply in full with a provision of the self sufficiency contract;
- Situations decided by the JFSCC on a case-by-case basis;

NOTE: Verification of any missed hours due to the above good cause reasons must be provided within seven (7) days of the absence.

Other Responsibilities and Penalties

I understand that:

- If I, or one of my children is a LEAP participant and I (or my child) fail or refuses to meet the requirements of the LEAP program, I will lose the \$62 monthly incentive for regular school attendance and my OWF will be reduced.
- If I or one of my children who is a LEAP participant continues not attending school, I may also lose OWF for myself and my children
- If I do not attend a reapplication appointment to determine if I am eligible to continue to receive benefits, my cash, food assistance and Medicaid may be stopped.
- If I receive OWF when I am not eligible, and the JFSCC determines that it was fraudulent, I will not receive any cash assistance for my entire family until the amount I received is repaid.

Just Cause

I understand that if I voluntarily terminate employment without just cause, I will not receive OWF for my entire family and I would be removed from the Food Assistance group for a period of 6 months. This provision also applies to recipients of transitional Medicaid and transitional child care benefits who apply for OWF cash benefits.

1. Discrimination by an employer based on age, race, sex, color, handicap, religious beliefs or national origin.
2. Work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule.
3. Employment that has become unsuitable due to any of the following:
 - The wage is less than federal minimum wage
 - The work is at a site subject to a strike or lockout
 - The documented degree of risk to the assistance my health and safety is unreasonable
 - I am physically or mentally unfit to perform the employment, as documented by medical evidence or reliable information from other sources.
4. Documented illness of the assistance for myself or another assistance group member requiring my presence.
5. A documented household emergency.
6. Lack of adequate child care for children of the assistance group member who are under the age of six.
7. Other reasons as determined by JFSCC

Plan Review

The JFSCC and I will meet periodically to the review the plan. The next scheduled plan review month is:
_____. I can always request to review the plan sooner than the review month.

Signature

The JFSCC and I agree that we will follow this plan and understand that this plan can be changed if something in my situation changes. Any plan changes will be in writing and signed by both the JFSCC and me. By signing, I am stating that I understand the requirements in this plan and what will happen if I do not follow this plan.

Participant:	Date:
JFSCC:	Date:

Amendments

Participant:	Date:
JFSCC:	Date:

Participant:	Date:
JFSCC:	Date:

Participant:	Date:
JFSCC:	Date:

Participant:	Date:
JFSCC:	Date:

Case number: _____

OWF-SSP-2011
Revised 7/6/11

ATTACHMENT G
Core & Non-Core Hours

CORE HOURS/TOTAL HOURS

OAC Rule 5101: 1-3-01

CATEGORY	Core Hours (weekly)	Total Hours (weekly)
<u>All-Family (One Required Work Eligible)</u> Parent or specified relative in need w/child <6; or single teen head-of-household; or married teen <20 who maintains satisfactory school attendance or education directly related to employment	20	20
<u>All-Family (One Required Work Eligible)</u> Parent w/child ≥6 or a two-parent AG when one of the parents is disabled	20	30
<u>Two-Parent (Two Required Work Eligibles)</u> Two-parent AG not receiving federally funded child care	30	35
<u>Two-Parent (Two Required Work Eligibles)</u> Two-parent AGs receiving federally funded child care	50	55

CORE ACTIVITIES

Employment
Subsidized Public/Private Employment
Work Experience Programs (WEP)
On-the-Job Training (OJT)
Job Search and Job Readiness
Community Service
Vocational Education
Providing Child Care Services to an Individual who is participating in a Community Service Program

NON-CORE ACTIVITIES

Job Skills Training Directly Related to Employment
Education Directly Related to Employment
Secondary School
Alternative

ATTACHMENT H
Worksite Cooperative Agreement

COOPERATIVE AGREEMENT

Between

Job & Family Services of Clark County (JFSCC)/Agent (Contracted Provider)
And
OWF Work Participation Program Site

*This agreement made and entered into on the _____ day of _____, 20_____
by and between JFSCC/their Agent and OWF Work Participation Program Site
_____ doing business at _____.*

This agreement will be honored as long as state and federal standards are available to administer the program, unless otherwise terminated by either party upon two (2) weeks notice.

This agreement is binding and may not be modified except with written approval of both parties.

JFSCC (OR THEIR AGENT) SHALL HAVE THE FOLLOWING RESPONSIBILITIES:

1. Assign participants to meet the needs of the OWF Work Participation Program Site when qualified participants are available.
2. Provide participants with copies of the job descriptions, work assignment directions, and program policies and procedures.
3. Provide work schedules to participants and OWF Work Participation Program Site.
4. Work with participants and OWF Work Participation Program Site to provide efficient operation of the program.
5. Monitor and evaluate, on a regular basis, the performance of program rules and regulations.
6. Investigate all complaints from participants and OWF Work Participation Program Site to ensure adequate resolution of those complaints.
7. Provide Ohio Worker's Compensation coverage to participants.

THE OWF WORK PARTICIPATION PROGRAM SITE SHALL HAVE THE FOLLOWING RESPONSIBILITIES:

1. Ensure that participant's work hours will not exceed 8 hours per day or 40 hours per week.
2. Ensure participants will not work more hours than required per month.
3. Demonstrate the work being performed serves a useful public purpose.
4. Prepare and submit to JFSCC all work schedules of participants.
5. Ensure that participants are aware of the work standards they are expected to meet.
6. Provide the participant with applicable work rules (written and oral) and applicable health and safety standards.
7. Provide adequate supervision for participants. When possible, provide training to assist participants in upgrading their employability.
8. Provide any tools, equipment, transportation, and supplies required on the work site.
9. Fill out the individual participant's work schedule each day and ensure that the participant does not work more than the required number of hours assigned on the work schedule.
10. Keep accurate records of time and attendance of all participants and submit such records to (OWF Work Participation Program Contracted Provider) on or before the second working day of the following month.
11. Allow participants to observe all holidays that employees observe.

Job & Family Services of Clark County

Request for Proposals (RFP)

Work Experience Program

12. Cooperate to the fullest extent with JFSCC monitoring and evaluation process established for the program and assist with the resolution of any complaints, grievances, or problems that arise.
13. Verify to JFSCC that Employee Labor Union(s) have been notified of your participation as an OWF Work Participation Program Site.
14. Ensure that no existing Labor Agreement is violated or broken by the establishment of this Agreement.
15. Attending one (1) worksite supervisor training seminar per year.
16. Ensure that no employees are displaced by the establishment of the site and no participants are used during strike, lockout, or bona fide labor dispute.
17. Ensure that you will not require participants to perform political, partisan, or electoral activities, nor will participants be required to participate in any religious activities or ceremonies, or promote a religious doctrine of belief.
18. Certify that you:
 - a. are an Equal Opportunity Employer;
 - b. have no policy that will deny anyone their civil or constitutional rights;
 - c. meet all applicable health and safety standards.

DISPUTES:

JFSCC and Site agree that any disputes arising from the placement of an OWF participant must be resolved by a conference between JFSCC, Site, and participant (or his/her representative).

All complaints and grievances shall be directed to Employment Services Coordinator for the department who shall maintain an accurate account of the grievance and all pertinent facts relating to same, along with the resolution.

Disputes arising with Sites will be settled in the best interest of both parties. Failure to do so could result in termination of Site Agreement between the two parties, or reassignment of the OWF participant.

INVESTIGATION OF COMPLAINTS:

JFSCC shall investigate all complaints that the terms of the agreement have been violated. If it is determined that the violation(s) exists:

1. No OWF participants shall be assigned to the Site until the violation(s) is(are) corrected.
2. If the violation(s) cannot be corrected to the satisfaction of JFSCC, the agreement shall be null and void.

FEES:

Site agrees to accept referrals for OWF participants at no cost to JFSCC under the terms of this agreement.

LIABILITY:

The Site agrees to hold JFSCC, the Clark County Board of Commissioners, and the Ohio Department of Job & Family Services harmless against all liability, loss, damage, or related expenses arising solely from the acts of the Site.

Authorized Representative of JFSCC or its Agent (Provider)

Date

Authorized Representative of Site

Date

ATTACHMENT I
Customer Progression Flowchart

