



## **REQUEST FOR PROPOSALS**

Job & Family Services of Clark County  
Work Participation Monitoring Program for Ohio Works First (OWF) Cash Recipients  
RFP #: 01-FY10

**For Service Provision**  
July 1, 2009 to June 30, 2010

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

**Deadline for Proposal Submission is April 30, 2009**  
**REQUESTS TO EXTEND DEADLINE WILL NOT BE GRANTED**

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**JOB & FAMILY SERVICES OF CLARK COUNTY**  
**Work Participation Monitoring Program for OWF Recipients**  
**RFP# 01-FY10**

**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 obtaining a provider for the coordination and delivery of self-sufficiency activities and services for each and every Ohio Works First (OWF) customer in the JFSCC caseload, including those working or in school, except those with Learning, Earning and Parenting (LEAP) assignments and child only recipients, in accordance with the Job & Family Services OWF Self-Sufficiency Contract (Attachment E).

**1.2 Background**

Ohio Works First (OWF) is the program adopted by Ohio to meet the objectives of (and be 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.

**1.3 Overview of the Project**

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 by 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 (included as Attachment E of this RFP).

Clark County, as with other counties in the State of Ohio, has historically not been able to meet the federally mandated work participation rates. It is hoped by releasing this RFP that a provider will be identified to lead efforts to help improve performance in this endeavor while utilizing limited resources.

Additionally, with the shifting OWF population that JFSCC has seen over the past year, JFSCC is seeking a provider of services that can tailor services and provide individualized approaches to customers with varying needs and experiences.

#### **1.4 Objective of the Project**

The objective of the provider of the Work Participation Monitoring Program for OWF recipients is to coordinate self-sufficiency activities and services for OWF customers resulting in progress toward achieving the federal work participation rates in Clark County.

#### **1.5 Target Population**

The provider selected by JFSCC will offer a program that serves individuals participating in the Ohio Works First (OWF) Program. After a participant is determined to be eligible for OWF by his/her JFSCC caseworker, he/she will be referred to the provider for development of a plan for activities in line with the JFSCC Ohio Works First Self Sufficiency Contract. The following information represents demographic data for the target population<sup>1</sup>:

- Participants will have differing needs and differing levels of job readiness, work experience, and motivation.
- As many as 80% of participants will be in possession of basic academic skills and will have earned a high school diploma or GED.
- More than 80% of participants are female, 75% are between the ages of 18-35 (the rest will be 36 years and older);
- Approximately 75% of participants are Caucasian and 25% are African American.
- Approximately 1/3 of participants have reported some employment in the last year.
- Approximately 10% have a record of felony or major traffic violations.
- More than 1/3 of participants have previously participated in the program.
- Approximately 60% have been participating in the program for one year or more.
- Approximately 50% of participants have been sanctioned at least once.
- Many participants will also present significant barriers to employment, barriers that must be addressed, including substance abuse, mental health issues, and a history of domestic violence, for which appropriate referrals must be made.

During 2008, an average of approximately 745 active OWF participants was served on a monthly basis. Of this total, an average of approximately 182 new OWF participants was enrolled each month. The provider selected as a result of this RFP can expect to serve approximately 1,000 participants during any given month, factoring in an increase of 20% from current levels.

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<sup>1</sup> Based on the OWF Work Experience Program Case Study conducted in 2007.

### **1.6 Anticipated Procurement Timetable**

<b><u>Date</u></b>	<b><u>Event/Activity</u></b>
March 27, 2009	JFSCC releases RFP to potential providers; Q&A period opens <ul style="list-style-type: none"><li>- RFP becomes active.</li><li>- Proposers may submit inquiries for RFP clarification.</li></ul>
April 7, 2009	Bidders' Conference for Proposers
April 10, 2009	Proposer Q&A Period Closes 9 a.m. (for inquiries for RFP clarification). <ul style="list-style-type: none"><li>- No further inquiries for RFP clarification will be accepted.</li></ul>
April 17, 2009	JFSCC provides Final Proposer Question & Answer document.
April 30, 2009	<b>Deadline for Proposers to Submit Proposals to JFSCC (4 p.m.).</b> <ul style="list-style-type: none"><li>- This is the proposal opening date, beginning of the JFSCC process of proposal review.</li></ul>
May 11-15, 2009	Time reserved for possible meetings with final candidates.
May 18-22, 2009	Proposal Review Team meets to make final recommendation to Job Seeker Services Committee.
June 10, 2009	Recommendation of the Job Seeker Services Committee considered by WorkPlus Board.
June 11, 2009	Letter of intent to award contract issued by JFSCC. <ul style="list-style-type: none"><li>- All applicants notified.</li></ul>
June 23, 2009	Request for authorization of a contract submitted for approval to the Board of Clark County Commissioners.
June 12-30, 2009	Final contract negotiated with JFSCC.
July 1, 2009	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.

### **1.7 Collaboration**

The provider of the Work Participation Monitoring Program for OWF recipients is a partner of the WorkPlus System. It is expected that the provider will maintain a full-time presence at the WorkPlus Center and will designate a representative to participate as a member of the Partner Council. It is increasingly expected of partners that they demonstrate the ability to work with other partners to meet the needs customers share in common. Specifically, it is expected for the provider to collaborate with other WorkPlus partners to assist participants in finding employment and/or overcoming barriers to employment.

### **1.8 Reporting Requirements**

The provider will be required to submit the following reports:

1. Weekly sanction reports, including the name and social security number of each participant failing to appear at his/her assigned activity, the number of hours recorded, and the name of the JFSCC caseworker to which each participant is assigned. These reports are to be submitted electronically and are due to the BenefitsPlus Division by the close of business on following Monday.
2. Monthly program reports (using the template included in this RFP as Attachment F). These reports, formatted as an Excel spreadsheet, are to be submitted electronically and are due to the BenefitsPlus Division within 5 business days after the end of the service month and to the Contracting Office within 30 days after the end of the service month.
3. Monthly attendance reports that report the number of hours completed by day for each participant. Each participant's attendance sheet shall also be included with this report. These reports are due to the BenefitsPlus Division within 5 working days after the end of the service month.
4. PRC Soft Services Reports that report the amount expensed during the month, in accordance with the contract budget, and the total number served, are due to the Contracting Office within 30 days after the end of the service month.

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 data to be reported.

### **1.9 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 1.6, Anticipated Procurement Timetable. To ask a question, providers must submit all questions in writing, via email, to [ebrodine@clarkdifs.org](mailto:ebrodine@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 1.11. 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 1.12, Contract Period and Funds Available, for related information.

There is an established time period for the Internet Q&A process (see Section 1.6, 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 Erin Thomas-Brodine at [ebrodine@clarkdifs.org](mailto:ebrodine@clarkdifs.org).

## **1.10 Bidders' Conference**

A bidders' conference has been scheduled for April 7, 2009 at 2 p.m. in the Reid 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 April 10, 2009 and answers will be posted by 9 a.m. on April 17, 2009. 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 1.11 (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.

### **1.11 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 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 1.9, 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.

#### **1.12 Contract Period and Funds Available**

JFSCC is seeking to contract with a provider to coordinate and deliver Work Participation Monitoring Services for OWF recipients. A contract will be negotiated for the period beginning July 1, 2009 and ending June 30, 2010. Two additional one-year extensions may be then negotiated without the release of another RFP. This contract will be supported with TANF funds and JFSCC will only entertain cost proposals not to exceed \$544,000. However, JFSCC reserves the right to award additional contracts for programs JFSCC determines to be beneficial to the overall program. Because JFSCC is seeking providers that are experienced in serving the population also served by JFSCC, strong proposals will be those submitted by providers that demonstrate the ability to leverage their own funding sources to support the program and to provide critical services to customers shared in common with JFSCC.

The provider selected for award of a contract as a result of this RFP will be designated as a "subrecipient" contractor, as referenced by ODJFS' rule OAC 5101:9-1-88, and therefore will be monitored according to all applicable rules and regulations, including the Single Audit Act, by which the contractor may be subject to a Circular A-133 Single Audit. JFSCC will perform an annual risk assessment to determine the level of monitoring of the subrecipient contractor.

Potential providers are to be aware that JFSCC may, at its sole discretion, negotiate with all technically qualifying 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. of this RFP establishes further information on JFSCC procedures to be implemented if this occurs.

#### **1.13 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.

#### **1.14 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 provider's previous experience in delivering similar or related services should be demonstrated. If applicable, the provider should include descriptions and/or samples of up to three similar projects completed in the past five years that demonstrate appropriate experience. Additionally, the provider should provide names and contact information for up to three entities for which they have performed similar large scale projects in the past 5 years.

### **2.2 Organizational and Administrative Structure**

The provider must include in their proposals the following:

1. A current organizational chart (including any subcontractors) and specify the key management and administrative personnel who will be assigned to this project; and
2. A Table of Organization (including any 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 III. SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES**

### **3.1 Scope of Work**

The selected Provider shall:

- A. Accept and accommodate all OWF referrals after the participants are determined to be eligible by JFSCC;
- B. Conduct an appraisal interview/vocational assessment on all participants referred by JFSCC. The interview/assessment will include:
  1. Family composition, employment history, aptitude/skills, employment goal, child care needs and arrangements, transportation needs and arrangements, felonies or major traffic violations, highest grade completed, reading and math levels, medical history (when available)—this information will be completed by the provider and included in the Self-Sufficiency Plan (Attachment E).
  2. Triage/screening for substance abuse, mental health and physical issues, domestic violence, learning difficulties, and other serious impediments to the ability to function in a work environment; and

3. Administrative support and intervention/guidance to remove situational barriers such as child care and transportation.
- C. Provide intensive follow-up for those participants identified in the interview/assessment as having more serious impediments (examples, domestic violence, chemical dependency, learning disabilities, or homelessness) that hinder the participants' ability to function in a work environment. Appropriate referrals identified for these participants will be made either immediately subsequent to the vocational assessment or later, as participation issues allow for the identification of underlying substantive personal barriers. The provider will monitor and report participation results to JFSCC;
- D. Develop a plan of activities/assignments to permit participants to meet appropriate Core and Non Core Hours (see Attachment H) in accordance with the Self Sufficiency Plan;
- E. Provide an appropriate array of services, such as employment, work experience, community service, job readiness training/education, alternative activities and barrier removal efforts;
- F. Recruit and/or develop and maintain sufficient and appropriate sites to accommodate the assigned participants (see Attachment I for restrictions);
- G. Make professional and appropriate decisions about self-sufficiency activities and case plans based on the needs/circumstances of each participant, including linkage to child care and referral to other providers and/or self-directed activities;
- H. Manage the transition of participants to employment or work activities, as well as monitor attendance and provide prompt and accurate return of required reports to JFSCC;
- I. Provide a process to ascertain "good cause" (as defined in the Self-Sufficiency Plan) and document efforts to re-engage participants not complying with their individual case plans;
- J. Represent JFSCC at all OWF Work Activity State Hearings;
- K. Maintain adequate case records. Provider's case records shall include, at a minimum:
  1. The Self-Sufficiency Plan and plan amendments.
  2. Case notes or hard copy documentation.
- L. Meet all reporting requirements, as outlined in Section 1.8 of this RFP.

### **3.2 Specification of Deliverables**

The selected provider's performance shall be measured by the following outcome measure:

1. The provider will facilitate JFSCC's achievement of the federal work participation rates.

- a. Optimum performance of the provider will be JFSCC's achievement of the federal work participation rates—the all-family rate is 50% and the 2-parent family rate is 90%.
- b. Successful performance of the provider will be measured on the provider's ability to close the gap between Clark County's participation rates (currently 18% for all-family and 11% for 2-parent family) and the State average (currently 26% for all-family and 27% for 2-parent family).

**Measurement:** Based on the State Participation Rate Reports published on a monthly basis by the Ohio Department of Job & Family Services.

### **3.3 Selected Provider Compensation Structure**

Payment to the selected provider shall be made on a direct cost reimbursement basis. Department recognizes only those expenses that have actually occurred; invoices must be submitted (to the Contracting Office within 30 days after the end the service month) as a request for reimbursement of actual cash expenditures.

### **3.4 Role of Job & Family Services of Clark County**

1. JFSCC will determine eligibility for and refer all OWF participants to the provider.
2. JFSCC will initiate a Self-Sufficiency Contract with each participant, a copy of which will be provided to the provider 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 provider.
4. JFSCC will designate a key staff person to serve as a liaison with the provider to ensure that communication flows openly.
5. JFSCC case managers will meet on a case-by-case basis with the provider 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 program staff.

9. JFSCC will report to the provider 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, 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 \$300,000 (Combined Single Limit) or, \$100,000 per person and \$300,000 per accident for Bodily Injury and \$100,000 per accident for property damage.
- e. 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.
- f. Professional liability or errors and omissions insurance (if applicable) for a minimum of \$1,000,000 per incident. Note: The type of coverage will vary based on the profession or service of the contractor. Normally, at least errors and omissions coverage should be obtained with a minimum of \$1,000,000 per incident liability limit with the County named as additional insured. ("Additional insured" designation may be unavailable for some professions.)

See Section 5.2 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](http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf) or via e-mail to [dma-info@dps.state.oh.us](mailto: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 applicable 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 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.**

#### **4.8 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.

#### **4.9 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:

- Six paper copies (**one signed original and five copies**) and either one CD-ROM copy of the Technical Proposal or the Technical Proposal may be emailed to [ebrodine@clarkdjfs.org](mailto:ebrodine@clarkdjfs.org).

**AND**

- in a sealed, separate envelope, **six** paper copies (**one signed original and five copies**) and one CD-ROM copy of the Cost Proposal or the Cost Proposal may be emailed to [ebrodine@clarkdjfs.org](mailto:ebrodine@clarkdjfs.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 30, 2009. Faxed submissions will not be accepted. **Proposals must be addressed to:**

**Job & Family Services of Clark County**  
**Attention: Geoffrey Steele**  
**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 PARTICIPATION MONITORING PROGRAM FOR OWF  
RECIPIENTS RFP – RFP#01-FY10 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, email address, etc. should be clearly identified.

**Section 2** *Provider Experience & Qualifications*

Demonstration of Experience: This section must address each of the items that appear in Section 2.1 of this RFP. 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:

- Screening for issues such as mental health, substance abuse and domestic violence;
- Removal of barriers to work participation; and
- 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 Structure: This section must address each of the items that appear in Section 2.2 of this RFP. 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 any 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 Work & Specification of Deliverables of this RFP. 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; Describe each program component, including the projected length of each assignment. Include a chart that illustrates the possible flow of participants through the program;
- d. Describe the follow-up process for those participants with barriers that hinder the participants' ability to function in a work environment;
- e. Describe the process by which participants will be referred to other services that may be offered;
- f. Describe the strategies that will be employed to make gains toward meeting the work participation rates specified in Section 3.2 of this RFP;
- g. 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;

- h. To earn participation credit for the initial application month, same day service is often necessary. Describe how the provider will meet this challenge;
- i. 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;
- j. Describe the case management system that will be used and describe how it will minimize the number of times a typical customer must see different personnel to have his/her case fully processed or maintained. JFSCC is specifically interested in providing its customers with a work program that requires as few visits and as few hand-offs as possible;

**Section 4** *Reporting:* Provide assurances with regard to the ability to meet all reporting requirements outlined in Section 1.8 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
- 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**

1. Providers must submit a cost proposal/budget for the initial contract period of July 1, 2009 to June 30, 2010 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 for its actual expenses. Contract reimbursement is based on approval of deliverables 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 Expenses<sup>2</sup> (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.
2. Provider must submit a detailed narrative, which demonstrates how costs are related to each service presented in the proposal.

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<sup>2</sup> Administrative/Indirect Costs cannot exceed 15% of the total proposed cost of the 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.
4. For the purposes of this RFP, “**allowable**” and “**unallowable**” program costs are itemized in the following:
  - i. For Non-Profit Organizations:  
[www.whitehouse.gov/omb/circulars/a122/a122\\_2004.html](http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html)
  - ii. For State, Local, and Indian Tribal Governments:  
[www.whitehouse.gov/omb/circulars/a087/a087-all.html](http://www.whitehouse.gov/omb/circulars/a087/a087-all.html)
  - iii. For Educational Institutions:  
[www.whitehouse.gov/omb/circulars/a021/a21\\_2004.html](http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html)

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.**

**Six (one signed original and five 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 PARTICIPATION MONITORING PROGRAM FOR OWF RECIPIENTS RFP#01-FY10 SUBMITTED BY [PROVIDER’S NAME HERE].**”**

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 each deliverable 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 1.6 and 5.1?
2. Did the provider submit six 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 PARTICIPATION MONITORING PROGRAM FOR OWF RECIPIENTS**  
**RFP#01-FY10 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)
  - 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.—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 1.11 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 Job Seeker Services Committee and to the *WorkPlus* Board 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:

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Work Participation Monitoring Program for OWF Recipients

- 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 1.6, 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 eighth (8<sup>th</sup>) 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' 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. OWF Self-Sufficiency Contract & Plan (*For provider use in development of proposal...do not submit*)
- F. Monthly Report Template (*For provider use in development of proposal...do not submit*)
- G. Monthly Attendance Report Template (*For provider use in development of proposal...do not submit*)
- H. Core & Non Core Hour Activities
- I. Worksite Cooperative Agreement (*For provider use in development of proposal...do not submit*)
- J. Customer Progression Flowchart (*For provider use in development of proposal...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)
<b>7. Print or type information on the provider representative/contact person authorized to answer questions on the proposal/bid:</b> Provider Representative: Representative’s Title: Address: Phone #: Fax #: E-Mail:	
<b>8. Print or type the name of the provider representative 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</b> (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 Participation Monitoring Program for OWF Recipients

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:**

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Signature

---

Date

---

Name (printed)

---

Title

**ATTACHMENT B**

**Technical Proposal Evaluation Score Sheet**  
**100 points possible**

**Proposing Organization:**

<b>Provider Experience &amp; Qualifications</b>	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): <ul style="list-style-type: none"> <li>a. Previous experience in delivering similar services. Proposal included descriptions and/or samples of similar projects completed in the past five years.</li> <li>b. Experience with the target population.</li> <li>c. Capacity to serve participants with differing levels of job readiness, work experience, and motivation.</li> </ul> Provider's proposed staffing plan demonstrated significant experience and capabilities of staff assigned to this project (according to Section 2.2 of the RFP).	Notes:			
<b>Scope of Work &amp; Deliverables</b>	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: <ul style="list-style-type: none"> <li>a. Assessment process.</li> <li>b. Assignment/placement of all OWF participants in appropriate activities.</li> <li>c. Array of services that allows participants to meet appropriate Core and Non Core hours.</li> <li>d. Process for follow-up and referral for those participants with additional needs and those needing barrier removal.</li> <li>e. Strategies that will be employed to make gains toward meeting the work participation rates.</li> <li>f. Verification of work participation hours and compliance with all reporting requirements.</li> <li>g. Process or system for case management documentation.</li> <li>h. Other pertinent information.</li> </ul>	Notes:			
<b>References</b>	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**

<b>Cost Proposal Evaluation Score Sheet</b> <b>80 points possible</b>				
<b>Proposing Organization:</b>				
<b>COMPUTATIONS</b>	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:			
<b>COSTS &amp; METHODOLOGY</b>	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 Participation Monitoring for OWF Recipients Program. 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:			
<b>NARRATIVE</b>	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:			
<b>COST REASONABILITY</b>	Poor 1-3 points	Fair 4-7 points	Good 8-10 points	Score 10 points possible
Provider's costs are necessary and reasonable.	Notes:			
<b>LEVERAGE OF FUNDS</b>	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  
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**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: \_\_\_\_\_

Attachment E



Case #: \_\_\_\_\_

Case Manager: \_\_\_\_\_

## OHIO WORKS FIRST SELF-SUFFICIENCY CONTRACT

This Self-Sufficiency Contract is entered into between the Clark County Department of Job & Family Services (CDJFS) and the following individual:

Participant:	S.S. #:
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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. OWF is temporary assistance to help me become self-sufficient. The attached self-sufficiency plan is based on CDJFS 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 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 don't, my entire family may not be eligible for OWF, if I do not have "good cause".

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 toward 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 the CDJFS and me.

I understand that under state law, there is an initial 36-month time limit for getting OWF payments, and the 36 months do not have to run continuously. After I have gotten OWF for 36 months, I cannot get any more OWF payments unless I qualify under the CDJFS's rules for "extensions". There are two kinds of extensions: (1) "hardship" and (2) "good cause". The CDJFS will discuss extensions with me before my initial 36-month time limit expires. I understand I have received \_\_\_\_\_ months of OWF case assistance. I have \_\_\_\_\_ months lifetime remaining.

While I am applying for or participating in OWF, I understand that I have the right to:

- Receive assistance and services needed to help me find and keep employment or to gain income security;
- Request a county conference and state hearing with the Ohio Department of Job & Family Services (ODJFS) if I do not agree with any action taken on my case, including but not limited to activities in my self-sufficiency contract and plan, work activities and supportive services;
- Have my eligibility for Medicaid, child care, food stamp benefits, services under the Prevention, Retention and Contingency (PRC) program or other services determined even if I, or members of my assistance group, become ineligible for OWF or if I decide not to sign this contract or choose not to continue to receive OWF.

### **Attachment E**

While I am applying for or participating in OWF, the CDJFS agrees that is it responsible to:

- Help develop and improve the plan for employment, help with job searches and provide needed supportive services that are available;
- Treat all members of my assistance group with courtesy, dignity, respect and without discrimination;
- Provide a full, complete and appropriate assessment of employability and barriers to employment;
- Help devise an employability plan that allows participation in activities even though I may have a disability;
- Provide to single custodial parents 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;
- Review my progress toward self-sufficiency or income security, and make changes to my plan if necessary;
- Provide an accurate and complete assessment of my language needs;
- Provide free and competent translation services if my primary language is not English or if I am hearing-impaired. The agency will provide vital documents in my primary language or someone will be provided to translate the information on the documents into my primary language;
- 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 all other benefits and services for which I am eligible, to help me in achieving self-sufficiency or gaining income security;
- Provide me with a free copy of my self-sufficiency contract and plan, including any future amendments.

Both the CDJFS 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 under this contract and its attached plan.

<i>Participant:</i>	<i>Date:</i>
<i>County Representative:</i>	<i>Date:</i>

### **COMPLAINT PROCEDURE**

I understand that if I have questions or problems regarding this contract, any action taken on my case, including but not limited to the activities in my self-sufficiency contract and plan, work activities and supportive services, the CDJFS will provide me with a person that I can talk to. This person is called an "ombudsperson" and their name and telephone number are listed below.

<i>OWF Ombudsperson:</i>	<i>Telephone No.:</i>
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## Attachment E

### **A. OHIO WORKS FIRST SELF-SUFFICIENCY PLAN**

CDJFS:	Appraisal/Assessment Date:
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### **B. MY EMPLOYMENT GOALS:**

Participant: \_\_\_\_\_

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### **C. POSSIBLE BARRIERS TO EMPLOYMENT:**

I understand that providing information on barriers is voluntary. Information provided is used to determine what work activity is best and whether other help is needed.

I have the following conditions that may be a barrier to employment (*please list what they are and any current steps that you are taking to address the barrier(s)*):

- Physical problem(s) \_\_\_\_\_
- Mental problem(s) \_\_\_\_\_
- Learning disabilities \_\_\_\_\_
- Educational or Training \_\_\_\_\_
- Child Care \_\_\_\_\_
- Transportation \_\_\_\_\_
- Primary language is not English (*list primary language*) \_\_\_\_\_
- Hearing or visually-impaired – Do you need an interpreter or other aid? Yes  No
- Domestic or child abuse \_\_\_\_\_
- Substance abuse \_\_\_\_\_
- Caring for a disabled spouse, child or family member \_\_\_\_\_
- Other \_\_\_\_\_

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### **D. STEPS TO ACHIEVING SELF-SUFFICIENCY:**

In order to help me become self-sufficient or income secure, I understand that I may need assistance in overcoming barriers. Examples of such assistance may include services such as: counseling, interpreter services, treatment programs, educational classes, and/or assistance in finding a home. Some may include appropriate referrals to other agencies. Based upon the appraisal or assessment completed on \_\_\_\_\_, the CDJFS and I have determined that the following are the steps required for me to overcome my barriers to become self-sufficient or income secure:

1. \_\_\_\_\_
2. \_\_\_\_\_

### Attachment E

3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### E. 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 <i>(include education and training assignments)</i>	Assignment Begin Date	Assignment End Date	Days and Hours Assigned

### F. 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*

Referred to Daycare Unit \_\_\_\_\_ Must have day care by \_\_\_\_\_  
*date* \_\_\_\_\_  
*date*

### G. TRANSPORTATION

I have a way to required assignments. It is: \_\_\_\_\_.

I have a way to child care provider. It is: \_\_\_\_\_.

I need help getting to:  Required assignments  Child care provider's place

Referred to WORKPLUS \_\_\_\_\_. Must call WORKPLUS by \_\_\_\_\_.  
*date* \_\_\_\_\_  
*date*

## **Attachment E**

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

Individual who is Exempt	Begin date of Exemption	Review Date	End Date

Family Member: \_\_\_\_\_

Verification provided: \_\_\_\_\_

Date Verification provided: \_\_\_\_\_

### **OFFICE USE ONLY**

#### **H. 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 the 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;
- ▶ Attend required meetings;
- ▶ 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) is(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 are pending before a court; or I am currently being assisted by an agency to decide whether to keep my child or give my child up for adoption. I understand that the 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”.

## Attachment E

### I. COUNTY DEPARTMENT'S RESPONSIBILITIES

The CDJFS, 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"/> HEALTHCHEK
<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 Stamp 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

### J. SANCTIONS FOR NOT FOLLOWING THE SELF-SUFFICIENCY PLAN:

If I fail or refuse to follow the requirements in Sections E (My Work Responsibilities and Activity Plan) and H (Responsibility to Cooperate With the Child Support Enforcement Agency) of this plan and I have not shown that I had "good cause", I will not receive cash assistance for:

- one (1) month for the entire assistance group the first time I fail. I may receive less Food Stamp benefits but I will not lose Medicaid coverage.
- three (3) months for the entire assistance group the second time I fail. I may receive less Food Stamp benefits but I will not lose Medicaid coverage.
- six (6) months for the entire assistance group the third or more times I fail. I may receive less Food Stamp benefits. The third time that I fail to cooperate with my work activity I may lose Medicaid coverage but I may regain Medicaid coverage at anytime (even before the six (6) months are up) if I comply. For Medicaid coverage, the work activity failures of another adult in my household will not be counted against me or affect my Medicaid eligibility.

Failure or refusal to follow the plan also includes not working all of my hours for the month and not showing the CDJFS that I had "good cause". I understand that while I am on a sanction, I may still be eligible for child care and support services, such as transportation.

I understand that I may be able to make up those hours on another day in the same month. If I do not make up the hours the CDJFS will determine if I had a "good cause" reason for missing those hours.

### K. "GOOD CAUSE" FOR MISSED HOURS:

"Good cause" is limited to the following:

- Illness of you or of 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 court ordered appearance;
- An appointment with another social service agency or program;
- A death in the family;
- A school, place of work or worksite is closed due to weather or other emergency;

## **Attachment E**

- A lack of child care;
- The CDJFS did not provide supportive services;
- The CDJFS did not provide all of the information necessary about the assignment;
- If I, or my children, are involved in a domestic violence situation which makes it difficult for me to complete my assignment; or
- Situations decided by the CDJFS on a case-by-case basis.

The CDJFS may ask for proof for the “good cause” reason.

In determining if “good cause” exists for not cooperating with a work requirement, the CDJFS shall determine if child care is a necessary support service. If I am a single custodial parent caring for a child under age six (6) 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 CDJFS may determine I have “good cause” and not sanction my OWF case.

When I am sanctioned, the months that I am sanctioned do not count toward my 36-month time limit. If the CDJFS decides that I had “good cause”, however, the months that I continue to receive OWF will count toward my 36-month time limit.

## **L. OTHER RESPONSIBILITIES AND PENALTIES:**

I understand that:

- ▶ If I or one of my children who is a LEAP participant and I (or my child) fail or refuse 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 fail or refuse to enroll in school or go to a meeting (assessment) or stop going to school, I will lose OWF for myself or for my child who is a LEAP participant.
- ▶ If I am a LEARNFARE participant and I fail or refuse (after the second month) to attend school without “good cause”, I will be removed from the assistance group’s cash benefits.
- ▶ If I am the parent of a minor LEARNFARE participant and my child fails or refuses (after the second month) to attend school without “good cause”, then my cash benefits will be reduced.
- ▶ If I do not attend a reapplication appointment to determine if I am eligible to keep getting OWF and Food Stamp benefits, the CDJFS may stop those benefits, but will not stop Medicaid coverage for me or members of my family. The CDJFS will notify me about my next regular Medicaid reapplication date, and at that time will redetermine Medicaid eligibility for me and members of my family without requiring us to come in to the CDJFS for an appointment. Medicaid reapplications will be done by mail and/or phone.
- ▶ If I receive OWF when I am not eligible, and the CDJFS determines that it was fraudulent, I will not receive case assistance for my entire family until the amount that I received is repaid.

## Attachment E

### **M. JUST CAUSE FOR A JOB QUIT:**

I understand that if I voluntarily terminate employment without just cause, I will not receive case assistance for my entire family for six (6) months and I may receive less Food Stamp benefits. Just cause for voluntarily terminating employment includes, but is not limited to the following:

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

These just cause reasons are: \_\_\_\_\_

### **N. PLAN REVIEW:**

The CDJFS and I will meet periodically to review the plan. The next scheduled plan review date is: \_\_\_\_\_. I can always request to review the plan sooner than the review date.

### **O. SIGNATURE:**

The CDJFS 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 CDJFS and me. By signing this, I am stating that I understand the requirements in this plan and what will happen if I do not follow this plan.

Participant:	Date:
County Representative:	Date:

### **P. OWF OMBUDSPERSON:**

I understand that if I have questions or problems regarding this contract, the CDJFS will provide me with a person that I can talk to. That person is called an "ombudsperson" and their name and telephone number are listed below.

OWF Ombudsperson: Deb Wilson	Telephone No.: 937/327-1872
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**ATTACHMENT F**  
**OWF Work Participation Program**  
**Monthly Report**

**Month:** \_\_\_\_\_

Job & Family Services of Clark County  
Request for Proposals (RFP)  
Work Participation Monitoring Program for OWF Recipients

**ATTACHMENT G**  
**Monthly Attendance Report Template**

Attendance Sheet: (Month/Year) \_\_\_\_\_ JFSCC CM#: \_\_\_\_\_

Start Date: \_\_\_\_\_

Participant: \_\_\_\_\_

SS#: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Activity:  
\_\_\_\_\_

Site: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone #: \_\_\_\_\_

Required Hours (monthly): \_\_\_\_\_

Provider Case Manager:  
\_\_\_\_\_

Site Supervisor Signature/Date  
\_\_\_\_\_

Participant's Signature/Date  
\_\_\_\_\_

\*\*For more comments, please attach  
additional sheets.

Date	Hours Scheduled	Hours Worked	Comments*
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
<b>TOTAL HOURS:</b>			

**FORM MUST BE RETURNED NO LATER THAN THE 1<sup>ST</sup> OF THE FOLLOWING MONTH**

**ATTACHMENT H**  
**Core & Non-Core Hours**

**CORE HOURS/TOTAL HOURS**

OAC Rule 5101: 1-3-01

CATEGORY	Core Hours (weekly)	Total Hours (weekly)
<b><u>All-Family (One Required Work Eligible)</u></b> 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
<b><u>All-Family (One Required Work Eligible)</u></b> Parent w/child ≥6 or a two-parent AG when one of the parents is disabled	20	30
<b><u>Two-Parent (Two Required Work Eligibles)</u></b> Two-parent AG not receiving federally funded child care	30	35
<b><u>Two-Parent (Two Required Work Eligibles)</u></b> 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 I**  
**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.
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.

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*Authorized Representative of JFSCC or its Agent (Provider)*

*Date*

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*Authorized Representative of Site*

*Date*

**ATTACHMENT J**  
**Customer Progression Flowchart**

