

## **AMENDMENT TO WORKFORCE DEVELOPMENT EMPLOYER SERVICES PROGRAM RFP# 03-CY15**

**IMPORTANT NOTE: The deadline for proposers to submit proposals to CCDJFS is 3:00 p.m. on November 21, 2014**

The following sections of the RFP have been amended as follows:

### **1.7 Anticipated Procurement Timetable**

*This section has been amended as follows:*

<b><u>Date</u></b>	<b><u>Event/Activity</u></b>
October 30, 2014	CCDJFS releases RFP to potential Contractors; 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>
November 3, 2014	Deadline for request to be added to notification list (4:00 p.m.)
November 6, 2014	Bidders' Conference for Proposers
November 10, 2014	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>
November 13, 2014	CCDJFS provides Final Proposer Question & Answer document.
November 21, 2014	<b>Deadline for Proposers to Submit Proposals to CCDJFS (43 p.m.).</b> <ul style="list-style-type: none"><li>- This is the proposal opening date, beginning of the CCDJFS process of proposal review.</li></ul>
December 3, 2014	Letter of intent to award contract issued by CCDJFS. <ul style="list-style-type: none"><li>- All applicants notified.</li></ul>
December 17, 2014	Contract submitted to County Commission for approval.
January 1, 2015	Service provision begins.

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

### **1.11 Communication Prohibitions**

*This section has been amended as follows:*

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

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 1.9, Q&A Period, and Section 1.10, Bidders' Conference;

2. For the purpose of conducting necessary business arising from a pre-existing or on-going business relationship with County;
3. As part of any request for clarifications or provider interview process initiated by County, which County deems necessary in order to make a final selection;
4. Negotiations with the offeror who submits the proposal that the County determines is the most advantageous to the County in accordance with the RFP's selection procedures;
5. Any Public Records Request (PRR) made through CCDJFS; and
6. Notification of any changes or announcements related to this RFP through the CCDJFS vendor notification list.
- ~~6-7.~~ A public meeting of the Board at which the award of a contract, pursuant to this RFP, has been placed on the agenda for discussion.

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

County is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source not authorized for this RFP. **Any attempts at prohibited communications by potential providers shall result in the disqualification of those potential providers' proposals and shall prohibit the potential provider from entering into any contractual relationship with the County for services requested through this RFP for the duration of the RFP period.**

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

*This section has been amended as follows:*

County is seeking to award one contract to be effective January 1, 2015 and to conclude no later than December 31, 2015. County may, at its discretion, extend the contract for one additional year effective January 1, 2016 and concluding no later than December 31, 2016.

This program will be funded at no more than \$95,000 per year and will be supported by the following funding sources: Workforce Investment Act Adult Program, CFDA 17.258 and Workforce Investment Act Dislocated Worker Program CFDA 17.260. Administrative Costs are not to exceed 10% of the total program cost. Funding sources are contingent upon eligibility of the participants. This RFP and all agency contracts are contingent on the availability of funds. If, during the RFP process, funds are not available for the proposed services, the RFP process will be canceled. The providers will be notified at the earliest possible time. County is not required to compensate any provider for any expenses incurred as a result of the RFP process.

## 5.1 Proposal Submission Information

*This section has been amended as follows:*

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

1. **Seven** paper copies (**one signed original and six copies**) and one electronic version ~~-(Microsoft Word document),~~ on a CD-ROM or flash drive, of the proposal may be mailed or hand-delivered to:  
Clark County Department of Job & Family Services  
Attn: Nicole Weber  
1345 Lagonda Avenue, Building C- 4<sup>th</sup> Floor  
Springfield, Ohio 45503.

**OR**

2. **One** electronic version ~~-(Microsoft Word document)-~~ may be emailed to [Nicole.Weber@jfs.ohio.gov](mailto:Nicole.Weber@jfs.ohio.gov) and **Seven** paper copies (**one signed original and six copies**) of the proposal may be mailed or hand-delivered to:  
Clark County Department of Job & Family Services  
Attn: Nicole Weber  
1345 Lagonda Avenue, Building C- 4<sup>th</sup> Floor  
Springfield, Ohio 45503.

The electronic version of the RFP should be submitted as follows:

1. The answers to the questions stated in Section 5.2 should be a Microsoft Word document;
2. Submittals A1-A3 should be a Microsoft Excel spreadsheet; and
3. All of items submitted with the proposal (cover letter, required forms, resumes, etc.) should be in PDF format.

Providers may, if they so choose, also include one complete, concatenated version of the response in PDF format.

If the two formats (paper copies and electronic version) are not received on the same date, the latter date upon which both submission formats are received is considered to be the submission date.

The providers' proposals must be submitted no later than 3:00 p.m. on November 21, 2014. Faxed submissions will not be accepted. County will not consider a provider's proposal to be submitted until the time at which the proposal is actually received by County in both the paper and electronic formats (unless the electronic version is waived by the County). A proposal will not be deemed "submitted" until the proposal is complete.

Providers' original proposal must contain all the information and documents specified in Section 5.2, Format for Organization of the Proposal. All copies (both paper and electronic (unless the electronic

version is waived by the County)) of the original proposal must include copies of ALL information, documents, and pages in the original proposal. A provider's proposal will be considered to be incomplete if the Provider fails to comply with this paragraph.

All proposal submissions must be received, complete, at the above address, via mail or hand delivery by the above date and time. Materials received separately from a provider's proposal submission (e.g. letters of recommendation from past customers of the provider's services) will not be added to the proposal nor considered in the review and scoring process. Materials received after the date and time as stated above will not be included in any previous submissions, nor will they be delivered. County is not responsible for proposals incorrectly addressed or for proposals delivered to any location other than the address specified above.

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

Except for the above sections that are revised or added as a result of this amendment, the original RFP remains in full force and effect.