



**Clark County Department of Job and Family Services
By and through the authority of the
Clark County Board of Commissioners**

REQUEST FOR PROPOSALS

RFP: 16-SFY-05

**FOR: Workforce Innovation and Opportunities Act (WIOA)
In-School and Out-of-School Youth Services
for
Champaign, Clark, Logan, Madison and Union Counties**

**PROGRAM DATES: October 1, 2015 through June 30, 2017
Funding Available: **TBD****

Offered By:

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

PROPOSAL DUE DATE:

August 28, 2015

PROPOSALS SUBMITTED TO:

**1345 Lagonda Avenue
Springfield, Ohio 45503
Building C, 4th Floor
Attn: Ashley Clericus
Ashley.Clericus@jfs.ohio.gov**

CLARK COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
WIOA YOUTH RFP
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1. Purpose, Project Information, and General Procedures

1.1. Purpose

The Board of Clark County Commissioners (“Board”) intends, at its discretion, to potentially select one or more well-crafted proposals for award. Individuals or organizations submitting proposals will be referred to as “Proposers” or “Potential proposers.” Awards are intended for the selected organizations or individuals submitting the best proposals (“Contractors”) as appropriate in the judgment of Board for The Department of Job and Family Services (“Department”).

Board releases this Request for Proposal (RFP) to any qualified non-profit or faith-based community organizations or government organizations to develop and implement youth workforce investment activities under the Workforce Innovation and Opportunity Act (WIOA) for the OhioMeansJobs (OMJ) Regional Workforce System of Champaign, Clark, Logan, Madison and Union Counties.

The purpose of the funds allocated to serving in-school youth (ISY), ages 14-21 or out-of-school youth (OSY), ages 16-24 under the WIOA program is to:

1. Assist youth in achieving academic and employment success;
2. Provide effective and comprehensive youth activities;
3. Develop individual service strategies to include a variety of options for improving educational and skill competencies and effective connections to employers;
4. Offer on-going mentoring opportunities;
5. Direct youth toward activities that lead to the attainment of a secondary school diploma or its recognized equivalent, or recognized post-secondary credentials;
6. Prepare and place youth in unsubsidized employment opportunities;
7. Provide opportunities for eligible youth related to leadership development, decision-making, citizenship, and community service;
8. Provide follow-up services to ensure credential attainment and employment retention.

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1.2. Agency Mission and Services

Department’s mission statement is: To promote safety, strengthen families, and empower people.

Department is considered a quadruple-combined agency consisting of: Family & Children Services, Child Support, OhioMeansJobs, and BenefitsPlus.

Our Family & Children Services (FCS) division strives to protect our community’s most vulnerable citizens: children and senior citizens. FCS investigates reports of senior and child abuse, neglect, dependency and exploitation, and in partnership with other local agencies, we find solutions to ensure children and the elderly are in safe, supportive living environments.

The Child Support Enforcement division works with individuals and families to ensure children are supported. Many factors dictate the requirements necessary to establish and maintain support of children. Child Support Enforcement offers guidance and enforcement to ensure the well-being of children is achieved throughout our community. Their mission statement is “The Clark County Child Support Enforcement Agency strengthens families by establishing paternity and fair and enforceable support orders, enforcing orders, cooperating with community partners, and providing excellent customer service.”

OhioMeansJobs One-Stop Center helps job seekers find rewarding employment opportunities and employers find qualified employees.

As families work toward self-sufficient living, the BenefitsPlus division assists with temporary cash assistance, food assistance, medical coverage, medical and job-related transportation and child care which are essential factors in getting and keeping a job and supporting a family.

1.3. Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
August 4, 2015	Board releases RFP. <ul style="list-style-type: none"> ▪ Question & Answer (Q&A) period opens. ▪ RFP becomes active. ▪ Providers may submit inquiries for RFP clarification.
August 11, 2015	Bidders’ conference at Department. <ul style="list-style-type: none"> ▪ Located in the Ohio Room in Building D at 10 a.m.
August 18, 2015	Q&A period closes at 9 a.m. for inquiries for RFP clarification. <ul style="list-style-type: none"> ▪ No further inquiries for RFP clarification will be accepted.
August 20, 2015	Department provides Final Proposer Q&A document.
August 28, 2015	Deadline for Proposers to submit proposals to Department at 3 p.m. <ul style="list-style-type: none"> ▪ This is the proposal opening date and the beginning of Department process of proposal review.

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September 14, 2015	A letter of intent to award contract(s) issued by Department. <ul style="list-style-type: none"> ▪ All applicants notified.
September 24, 2015	Contract(s) submitted to Board for approval.
October 1, 2015	Service provision begins.

IMPORTANT: Board reserves the right to revise this schedule in the best interest of Department and/or to comply with Board procurement procedures and regulations and after providing reasonable notice. Only Board has the authority to bind Department 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 proposer prior to Board’s award may not be recovered.

1.4. Bidder’s Conference

A “Bidder’s Conference” has been scheduled for August 11, 2015 at 10 a.m. in the Ohio Room located in Building D at the Clark County Department of Job & Family Services campus, 1345 Lagonda Avenue, Springfield, Ohio. Department staff will respond to questions regarding the requirements of the RFP. Questions asked at the conference and the **final** responses will be included in the Q&A document.

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

1.5. Internet Question and Answer Period; RFP Clarification Opportunity

Who may ask questions?	Potential proposers may ask clarifying questions regarding this RFP.
When can I ask a question?	Potential proposers may ask clarifying questions regarding this RFP via email or U.S. Mail during the Q&A Period as outlined in Section 1.3, between the date the RFP was released on August 4 through the closing of the Q&A period at 9AM on August 18.
How do I submit a question?	A potential proposer must submit all questions in writing via email or U.S. Mail to Ashley.Clericus@jfs.ohio.gov or to the mailing address on the RFP cover sheet. If sending via U.S. Mail, the question(s) must be received prior to the closing time and date for the Q&A period. To ensure timely receipt of all questions, “WIOA Youth RFP- Request for Clarification” must be written in the subject line of emailed questions and on the outside of the envelope of any mailed questions.
How do I correctly ask a question?	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 potential proposer must include the name of a representative to contact, the company/organization name, and business phone number.

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How will my answer be returned?	Potential proposers will not receive personalized or individual email responses to their properly submitted individual questions. Board responses to all questions asked via email or U.S. Mail will be posted on the Internet website dedicated to this RFP (http://www.clarkdjfs.org/administration/contracts-and-rfps-for-clark-county-djfs/active.html). Clarifying questions asked and Board responses to such questions comprise the “Department Q&A Document” for this RFP. Responses will include the relevant page number, heading, and provision in question. Proposals in response to this RFP are to take into account any information communicated by Board in the Final Q&A Document for the RFP.
Can I view previous RFP’s for this Program?	Requests from potential proposers for copies of previous RFPs, past 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 Department policy available upon request or by following this link (Click here). The posted time frames for Board responses to email questions for RFP clarification do not apply to PRRs. Potential proposers who choose to rely on responses to PRRs when preparing their proposals do so at their own risk.
IMPORTANT	There is an established time period for the Q&A process (see Section 1.3). “Department Q&A Document” will only answer those questions submitted within the stated time frame for submission of potential proposers’ questions; which pertain to issues of RFP clarity and are not requests for public records. Board is under no obligation to acknowledge incorrectly submitted questions.

*Board reserves the right to disregard any email or mailed questions that are not properly titled.

*Board may, at its option, disregard any questions which do not appropriately reference a RFP provision or page number, or which do not include identification for the originator of the question. If Board determines that a question cannot be resolved by reference to any section of the RFP, Board may, at its discretion, make necessary additions or changes to the RFP by addendum or amendment. Board will not respond to any questions received after 9 a.m. on the date the Q&A period closes. (See Section 1.3 for closing date)

* Should potential proposers experience technical difficulties accessing Department’s website where the RFP and its related documents are published, they may contact Ashley Clericus at Ashley.Clericus@jfs.ohio.gov or by phone at (937) 327-1867.

1.6. Communication Prohibitions

From the issuance date of this RFP until an actual contract is awarded there may be no communications concerning the RFP between any potential proposer that expects to submit a proposal and any employee of Clark 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 1.5, Q&A Period, and Section 1.4, Bidders’ Conference;
2. For the purpose of conducting necessary business arising from a pre-existing or on-going business relationship with Board;

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3. As part of any proposer interview process, proposal clarification request, or proposal negotiations initiated by Board, which Board deems necessary in order to make a final selection;
4. Potential proposers may request that the RFP and all posted RFP documents be sent via U.S. Mail;
5. Any Public Records Request (PRR) made through Department;
6. Notification of any changes or announcements related to this RFP through Department vendor notification list; and
7. A public meeting of Board at which the award of a contract(s), pursuant to this RFP has been placed on the agenda for discussion.

***Important Note:** Amendments to the RFP or to any documents related to it will be accessible to interested potential proposers through the original web page established for the RFP ([Click here](#) to access the dedicated RFP website). All interested potential proposers must refer to that web page regularly for amendments or other announcements. Board may not specifically notify any potential proposer of changes or announcements related to this RFP except as provided in Section 1.5. It is the affirmative responsibility of interested potential proposers to be aware of and fully respond to all updated information posted on this web page or provided by U.S. Mail when previously requested by proposer. Potential proposers without access to the web page established for the RFP may request that copies of any and all documents related to the RFP be sent to them by mail by contacting Ashley Clericus via email at Ashley.Clericus@jfs.ohio.gov or U.S. Mail at the following address, Clark County Job & Family Services, Attn: Ashley Clericus, 1345 Lagonda Avenue, Springfield, Ohio 45503.

Board is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source not authorized for this RFP. **Any attempts at prohibited communications by potential proposers shall result in the disqualification of those providers' proposals and shall prohibit the potential provider from entering into any contractual relationship with Board for services requested through this RFP for the duration of the RFP period. A proposer may also be disqualified for failing to take reasonable steps to prevent its employees, agents, and business associates from making communications that would be prohibited if made directly by that provider's authorized representatives.**

2. Scope of Work

The purpose of the WIOA Youth services is to facilitate the development of a broad, coordinated system of services that responds to both the diverse employment and training needs of youth and the need for new skilled entrants into the regional and local labor force.

Youth program services for the OMJ Regional Workforce System should be designed in a manner that integrates youth into the OMJ centers in order to receive a full range of services. Integration with other program staff, such as the adult program for referrals and with business services for work-based learning and connections with employers will be necessary to meet expectations. With the focus moved to older, OSY, it is likely this population will be visiting the OMJ job centers seeking career services. Trained staff and customer flow of the respective job centers will be important in identifying which customers may be most appropriate for receiving youth-funded services/elements.

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It is the goal of the OMJ Regional Workforce System to provide activities that enable youth to become work-ready and prepared for their future. Provided services will help youth access opportunities for work-based learning, complete industry recognized credentials, and enter in-demand employment. Potential proposers must enable eligible youth residing in Champaign, Clark, Logan, Madison and Union Counties to access the fourteen (14) youth program elements required by WIOA. The youth program will commence on October 1, 2015 and run through June 30, 2017 with an option(s) to renew depending on available funding and successful performance outcomes, including pending WIOA measures.

WIOA requires that all program elements be made available to all enrolled youth as needed or requested. **Proposers may submit proposals to serve ISY and/or OSY. If serving both populations, the Proposer must submit a separate proposal for each population to be served.** Proposers must identify which of the fourteen (14) WIOA elements will be the focus of their program. Proposers need not identify all of the fourteen (14) elements to be considered for award. It is expected that proposers will work cooperatively with proposers selecting one or more of the fourteen (14) elements to ensure the smooth transition of youth from one program to another. The following make up the fourteen (14) WIOA elements to be addressed:

Improving Educational Achievement:

1. Tutoring, study skills training, instruction, and evidence based recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential.
2. Alternative secondary school services or dropout recovery services, as appropriate.
 - a. Please note, that if the organization or agency has not been approved by the state or local school board to operate as an alternative secondary school and provided the necessary documents so attesting, the organization or agency will not be recognized as an alternative school.

Preparing and Training for Entry and Success in Employment:

3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
 - a. Summer employment opportunities and other employment opportunities available through the school year;
 - b. Pre-apprenticeship program;
 - c. Internships and job shadowing; and
 - d. On-the-job training (participants over 17 years old).

Paid work experience may be in the private, for-profit sector, the non-profit sector, or the public sector. Paid internships are placement in the private, for profit, or the non-profit sector. Work experiences are designed to enable youth to gain exposure to the working world and its requirements; assisting the youth in acquiring the personal attributes and abilities needed to obtain a job and advance in employment.

The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact,

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benefit from the activities performed by the youth. Youth entering paid or unpaid work experience must be prepared to transition into employment. Contractors offering paid or unpaid work experience are highly encouraged to prepare youth to transition into the workplace by offering pre-employment screening, cognitive and career assessments, and soft-skills training.

4. Occupational-skills training includes priority consideration for training programs that lead to industry-recognized credentials that are aligned with state and local in-demand industry sectors or occupations. Such training must:
 - a. Be outcome-oriented and focused on the occupational goals specified in the Individual Service Strategy (ISS) developed by the Provider after eligibility is determined by the Department;
 - b. Be of sufficient duration to impart the skills needed to meet the occupational goal; and
 - c. Result in the attainment of a recognized post-secondary credential.

An individual training account (ITA) is one of the primary methods through which training is financed and provided. ITA's are established by Department on behalf of a WIOA participant to purchase a program of training services from eligible training providers. The use of an ITA is allowed for OSY, ages 18-24, using WIOA funds as appropriate.

Proposers must make every effort to utilize other funding sources to pay for occupational skills training (e.g., Pell grants and other aid available through community and technical colleges and WIOA adult resources for older youth) prior to using ITA funds.

Supporting Youth Education and Personal Development

5. Education is offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities are activities that may include exposure to post-secondary opportunities; community service and service learning projects; peer-centered activities including peer mentoring and tutoring; organizational and team leadership; training in decision making; and citizenship and life-skills training.

Positive social behaviors are also outcomes of leadership development opportunities that include positive attitudinal development; self-esteem building; maintaining healthy lifestyles; openness to work with individuals from diverse backgrounds; maintaining positive social relationships with responsible adults and peers.

7. Supportive services that may include linkages to community services and/or assistance with transportation, child care, housing, referrals to medical services, and the provision of appropriate work attire and work-related tools. Supportive Services may be provided by the proposer's organization, through referrals to other community organizations, or services as defined in the Area 7 Workforce Investment Board (WIB) policies provided by Department. All

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needs and receipt of services and referrals will be tracked by the case manager and recorded in case notes.

8. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth must be recorded in the case notes.
9. Adult mentoring for no less than twelve (12) months may occur during both program participation and follow-up. The OMJ Regional Workforce System recognizes a gap in the availability of mentoring services for youth. However, proposers are encouraged to provide this element or describe how this element will be delivered through partnerships.
10. Financial literacy education is defined as personal financial literacy as “the ability to use knowledge skills to manage financial resources effectively for a lifetime financial well-being. “
11. Entrepreneurial skills training for interested youth are identified as individuals who possess the following skills that have been identified as necessary to become a successful entrepreneur; critical and creative thinking skills, practical skills, personal characteristics, and interpersonal skills. Critical and creative thinking involves viewing a situation of different perspectives and conceive original ideas; finding solutions to problems as they are presented; recognizing and developing a plan to take advantage of opportunities as they present themselves. Practical skills and knowledge include goal-setting and a creation of a plan to achieve and then carry out the goal; planning and organizing includes project management skills, organization skills and forecasting; decision-making will involve the use of relevant information, weighing of potential consequences and being confident in the decision made as a result. Possessions of interpersonal skills are critical in building great relationships with staff, customer suppliers more. These skills include leadership and motivation, communication, listening, personal relations, negotiations and ethics.
12. Additional workforce-related services must be offered to participants by the providers. Services include information on labor market and in-demand industry sectors or occupations, introduction and registration on OhioMeansJobs.com, pre-employment assessments, career awareness, career counseling and career exploration.
13. Follow-up services for at least twelve (12) months after each youth exits the program to ensure continuity of services and progress towards the performance outcomes. For those contracts that are renewed for an additional twelve (12) months, the provider will be responsible for follow-up services; otherwise, follow-up will be performed by Department The types of services provided must be based on the needs of the individual. Follow-up services may include: leadership development; supportive services; regular contact with the youth’s employer, including addressing work-related problems arise; assistance with job development, career development, and further education; work-related peer support groups; adult mentoring and tracking the progress of youth in employment after training. By maintaining monthly contact

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with the participant, the case manager will serve as a resource to identify and address challenges related to the youth, especially challenges related to employment and post-secondary education/training.

14. Activities that help youth prepare for transition to post-secondary education and training.

Scope of Work for Champaign County

Champaign County Department of Job and Family Services (DJFS) will operate their youth program and accept referrals from other Champaign County Agencies such as the court systems, foster care program, Champaign County DJFS, etc. Champaign County DJFS will also network with several other agencies in the county to provide WIOA elements 4-8 and 10-14 included in this proposal, either in house or by way of No Cost Agreements to all eligible youth, i.e., Clark State Community College, Mercy Reach, OSU extension office and Small Business Development Corporation (SBDC).

Champaign County DJFS will provide case management for all fourteen (14) elements to the youth enrolled in the program. Champaign County DJFS will also assist any inquiring youth that may not be eligible for the program, but have some employability barriers that needs addressed. Champaign County is seeking interested and qualified services provider(s) to provide the following services/elements: Elements 1, 2, 3, 9, of this proposal.

Scope of Work for Logan County

No services requested

Scope of Work for Madison County

Madison County Department of Job and Family Services (DJFS) will operate their youth program and accept referrals from other Madison County Agencies such as the court systems, foster care program, Madison County Family and Children First, Madison County DJFS, etc. Madison County DJFS will also network with several other agencies in the county to provide WIOA elements 1-8 and 10-14 in this proposal either in house or by way of No Cost Agreements, to all eligible youth, i.e., Tolles Career and Technical Center, Madison County Chamber of Commerce, Community Action.

Madison County DJFS will provide case management for all fourteen (14) elements to the youth enrolled in the program. Madison County DJFS will also assist any inquiring youth that may not be eligible for the program, but have some employability barriers that need addressed. Madison County is seeking interested and qualified services provider(s) to provide the following services/element: Element 9 of this proposal.

Scope of Work for Union County

Union County Department of Job and Family Services (DJFS) will operate their youth program in conjunction with the Independent Living Program. Union County will accept referrals from other Union County Agencies such as the court systems, foster care program, Union County DJFS, etc.

Union County DJFS will also network with several other agencies in the county to provide elements 3,4,6,7,8 and 10-14 of this proposal either in house or by way of No Cost Agreements, to all eligible

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youth, i.e., Hope Center, Big Brothers/Big Sisters, ABLE/GED, Youth-to-Youth, Mary Haven and Work Experience program (WEP) sites. Union County DJFS will assist with the Independent Living, twelve (12) supportive services and case management to all youth enrolled in the program. Union County DJFS will also assist any inquiring youth that may not be eligible for the program, but have some employability barriers that needs addressed. Union County is seeking interested and qualified services provider(s) to provide the following services/elements: Elements 1, 2, 5 and 9 of this proposal.

Note: Youth services should follow the same list of in-demand occupational training areas that apply to adult/dislocated worker services. All customers interested in receiving WIOA scholarship assistance must apply for a Pell Grant, and if awarded, be applied to the cost of training. Individual training accounts must be approved and processed through Department.

Respondents' proposals should reflect "an age continuum of services" and age-appropriate activities based on the expectation that youth may be enrolled in WIOA services for the time period determined to successfully complete their service strategy. The intensity and methods of delivering WIOA services must be flexible to respond to the individual needs of youth as they age and develop. A variety of workforce development activities should be available to help youth identify personal and vocational interests and begin to clarify long-term employment goals. Negotiating the transition from school to the workforce requires more than the acquisition of skills specific to an occupation. It is also important for youth to master the developmental tasks associated with cognitive, emotional, and social maturity that are critical to long-term employment success.

Employment and/or Postsecondary Education for Youth

Many disadvantaged OSY who are 16 or older require specialized assistance to transition successfully into post-secondary education and/or employment. In addition to accessing the program elements, proposers must demonstrate that transition strategies proposed for OSY are developmentally appropriate and designed to help move youth toward economic self-sufficiency.

1. Employment

Employment services should be grounded in a comprehensive assessment of each older youth's employment experience, including job history interests, skills, and abilities. Assessment results should be used to create an employment plan that generates quality-job matching, wage progression, and career ladder opportunities. Specialized program design should assist older youth in obtaining viable work experience, which may be paid or unpaid internships and/or job shadowing opportunities, on-the-job "survival skills," and other post-placement services aimed at increasing job retention and satisfaction.

Proposers must have effective connection to employers, including small and mid-size businesses, with in-demand industry sectors and occupations of the local and regional labor markets.

Proposers are encouraged to include innovative and sustainable employer partnerships in their WIOA Youth Program. These connections lead to youth placements in employment and post-

secondary education as well as meaningful exposure to the world of work with measurable skill gains.

2. Post-secondary Education

Proposers should outline strategies that help older youth access, pursue, and be retained in academic or career/technical degree programs, apprenticeships; industry recognized certification programs advanced career/technical training. The opportunities should ensure marketable credentials or certifications that will lead to employment placement or career progression upon completion of the youth program. Program design should maximize older youths' participation and retention by addressing schedules for those who work full-time or part-time, have families to support, have transportation barriers, or are in need of enhanced student support services.

2.1. Target Population

OSY is an individual who is not attending any school and is between the ages of 16 and 24 and exhibits one or more of the following:

1. Low-income, defined as having household income below 200% of the Federal Poverty Level, and meets one or more of the following categories:
 - a. School dropout;
 - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is basic skill deficient; or an English language learner;
 - d. An individual who is subject to the juvenile or the adult justice system;
 - e. Homeless, runaway, or current or former foster child, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement. *(Defined in section 41403(6) of the Violence Against Women Act of 1994 (42 USC 14043e-(6)); (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance (42 USC 1134a(2));*
 - f. Pregnant or parenting;
 - g. A youth who is an individual with a disability;
 - h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

ISY means an individual who is attending school (as defined by state law), between the ages of 14 and 21, who is low-income and exhibits one or more of the following:

1. Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than 21.
2. A low-income individual defined as having a household income of less than 200% of the Federal Poverty Guidelines, and one or more of the following categories:
 - a. Basic skills deficient;
 - b. An English Learner;

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- c. Homeless, runaway, or current or former foster child, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
- d. Pregnant or parenting;
- e. An offender;
- f. A youth who is an individual with a disability;
- g. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

The new WIOA will focus more on out-of-school youth, work-based learning opportunities, and additional program elements. WIOA mandates that at least 75% of local area funds be spent on OSY services and that no more than 25% be spent on ISY services. Department is responsible for oversight of all budget allocations.

WIOA section 129 (c)(4) prioritizes work experiences with the requirement that local areas must spend a minimum 20% of non-administrative local area funds on work experience. Under WIOA, paid and unpaid work experiences that have as a component academic and occupational education, may include the following four categories: summer employment opportunities and other employment opportunities throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. Work experience is a critical WIOA youth program element. The selected proposer(s) must track funds spent on work experience beginning with the PY 2015 funds.

2.2. Demonstration of Experience

Board is seeking Proposers who possess the experience listed below.

The Board on behalf of the OhioMeansJobs Regional Workforce System is seeking service Proposer(s) who possess the competencies listed below. When procuring services under WIOA youth, the competencies will be prioritized:

1. Demonstrated ability to train and place youth in unsubsidized employment in industries that align with jobs with projected growth and demands in the local area;
2. Strong links to employers to train a quality pipeline of skilled workers with the goal of the job placement;
3. Staff expertise and experience in engaging employers and post-secondary institutions in program development and implementation activities;
4. Demonstrated ability to provide educational services that lead to a high school credential, post-secondary education, or training enrollment, perseverance, and completion;
5. Skilled program staff with experience integrating academic and employment services;
6. Staff expertise in implementing work-based learning, job readiness, and preparation activities;
7. Experience working with targeted youth population;
8. Demonstrated ability to provide comprehensive case management;
9. Ability to partner with other organizations to allow provision of a full set of education, youth development, and employment experiences for youth participants;

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10. Ability to conduct process and outcome evaluations to implement mid-course program corrections, as necessary;
11. Demonstrated capacity to follow-up with youth to ensure long-term success;
12. Evidence-based, scalable, and cost-effective intervention with opportunities for leveraging additional resources;
13. Ability to meet all federal and state WIOA performance outcomes.

2.3. Specification of Deliverables

The OMJ Regional Workforce System is requesting a continuum of services with comprehensive case management including guidance to meet the individual needs of youth participants. Proposals should be based on positive youth development with best practices that support, motivate, and prepare youth through age-appropriate activities leading to educational achievements, successful transition to adulthood, and long-term success in employment.

Proposers must provide written indication of how they will accomplish the services they will provide to the ISY, OSY, or both. Proposers must demonstrate that clear processes are in place for determining how youth are referred to these services, how services and related youth progress are tracked, and how leveraged resources are identified and managed.

1. Providers shall conduct outreach and recruitment of eligible youth working with parents and guardians to secure necessary documentation and working closely with Department, other governmental and community organizations, the court, and school systems. Applicants must be carefully screened to determine their chance for success in the program, e.g., the process used should help staff determine applicant's commitment to earning their GED or a vocational credential in and in-demand occupation. The youth must also be committed to being employed or continuing on to post-secondary education when they leave the program.
2. Providers shall inform each participating youth about the program, program policies, its components, and all available program services which include referrals to other providers or community resources.
3. Providers shall complete pre-enrollment activities necessary for determining WIOA eligibility of all youth applicants recruited to its program, which include recruitment, intake, initial assessment, determination of barriers, and appropriateness for the program and referrals. None of these activities require or guarantee enrollment into the WIOA program. The Department will make the final determination of whether a youth is eligible for WIOA-funded services based upon the results of the pre-enrollment activities.
4. Providers shall develop a detailed ISS for participating youth only after Department has determined the participants are eligible and suitable for WIOA services. This is based on the results of the Test for Adult Basic Literacy (TABE), objective assessment, general case management, and follow-up services that lead to successful outcomes for the WIOA participants. (Department has thirty (30) days from the date of the application in which to approve or deny WIOA services. The ISS will clearly connect services to be provided to each youth with the outcomes to be achieved between WIOA enrollment and exit.)
5. Provider shall review and update the ISS plan on the monthly progression of each participant in the program.

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6. Providers shall forward updated ISS plans and supporting documentation (case notes) to Department within thirty (30) days of updating the ISS.
7. Providers shall track and document the attainment or non-attainment of skill goals included in each participant's ISS including, but not limited to, assessment scores, educational attainment, employment, and earned certificates/diplomas/degrees. Copies of all earned credentials, /diplomas/degrees must be forwarded to Department within thirty (30) days of attainment. The plan will be considered a living document and used to track services and outcomes to be delivered or achieved. This plan must be reviewed and updated with the participant, both regularly and as changes occur.
8. Providers shall assume that all youth will want and need to be paid for work-based experiences. This includes job shadowing, internships, apprenticeships, and employment.
9. Providers shall design a program that will reduce the rate of dropouts. They shall provide seamless pathways to high school or GED completion, post-secondary education/training, enabling youth to earn a degree and/or industry-recognized certification, or credential in a high-growth occupation preparing.
10. Providers shall inform eligible youth who do not enroll in WIOA programs of the full array of applicable and appropriate services available through other local programs that have the capacity to serve them with appropriate training and educational services;
11. Proposers should partner and share information with other youth-serving agencies, organizations, and training providers in order to meet the individual needs of all youth.
12. Providers will coordinate quarterly with OMJ presentations for new WIOA participants with Department.

Specification of Deliverables for Champaign County

Providers will deliver the specific service of their expertise to youth enrolled in the WIOA program and make referrals to the CDJFS for determination of eligibility and the development of the Individual Service Strategy (ISS). Providers shall track and document the attainment or non-attainment of skill goals for the agreed elements to be delivered. This includes, but not limited to, assessment scores, educational attainment, employment, and earned certificates/diplomas/degrees. Copies of all earned credentials, /diplomas/degrees must be forwarded to Department within thirty (30) days of attainment. The plan will be considered a living document and used to track services and outcomes to be delivered or achieved. This plan must be reviewed and updated with the participant, both regularly and as changes occur:

1. Providers shall assume that all youth will want and need to be paid for work-based experience, not to exceed 20% of the total allocation for out-of-school youth only. This includes job shadowing, internships, apprenticeships, and employment;
2. Providers shall inform eligible youth who do not enroll in WIOA programs of the full array of applicable and appropriate services available through other local programs that have the capacity to serve them with appropriate training and educational services;
3. Providers shall inform eligible youth who do not enroll in WIOA programs of the full array of applicable and appropriate services available through other local programs that have the capacity to serve them with appropriate training and educational services;
4. Proposers should partner and share information with other youth-serving agencies, organizations, and training providers in order to meet the individual needs of all youth.

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5. Providers will coordinate quarterly with OMJ presentations for new WIOA participants with Department.

Specification of Deliverables for Madison County

1. Providers shall inform eligible youth who do not enroll in WIOA programs of the full array of applicable and appropriate services available through other local programs that have the capacity to serve them with appropriate training and educational services; Proposers should partner and share information with other youth-serving agencies, organizations, and training providers in order to meet the individual needs of all youth.
2. Providers will coordinate weekly with OMJ presentations for new WIOA participants.

Specification of Deliverable for Union County

Provider must maintain a weekly presence in Union County to serve youth, and they must link youth to local services, community involvement in which the youth resides and provide transportation to youth to attend any function outside of county lines.

2.4. Expected Outcomes

WIOA requires that Department achieves performance outcomes for its WIOA-funded youth programs. As a result, Department will require all contractors to achieve these same performance outcomes for their individual WIOA-funded programs. The required performance outcomes will be set forth in the contract. Those selected through this process will be expected to coordinate and/or implement one or more of the fourteen (14) WIOA elements, (See Section 2), to meet the state negotiated (TBD) outcomes listed below:

WIOA Performance Outcomes
Placement in Employment, Education, and Training (measured after 2nd quarter after exit).
Retention in Employment, Education, or Training (% of participants in education, training, or unsubsidized employment; measured 4th quarter after exit).
Credential Rate (% of participants who obtain a recognized credential, secondary diploma during participation, or within one (1) year after program exit).
Earnings after entry into unsubsidized employment (median earnings of participants in unsubsidized employment during Q2 after exit).
In-Program Skills Gain – (% of participants in education leading to credential or employment during the program year achieving measurable gains. Measured in real time).
Champaign, Logan, Clark, Madison and Union Counties are responsible for meeting all performance outcomes listed above.

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2.5. Reporting Requirements

Funded contractor(s) will have reporting finalized in the subgrant agreement. At a minimum each contractor will report status of work to Department quarterly. Details should be given as to the number of customers served, status of deliverables, status of specified outcome measures, and program effectiveness. The specific number of reports, the data elements to be included, and the frequency of reports is at the discretion of Department.

2.6. Contract Period and Funds Available

Board is seeking to award a contract(s) to be effective October 1, 2015 and to conclude no later than June 30, 2017. The amount of funding available will vary by County. Available amounts will be negotiated with selected vendor(s).

This initiative will be funded utilizing:

WIOA- Youth Activities(CFDA 17.259)- To help low income youth, between the ages of 14 and 21, acquire the educational and occupational skills, training, and support needed to achieve academic and employment success and successfully transition into careers and productive adulthood.

In no instance may the contractor’s or sub-contractors’ administrative costs exceed 15% of the total cost of their subgrant agreement or sub-contract. 90% of the subgrant agreement’s annual value is to be set aside each year as the maximum payment for the contractor’s direct program provision costs. Up to an additional 10% of the contract’s annual value will be payable only if stated, measureable outcomes are achieved annually.

This RFP and all agency subgrant agreements 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. Proposers will be notified at the earliest possible time. Board is not required to compensate any proposers for any expenses incurred as a result of the RFP process.

3. Organization, Point Allocation and Scoring for Proposals

In order for Board to evaluate proposals fairly and completely, proposers should follow the format given below and provide all of the information requested.

3.1. Proposal Organization A (INTRODUCTION)

Cover Page	This must include the RFP number, title, complete vendor name, and mailing address.
Cover Letter	Proposals must include the telephone number, name, and title of the person Department should contact regarding the proposal. Must indicate the proposer will comply with all requirements of the RFP. Proposer must provide a brief description of the organization including history, number of years the organization has been in business, type of services provided, legal status of vendor organization, i.e. corporation, partnership, sole

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	<p>proprietor, and federal tax ID number.</p> <p>The organization must confirm that it will develop, maintain, and update an individual case file for each direct-service program participant. Case files cannot be destroyed without the written permission of Department.</p> <p>An authorized representative capable of binding the organization must sign the Cover Letter.</p>
Conflict of Interest	<p>Each proposer shall include a statement indicating whether or not the organization or any of the individuals performing work under the contract has a possible conflict of interest and, if so, the nature of that conflict.</p> <p>Board reserves the right to cancel the award, if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program.</p> <p>Board’s determination shall be final.</p>
Contract Performance	<p>If a proposer has had any contract terminated due to proposer’s alleged or proven non-performance or poor performance during the past five years, then all such incidents must be described, including the other party’s name, address and telephone number. If no such terminations have been experienced by proposer in the past five years, then indicate in the proposal.</p>
Financial Statement	<p>Proposer must submit a copy of its most recent audited or compiled financial statements with the name, address, and telephone number of a contact in the company’s principal financing or banking organization. The financial statements must have been completed by a Certified Public Accountant.</p>
Table of Contents	<p>Provide sufficient detail, so reviewers can locate all the important elements of your document readily. Identify each section of your response as outlined in the proposal package.</p>
Executive Summary	<p>Provide a high level overview of your approach, the distinguishing characteristics of your proposal, and the importance of this project to your overall operation.</p>

3.2. Proposal Organization B (PROJECT UNDERSTANDING)

Provide the Following Information	<p>What do you understand to be the purpose and scope of this project related to the specific target population you propose to serve? (Please be specific to your proposed program and do not use language which duplicates Section 2 of the RFP).</p> <p>Describe how your program contributes to the accomplishment of any of the Department division's mission and work.</p> <p>Please explain which of the WIOA fourteen (14) elements your organization plans to implement and why? (See Section 2 for clarification)</p>
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Scope of Work, Solution, Project Narrative	<p>What is your proposed solution for the identified needs of this program? Please include the WIOA elements to be addressed, outline the goals, objective, activities and timelines for addressing how the elements support the identified program.</p> <p>Describe your program to the fullest extent possible.</p> <p>Who are the targeted populations you intend to serve and why? Please indicate if you plan to offer WIOA services to ISY, OSY, or both. A separate proposal must be submitted if the proposer intends to serve both.</p> <p>How will your proposed solution increase employment opportunities for the target population(s) and how do you plan to engage and retain youth in the targeted populations?</p> <p>How will you prioritize the youth ,ISY and/or OSY, served based on the various characteristics identified? (Please see Section 2.1) Please note: separate proposals, one for ISY and one for OSY, are required if Proposer intends to service both population (See section 2- Scope of Work).</p> <p>Please describe your plan to provide and/or coordinate WIOA elements and your referral process to other organizations or community programs.</p>
Deliverables	<p>Describe how you will implement the plan of service. Include the applicable components that pertain to your response such as (examples only):</p> <ul style="list-style-type: none"> • Outreach and recruitment; • Case management; • Program Services (i.e., basic/remedial education, tutoring, study skills training, and instruction leading to the completion of a secondary school); • Occupational skills training, leadership development; • Paid or unpaid work experiences, internships, job shadowing, job placement (20% of budget must be spent on work experience); • Supportive Services.
Outcomes	<p>Please describe which of the five outcomes, noted in section 3.2, your organization will assist the Department to accomplish.</p> <p>Please describe how you will accomplish the outcomes you defined. Additionally, please describe how you plan to implement and measure the outcomes.</p>

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3.3. Proposal Organization C (METHODOLOGY)

Carrying out the Project	Describe the methodology you would use to carry out this project and the reason for selecting this methodology. Detail the tasks to be undertaken.
Project Schedule	Provide a chart showing project activities and deliverables, including timeframes for completion of each.
Evaluation Plan	How will you assess the progress of your project while it is underway? How will you course correct should your assessment of progress yield less-than-favorable results?

3.4. Proposal Organization D (PROJECT MANAGEMENT)

Management Approach	Describe your management approach. Describe your project management organizational structure including report levels and lines of authority.
Project Control	Describe your approach to project control including details of the methods used in controlling project activities.
Risk Management	Identify the pertinent issues as well as the potential risks and problems, which in your experience occur on projects of this type.
Risk Mitigation	Identify steps that can be taken to avoid or mitigate these problems and steps to be taken should the problem occur. Incorporate activities in the project plan to reduce the occurrence, severity, and impact of events or situations that can compromise the attainment of any project objective.

3.5. Proposal Organization E (QUALIFICATIONS & EXPERIENCE)

Vendor Qualifications	Identify the qualifications that you bring to this project. Explain what differentiates your services from others.
Prior Experience	Describe the adequacy of staff, equipment, research tools, administrative resources, quality, and appropriateness of technical or support staff. Explain your capacity to undertake the scope of work based on demonstrated history of successfully completing similar or related work with the targeted service population(s). Explain your capacity to undertake the scope of work based on an organizational structure with adequate facilities, fiscal controls, and other resources. Provide a position description for each of the key positions, the work each performs, and the name of the individual(s) filling each position. Section 2.2 requires certain minimum qualifications for the proposer. Please described how your organization meets the requirements as outlined.

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Personnel	<p>All proposed key project personnel must be identified in the proposal. Resumes of all key project personnel are required. Proposers may redact personal contact information which is included on resumes for administrative use (i.e., home addresses, home phone number, personal email address, etc.).</p> <p>Each person’s role is to be identified and documented in the following format:</p> <p style="text-align: center;">Name Position with company Role in the project Experience with the specific tasks being proposed Work history on similar projects Legal relationship with the prime contractor</p> <p>Provide an organizational chart including all the personnel assigned to accomplish the work described in your proposal. Designate the person responsible and accountable for the completion of each component and deliverable of the proposal.</p>
Sub- contractors	<p>Subcontractors may be used to perform work under this contract. The substitution of one subcontractor for another may be made only at the discretion of Board project manager and with prior written approval from the project manager. Providers will be responsible for the subcontractors meeting all terms and conditions of the specifications.</p> <p>Proposers must clearly identify the subcontractor(s) that will be used under this agreement and their tasks in their proposals. Proposals must include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:</p> <ul style="list-style-type: none"> ▪ The subcontractor’s legal status, federal tax ID number, and principle business address; ▪ The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations; ▪ A complete description of the work the subcontractor will do; ▪ A commitment to do the work, if the provider is selected; ▪ A statement that the subcontractor has read and understands the RFP, the nature of the work, and the requirements of the RFP.
Customer References	<p>Proposers must submit 3 references, including names and phone numbers for similar projects it has completed. There is a limit of 1 total reference from any Clark County government agency (including Board of County Commissioners and other appointing authorities [e.g. Courts, Sheriff, Prosecutor, etc.]). NOTE: Department may NOT be used as a reference.</p>

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

3.6. Proposal Organization F (PRICING)

If there is a dispute regarding whether a certain item of cost is unallowable, Board’s decision is final. Estimated proposal prices are not acceptable.

Submittals	Proposers must complete, sign, and submit Submittals A1- A3. (See Section 6.5)
Payment Schedule	<p>Proposers must include a proposed schedule of payments.</p> <p>The trigger for payment for each outcome must be identified as a percentage amount. Each outcome must be allocated a percentage indicated in the schedule of payments. Follow the example below for guidance.</p> <p>Payment Schedule:</p> <ul style="list-style-type: none"> ▪ Outcome 1: 30% of available non-allocated incentive funds (Detail what was provided and how it met requirements). ▪ Outcome 2: 35% of available, non-allocated incentive funds (Detail what was provided and how it met requirements). ▪ Outcome 3: 35% of available, non-allocated incentive funds (Detail what was provided and how it met requirements).
Narrative on Related Costs	Proposers must submit a detailed narrative, which demonstrates how all personnel and fixed costs are related and why they are necessary to the proposed program. The narrative must detail the amount of money being requested from Department.
Narrative describing Non-Department funding streams	Proposers shall submit a detailed narrative describing all non-Department funding received from any source that funds any part of the proposed project. Provider must include the percent of the total project cost of each funding source.

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3.7. Proposal Point Allocations

A link to the PRT Score sheet that will be used can be found [here](#).

SECTION	POSSIBLE POINTS (100)
Project Understanding	25
Methodology	20
Project Management	25
Qualifications and Personnel	15
Pricing	15
POTENTIAL DEDUCTIONS	-20

3.8. Scoring of Proposals

Proposers submitting a proposal will have their proposal evaluated based on the capacity and experience demonstrated. All proposals will be reviewed and scored by a neutral, conflict-free Proposal Review Team (PRT) comprised of Department staff members and others selected at the discretion of Department. Proposers should not assume that the review team members are familiar with any of proposer’s current or past work activities with Department.

In scoring the proposals, the PRT will score in two phases. Once proposals enter into Phase I they are considered, for the purposes of this RFP, to be in the “review process.”

A. Phase I. Review—Initial Qualifying Criteria:

Phase I is the initial review of the RFP.

1. Was the proposal received by the deadline indicated on the RFP Cover Sheet?
2. Did proposer submit seven paper copies (1 original and 6 copies) and one electronic copy of their proposal unless the electronic submission was waived by Board?
3. Does proposer’s proposal contain all required certifications signed by proposer’s authorized representative?

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

The PRT will then score qualifying proposals. The PRT will assess how well proposer meets the requirements as specified in Section 3, 1 through 6 of this RFP. Using the RFP indicated evaluation criteria for Phase II scoring, the PRT will read, review, and discuss the proposals and reach consensus on the final score for each qualifying proposal.

3.9. Review Process Caveats

Board reserves the right to reject any and all proposals, in whole or in part, received in response to this request. Board may waive minor defects in the RFP that are not material when no prejudice will result to the rights of any proposer or to the public. Board may, at its sole discretion, waive minor errors or omissions in proposers’ proposals/forms when those errors do not unreasonably obscure the meaning of the content.

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Board reserves the right to request clarifications from proposers regarding any information in their proposals/forms, and may request such clarification as it deems necessary at any point in the proposal review process. Any such requests for proposal clarification when initiated by Board and proposers' verbal or written response to those requests shall not be considered a violation of the communication prohibitions contained in Section 1.6 of this RFP. Such communications are expressly permitted when initiated by Board, but will be initiated at the sole discretion of Board.

Should Board determine a need for interviewing proposers prior to making a final selection, notwithstanding the fact that no two proposals have received substantially similar scoring in accordance with Section 3, Board may exercise its discretion to interview proposers and results to interview questions shall be scored in a manner similar to the process described in Section 3.8, Scoring of Proposals.

Such scored results may be either added to those proposers' proposal scores or will replace certain criteria scores at the discretion of Board. The standards for scoring the interviews and the method used for considering the results of the interviews shall be applied consistently for all proposers participating in the interview process for that RFP.

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

In Board's sole discretion, any proposer deemed not responsive, or any proposer(s) submitting a proposal deemed non-responsive to the terms of this RFP, shall not be awarded the contract.

4. Proposal Submission

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

Paper Copies of Proposal	1 Original Signed 6 Complete Copies of Original Signed
Electronic Copy of Proposal (disregard if waived)	The electronic copy can be submitted via e-mail, CD-ROM, or Flash Drive. The electronic copy can be PDF, Word, or other formats compatible with Microsoft Windows operating systems. It is strongly encouraged that responses in 3.2-3.6 be submitted in Microsoft Word format. It is also strongly encouraged that your budget be submitted in Microsoft Excel format.

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1. The electronic copy could contain all of the following:
 - a. Answers to the questions stated in Section 3 (Proposal Organization A through F).
 - b. Submittals A1, A2, and A3 (For instructions and forms, see Section 6.5)
 - c. All items submitted with the original paper copy of the proposal should be included.
2. Proposals must be submitted no later than 3:00 p.m. on August 28, 2015. Faxed submissions will not be accepted. Board will not consider a proposal to be submitted until the time at which the proposal is actually received by Board in both the paper and electronic formats. There are no exceptions to this deadline and proposals received after the deadline will be immediately rejected.
3. Proposals may be submitted via hand delivery or U.S. Mail (preferably certified).
4. Board is not responsible for proposals incorrectly addressed or for proposals delivered to any location other than the address specified on the cover sheet of this RFP.
5. For hand delivery on the due date, proposers are to deliver the proposals to the address specified above, Building C Lobby. When hand delivering on the due date, proposers should allow sufficient time for traffic incidents as well as for possible security checks in the front lobby. Board is not responsible for any proposals delivered to any address other than the address provided above.

5. Additional Documents and Clauses

5.1. Changes to the RFP

Material changes to this RFP will be provided via the agency website or via U.S. Mail. Proposers are responsible for obtaining any such changes without further notice by Board.

5.2. Proposal Costs

Costs incurred in the preparation of this proposal are to be borne solely by proposer. Board will not contribute in any way to the costs of the preparation of the proposal, associated documents, or any other items/documents related to this RFP. Any costs associated with interviews will also be borne by proposer and will not be Board's responsibility.

5.3. Required Forms

The following documents are required to be submitted with the proposal

Contractor Assurances Form (included in this RFP as Attachment A (Link Provided))
Notarized Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code form (included in this RFP as Attachment B(Link Provided))
Notarized Personal Property Tax Statement (included in this RFP as Attachment C (Link Provided))
Independent Contractor/Worker Acknowledgment Form (included in this RFP as Attachment D (Link Provided))*

*Only if proposer is a sole-proprietor and/or are a corporation and/or organization with less than five (5) full-time employees.

5.4. Limitations

The award of a contract(s) is contingent upon the approval of Board. No contract shall be valid and legal until it has been approved and executed, in signature, by Board.

This RFP does not commit Board to award a contract or to pay any cost incurred in the preparation of a proposal. Board reserves the right to accept or reject any or all proposals received, to negotiate services and cost with proposers, and to cancel in part or in its entirety this RFP.

Board will review each proposal with respect to price, proposer's administrative and programmatic capabilities, and conformance to the RFP criteria. Board may reject all responses if proposed rates are unreasonable or if proposers do not meet the RFP acceptance criteria. All proposals submitted in response to the RFP will become the property of Board.

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

Proposer(s) selected will be required to agree to the terms of the Sample Contract included in this RFP under Section 7. These terms cannot be modified without agreement between Department, the selected proposer, and Board.

5.5. Compensation Structure

Board agrees that reimbursement of all costs will be dependent upon the selected contractor(s)' performance in the delivery of services specified in the approved budget, once the contract is awarded. Payment shall be made by the Clark County Auditor upon proper presentation of request, when approved by Board and the funded contractor. Payment shall be made on a direct cost reimbursement basis. Department recognizes only those expenses that have actually occurred; invoices must be submitted as a request for reimbursement of actual cash expenditures.

Selected subgrantee(s) shall provide a monthly invoice to Department, no later than 30 days past the service month. This invoice shall adhere to the guidelines communicated by Department and shall include a description of services provided, the dates of service, verification of information contained on the invoice, and a description and amount of any incentive earned. If the invoice is not received by Department within the 30-day deadline, the subgrantee agrees to be bound by a negotiated percentage removal rate. Department and subgrantee will negotiate these rates and come to an agreement upon a reasonable and determinable amount. The below mentioned percentage rates are merely suggested rates, the final rates will be agreed upon between upon by Department and the subgrantee.

- 31-45 days 10% of the total invoice amount

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- 46-60 days 20% of the total invoice amount
- 61+ days 30% of the total invoice amount

Any credit applied toward an invoice in accordance with these terms shall count toward the remaining Subgrant Agreement balance. The final invoice must be submitted in accordance with the above terms except that the final invoice must be submitted no later than 60 days of the end of Subgrant Agreement period. In the event that Subgrantee fails to submit the final invoice within 60 days, a credit shall apply toward the final invoice in the amount of 100% of the final invoice. Subgrantee agrees that said credits represent liquidated damages and are not a penalty. Subgrantee acknowledges and agrees that these percentages are a genuine estimate of Board's damages for late submission of invoices and are reasonable in light of the harm that will be caused by late submission, the difficulty of proving the extent of monetary loss, and the inconvenience of otherwise obtaining an adequate remedy at law.

5.6. Protests

Any potential, or actual, proposer may file a protest on any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

1. Protests shall be in writing and shall contain the following information:
 - a. The name, address, and telephone number of the protestor;
 - b. The number and program name of the RFP being protested;
 - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - d. A request for a ruling by Department;
 - e. A statement as to the form of relief requested from Department; and
 - f. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
2. A protest shall be considered timely if received within the following periods:
 - a. A protest based on alleged improprieties or events about which the protestor knew or could have reasonably discovered, prior to the closing date for receipt of proposals, shall be filed no later than the deadline for receipt of proposals.
 - b. If the protest relates to the PRT's or the Director's recommendation to award a contract or to reject any or all proposals, the protest shall be filed no later than 9 a.m. of the seventh (7th) calendar day after the issuance of the Letter of Intent to Award the contract or the Letter of Intent to Reject all proposals, whichever is applicable.
3. An untimely protest may be considered by Department if it determines that the protest raises issues significant to Department's procurement system. An untimely protest is one received by Department after the time periods set forth in Item 2 of this section.
4. All protests must be filed at the following location:

David S. Dombrosky, Director
Clark County Job & Family Services
1345 Lagonda Avenue- Bld. C- 4th Floor, Springfield, Ohio 45503
5. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless Board determines that a delay will severely

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disadvantage Board. Proposer who would have been awarded the contract shall be notified of the receipt of the protest.

6. Board 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.

6. Attachments

All attachments included are hyperlinked. If you prefer to receive hard copies of these attachments, please notify Ashley Clericus by email. Once we receive your request, Ashley Clericus will promptly notify you when your documents are ready for pick up at Building C of Department main office.

6.1. Attachment A: Contractor Assurances Form

Form is located online. To view this form, [click here.](#)

6.2. Attachment B: Campaign Contribution Declaration

Form is located online. To view this form, [click here.](#)

6.3. Attachment C: Personal Property Tax Statement

Form is located online. To view this form, [click here.](#)

6.4. Attachment D: Independent Contract/Worker Acknowledgment

Form is located online. To view this form, [click here.](#)

6.5. Submittals A1-A3 Instructions and Forms

Instructions for A1-A3 are located online, to view these instructions, [click here.](#)

Forms for A1-A3 are located online, to access these forms, [click here.](#)

7. Sample Contract

Form is located online. This form is a comprehensive form that includes all clauses and funding requirements. The sample contract will indicate the funding stream and requirements that specific clauses apply to. Not all clauses will apply to each awarded subgrant.

To access this form, [click here.](#)