

## **ADDENDUM TO TANF SUMMER YOUTH RFP #02-CY13**

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

### **Section I. GENERAL PURPOSE & PROVIDER INFORMATION**

#### **1.10 Allowable and Unallowable Costs**

*This section shall be amended to read as follows:*

Per ODJFS Family Assistance Letter #123, allowable costs under this program include:

- Payments to employers for wages (at no higher than \$10.00 per hour) and fringe benefits;
- Payments to third parties to operate the program;
- Recruitment and development of employers for the program;
- Other ancillary services which are offered by the employer to the summer youth employment participant including:
  - Work related items such as uniforms, tools, licenses, or certifications;
  - Case management activities related to the program; and
  - Job coaches and mentors;
  - Workers' compensation expenses;
  - FICA;
  - Direct supervision and training costs;
  - Work clothing if it is necessary for employment at the specific job placement; and
  - Transportation cost to and from the work site.

The cost of health insurance for youth may not be charged against this allocation; however, the cost of health insurance for staff employed by a third party to operate the program can be charged against this allocation.

Unallowable costs, which cannot be charged against this allocation include, but are not limited to, the following:

- Food for staff or participants;
- Laptop computers; and
- Any item of cost not specifically stated under the allowable costs section (above) is considered unallowable, as well as those costs that are deemed as unallowable, per OMB Circular A-122 (see Section 5.2, B. Cost Proposal)
- TANF Administration\*

\*While costs that are considered TANF Administration are not allowable for reimbursement from this TANF Summer Youth Employment allocation, JFSCC will allow

such costs to be included in the Provider(s)'s contract. JFSCC's TANF Administration allocation will be used to reimburse TANF Administration costs, including:

- Salaries and benefits of staff performing administrative and coordination functions;
- Preparation of program plans, budgets, reports and schedules, and the monitoring of program and projects;
- Fraud and abuse units;
- Services related to accounting, litigation, audits, management property, payroll, personnel, procurement, and public relations;
- Costs of goods and services and travel costs required for official business and the administration of the program unless excluded under paragraph (a) of O.A.C. §5101:9-6-08.8; and
- Management information systems not related to the tracking and monitoring of the program.

## **Section V. PROPOSAL FORMAT & SUBMISSION**

### **5.2 Format for Organization of the Proposal/Proposal Content**

#### **B. Cost Proposal**

*This section shall be amended to read as follows:*

- a. Providers must submit a cost proposal/budget for the initial contract period of June 1, 2013 to August 31, 2013 and shall be included as a total program budget that indicates all other funding sources for the program, specifically indicating the amount of the provider's own resources that will be used to supplement the program. The provider acknowledges that it will be reimbursed on a direct cost reimbursement basis, see section 3.3. Contract reimbursement is based on approval of deliverable by JFSCC. Said cost proposal may include, but is not limited to, the following items:
  - Direct supervision and training costs;
  - Workers' compensation expenses;
  - FICA;
  - Participant wages;
  - Direct supervisor mileage;
  - Transportation for youth to employment sites;
  - Work-related items such as uniforms, tools, licenses or certifications;
  - Case management activities related to the program;
  - Job coaches and mentors;
  - Work clothing if it is necessary for employment at the specific job placement;

- If vehicle costs are included, the provider must show detailed calculations as to how the costs were derived);
- Administrative/Indirect Expenses<sup>1</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.
- b. Provider must submit a detailed narrative, which demonstrates how costs are related and why they are necessary to the proposed program.
- c. 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.
- d. For the purposes of this RFP, “allowable” and “unallowable” program costs are itemized in the following:
  - a. For Non-Profit Organizations:  
[http://www.whitehouse.gov/omb/circulars\\_a122\\_2004](http://www.whitehouse.gov/omb/circulars_a122_2004)
  - b. For State, Local, and Indian Tribal Governments:  
[http://www.whitehouse.gov/omb/circulars\\_a087\\_2004](http://www.whitehouse.gov/omb/circulars_a087_2004)
  - c. For Educational Institutions:  
[http://www.whitehouse.gov/omb/circulars\\_a021\\_2004](http://www.whitehouse.gov/omb/circulars_a021_2004)

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

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

**Five (one signed original and four copies) copies of the Cost Proposal must be submitted in a separate, sealed envelope, and labeled: “**NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR TANF SUMMER YOUTH EMPLOYMENT PROGRAM RFP#02-CY13 SUBMITTED BY [PROVIDER’S NAME HERE].**”**

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<sup>1</sup> Proposed and actual Administrative/Indirect Costs cannot exceed 15% of the total proposed and actual program costs.

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.

Providers are to use the format outlined above to submit their cost proposal for the period June 1, 2013 to August 31, 2013. At the provider's discretion, additional documentation may also be included with the proposal, as explanatory information, but when making the provider selections and when executing the contract, JFSCC will consider only the dollar amounts displayed in the Cost Proposal Budget.

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

## **Section VI. CRITERIA FOR PROPOSAL EVALUATION & SELECTION**

### **6.1 Scoring of Proposals**

#### **C. Phase III. Review – Criteria for Considering the Cost Proposal**

*This section shall be amended to read as follows:*

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 75 points will be awarded for the Cost Proposal. A cost proposal must achieve a total of at least 56 points (a score which represents that the provider can successfully perform the resulting contractual duties) out of the possible 75 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.

## Section VII. ATTACHMENTS

### ATTACHMENT C Cost Proposal Evaluation Score Sheet

*This section shall be amended to read as follows:*

<b>75 points possible</b>				
<b>Proposing Organization:</b>				
Weighted Criteria <b>COSTS &amp; METHODOLOGY</b>	Poor 1-3 points	Fair 4-7 points	Good 8-10 points	Score 20 points possible
Provider's cost proposal included all necessary cost elements to successfully operate the TANF Summer Youth Employment Program. If administrative/indirect costs were included, Provider included Cost Allocation Plan to demonstrate the allocation methodology.	Notes:			
Weighted Criteria <b>NARRATIVE</b>	Poor 1-3 points	Fair 4-7 points	Good 8-10 points	Score 30 points possible
Provider included a detailed narrative demonstrating how costs are related and necessary for the operation of the proposed program.	Notes:			
Weighted Criteria <b>COST REASONABILITY</b>	Poor 1-3 points	Fair 4-7 points	Good 8-10 points	Score 15 points possible
Provider's costs are necessary and reasonable.	Notes:			
Weighted Criteria <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:			
Comments:				Final Score