



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

REQUEST FOR PROPOSALS

RFP: 16-SFY-07

FOR: Wraparound Services

PROGRAM DATES: January 1, 2016 through December 31, 2016

Offered By:

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

PROPOSAL DUE DATE:

NOVEMBER 16, 2015 by 3:00 p.m.

FUNDS AVAILABLE:

\$220,000.00

PROPSALS SUBMITTED TO:

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

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1. Purpose, Project Information, and General Procedures

1.1. Purpose

The Board of Clark County Commissioners (“Board”) intends to 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 entities that provide community-based, individualized wraparound services to children and families to prevent children from formally entering the child welfare system, to prevent out-of-home placement, to assist in timely reunification when a child is placed out of the home, and/or to prevent a placement disruption.

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.

Children grow and thrive in families that provide safety, security, and stability. When any of these elements are threatened there is a risk of child abuse, neglect, or dependency. Research has shown that services to children and families need to be provided within a continuum of care structure from prevention, community-based services, out-of-home care, and ultimately to permanent separation of children from the parent when necessary. Additionally, research is clear that early interventions that are family-centered and community-based are the most effective in family preservation. Wraparound services have been shown to be effective in family preservation and family reunification. The fact that services are individualized allows these services to be provided in a variety of contexts across the continuum of care.

The Family and Children Services (FCS) division of the Clark County Department of Job and Family Services (Department) is responsible for the investigation of reported allegations of child abuse, neglect, and dependency. During the investigation family needs and strengths are identified, and

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referrals/linkages are made to community services that can best meet needs that reduce the risk of abuse, neglect, and dependency. When possible, FCS involvement ends when the investigation is complete and community-based services are secured. When needed, FCS provides ongoing services to stabilize the family. Case plan activities and goals always are to maintain the child in his/her/own home. When that is not possible, FCS seeks placement with court-approved kinship caregivers that keep children in the community, in close proximity to their families. If kinship placement is not possible, FCS seeks placement ranging from family foster homes, therapeutic foster homes, to residential treatment facilities, depending on the individual needs of the child. In all instances, community-based services, including wraparound services, are essential to family preservation and family reunification.

FCS also participates in information and referral and service-planning for families not formally referred for investigation and services through the Family Stability Team. The team is facilitated by a FCS staff member. Wraparound services have been shown to be effective in providing early intervention services that keep children and families out of the child welfare system, or reduce the length of stay in the child welfare system.

In 2014, the average number of children being served in their own home or kinship care was approximately 500. The average number of children being served through the foster care system was 105. All 605 children and their caregivers were eligible to receive community-based services including wraparound services. In 2014, 269 Clark County children received wraparound services.

1.3. Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
October 16, 2015	Board releases RFP. Q&A period opens. - RFP becomes active. - Providers may submit inquiries for RFP clarification.
October 23, 2015	Bidders' Conference at Clark County Department of Job and Family Services, Reid Room located in building B.
October 29, 2015	Q&A Period Closes 9:00 a.m. (for inquiries for RFP clarification). - No further inquiries for RFP clarification will be accepted.
November 2, 2015	Department provides Final Proposer Question & Answer document.
November 16, 2015	Deadline for Proposers to Submit Proposals to Department (3:00 p.m.). - This is the proposal opening date, beginning of Department process of proposal review.
December 3, 2015	Letter of intent to award contract(s) issued by Department. - All applicants notified.
December 18, 2015	Contract(s) submitted to Board for approval.
January 1, 2016	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

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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 **October 23, 2015 at 10:00 a.m.** in the **Reid Room in Building B** 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 dates the RFP was released on October 16, 2015 through the closing of the Q&A period at 9:00 a.m. on October 29, 2015.
How do I submit a question?	A potential proposer must submit all questions in writing via email or U.S. Mail to Amber.Mullaly@jfs.ohio.gov or to the mailing address on the RFP cover sheet. If sending via U.S. Mail, the question must be received prior to the closing time and date for the Q&A period.
How do I correctly ask a question?	To ensure timely receipt of all questions, “Wraparound Services 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. 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.
How will my answer be returned?	The potential proposer must include the name of a representative to contact, the company/organization name, and business phone number. 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 (Click Here), or mailed (if properly requested by the potential proposer), for reference by all potential proposers. Clarifying questions asked and Board responses to such questions comprise the “CCDJFS 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.

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Can I view previous RFPs for this Program?	<p>Yes. 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 online (click these links for Public Records Notice and Public Records Policy)) will be honored.</p> <p>The posted time frames for Board responses to questions for RFP clarification do not apply to PRRs. Potential proposers who choose to rely on responses to public records requests when preparing their proposals do so at their own risk.</p>
IMPORTANT	<p>There is an established time period for the Q&A process (see Section 1.3) “The CCDJFS Q&A document” will only answer those questions submitted within the stated time frame for submission of potential proposers’ questions, and which pertain to issues of RFP clarity, and which are not requests for public records. Board is under no obligation to acknowledge incorrectly submitted questions.</p>

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

*If potential proposers ask questions about existing or past contracts using the Q&A process, Board will use its discretion in deciding whether to provide answers.

*Board may, at its option, disregard any questions which do not appropriately reference a RFP provision or location, 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 9:00 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 Amber Mullaly at Amber.Mullaly@jfs.ohio.gov or by phone at (937) 327-1746.

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;
3. As part of any proposer interview process 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;

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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. 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 amendments to the RFP or documents related to it be sent to them by contacting Amber Mullaly via email or U.S. Mail at the following address, Amber.Mullaly@jfs.ohio.gov or Clark County Job & Family Services, Attn: Amber Mullaly, 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

Board seeks to fund one or more contractors to provide high-fidelity wraparound services to children and families who are identified and referred by Clark County's Family Stability Team and/or by CCFCFC caseworkers and supervisors. Identified families may or may not be active recipients of Department services. Given that high-fidelity wraparound services are individualized, the scope of work must be flexible and inclusive of a wide range of needs of children and families.

The selected contractor(s) are expected to deliver service coordination services as described in 121.37 (C) and (D) of the Ohio Revised Code (ORC) and the Family and Children First Cabinet Council. Additionally, the selected contractor(s) are expected to deliver services that utilize evidence-supported, researched-based, high-fidelity wraparound principles such as those modeled by the National Wraparound Initiative (information about the National Wraparound Initiative can be found [here](#)).

Possible wraparound services include, but are not limited to: team facilitation/case management; mentoring to child and/or parent; parenting skill-building; household management skills; linkages to community-based services; and educational advocacy to meet child's education goals.

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Services Provided Must:

<u>Address the following goals</u>	<u>Include</u>	<u>Include policy and procedures as follows</u>
-Prevent out-of-home placement; -Prevent placement disruption; -Promote reunification.	-Service coordination as defined in 121.37 (C) and (D) of the Ohio Revised Code (ORC), Ohio Family and Children First Cabinet Council; -Facilitation of the identified wraparound team including facilitation of monthly team meetings; and -Provision of direct services when identified in the Strengths/Needs/Culture Discovery and the ongoing service plan.	-Provide and sustain ongoing communication with the family, team, and Department; and -Provide team leadership on each wraparound service case that includes how the team leader is identified and the roles and responsibilities of the team leader.

2.1. Target Population

The target populations to be served include individuals who:

1. Reside in Clark County;
2. Qualify for one of the following groups:
 - a. Children ages 1 to 18 years, or
 - b. Young adults ages 18 to 21 if:
 - i. They are receiving services from Developmental Disabilities, or
 - ii. They qualify as child welfare, transitioning youth; and
3. Have been identified at the Family Stability Team and or/by direct referral by CCDJFS caseworkers and supervisors to be in need of wraparound services to:
 - a. Prevent out-of-home placement,
 - b. Prevent placement disruption, or
 - c. Assist in child’s reunification with family.

2.2. Demonstration of Experience

Board is seeking Proposers who possess the experience listed below.

Proposers must demonstrate that these minimum prior experience requirements are met:

1. The capacity to undertake the scope of work (see 2) based on demonstrated history of three (3) or more years of successfully completing similar or related work with the targeted service population.
2. The capacity to undertake the scope of work (see 2) based on organizational structure with adequate facilities, fiscal controls, and other resources.
3. Demonstrate a minimum of three (3) years of experience working with families, with a preferred emphasis on providing high fidelity wraparound services.

2.3. Specification of Deliverables

The contractor(s) selected for this project will ensure that the following deliverables are met to the satisfaction of Department:

1. Initiate contact with referred families within three (3) business days from the date the referral is approved for services. Provide a plan to maintain communication with referred families when a waiting list exists.
2. Initiate the review and tracking process with Clark County Family and Children First Council (CCFCFC) Inter-agency Review Committee (IRC) by scheduling first review within 60 days of case initiation. Attend all subsequent IRC reviews and submit required progress report as described under Section 2.5.
3. Facilitate a minimum of monthly team meetings until services are terminated.
4. Maintain a pool of trained facilitators and direct-service providers.
5. Submit ongoing case and service reports as described under Section 2.5. All reports are due no later than the 10th day of each month for services provided in the preceding month, or preceding months for quarterly reports.
6. Maintain ongoing communication by phone, email, team meetings, and other in-person meetings with FCS caseworker and supervisor. When family is not receiving FCS services, then communication is maintained with the identified team leader.

2.4. Expected Outcomes

The contractor(s) selected under this proposal must implement direct-service program(s) meeting the requirements listed above. Additionally, the following outcomes are to be achieved:

1. 90% of children who receive wraparound services will successfully and safely remain in their home, or in their designated placement if placed out of the home.
2. 90% of children will successfully and safely reunify with their family when reunification is the service goal.
3. 80% of service plan goals identified in the Strengths/Needs/Culture Discovery will demonstrate progress over the course of service provision.

2.5. Reporting Requirements

The following reports are required:

1. A Strengths/Needs/Culture Discovery assessment including service goals, objectives, and activities within forty-five (45) days of the first contact with family, submitted to assigned FCS caseworker and supervisor. This must be submitted to the FCS within ten (10) business days of completion.
2. Monthly team meeting report, submitted to assigned CCFCFC caseworker and supervisor by the tenth (10th) day of the month following the month in which services were provided.
3. Case Plan report to IRC per Committee's directive, on average every ninety (90) days, submitted to CCFCFC Director and to assigned FCS caseworker and supervisor by the tenth (10th) day of the month following the end of the ninety (90)-day period.
4. Termination of services report submitted to CCFCFC Director and FCS assigned caseworker and supervisor within thirty (30) days of termination.

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5. Quarterly service report including numbers served, deliverables met, and progress in meeting outcomes, submitted to FCS Deputy Director and to CCFCFC Director by the tenth (10th) day of the month following the end of the quarter.

2.6. Contract Period and Funds Available

Board is seeking to award a contract(s) to be effective January 1, 2016, and to conclude no later than December 31, 2016.

This initiative will be funded utilizing:

CFDA Title and Number:	TANF 93.558
Award Name:	Temporary Assistance for Needy Families
TANF Purpose:	Provide assistance to needy families so that children can be cared for in their own homes.
Name of Federal Agency:	U.S. Department of Health and Human Services
Program Authorizing Legislation:	Social Security Act, Title IV, Part A, 42 U.S.C 601 et seq.

When necessary and appropriate, the Children’s Services Levy will be used to fund this contract.

In no instance may the contractor’s or sub-contractor’s administrative costs exceed 15% of the total cost of their contract or sub-contract.

Ninety percent (90%) of the annual contract’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 ten percent (10%) of the contract’s annual value will be payable only if stated, measureable outcomes are achieved annually.

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. 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, the complete vendor name and mailing address, and the amount of funding requested by the vendor under this RFP.
Cover Letter	<p>Cover Letter must include the telephone number, name, and title of the person Department should contact regarding the proposal.</p> <p>Must indicate the proposer will comply with all requirements of the RFP.</p> <p>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 proprietor; and Federal Tax ID number.</p>

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	<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 a contract terminated due to proposer's alleged or proven non-performance or poor performance during the past five years, 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, so indicate.</p>
Financial Statement	<p>Proposer must submit a copy of its most recent audited or compiled financial statements which must have been completed by a Certified Public Accountant.</p> <p>Proposer must also submit the name, address, and telephone number of a contact in the company's principal financing or banking organization.</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 proposed program will meet the parameters and requirements of high fidelity wraparound, as set forth in Section 2.</p> <p>Describe how your program contributes to the accomplishment of any of the Department division's mission and work.</p>
Scope of Work, Solution, Project Narrative	<p>What is your proposed solution to the needs of this program?</p> <p>Describe your program to the fullest extent possible.</p>

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	<p>Describe how your program’s services will address the three (3) goals listed in Section 2.</p> <p>Describe how your proposed program will deliver service coordination, team leadership/facilitation, and direct services (see Section 2 for examples).</p> <p>Who are the target populations you intend to serve and why?</p> <p>How will your program provide and sustain ongoing communication with the family, team, and Department?</p>
Deliverables	Describe how you will ensure that the six (6) deliverables listed in Section 2.3 are met.
Outcomes	<p>Describe how you will accomplish each of the three (3) outcomes listed in Section 2.4.</p> <p>How do you intend to measure your performance against the three (3) outcomes to be achieved?</p>

3.3. Proposal Organization C (METHODOLOGY)

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

3.4. Proposal Organization D (PROJECT MANAGEMENT)

Management Approach	<p>Describe your management approach.</p> <p>Describe your project management organizational structure including reporting levels and lines of authority.</p> <p>Describe your plan to provide team leadership on every wraparound service case. Include the methodology for selecting the team leader and the roles/responsibilities of each team leader.</p>
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.

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3.5. Proposal Organization E (QUALIFICATIONS & EXPERIENCE) (Subcontractor Lang.)

Vendor Qualifications	Identify the qualifications that you bring to this project. Explain what differentiates your services from others.
Prior Experience	<p>Describe the adequacy of staff, equipment, research tools, administrative resources, quality, and appropriateness of technical or support staff.</p> <p>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).</p> <p>Demonstrate a minimum of three (3) years of experience working with families, with a preferred emphasis on providing high fidelity wraparound services.</p> <p>Explain your capacity to undertake the scope of work based on an organizational structure with adequate facilities, fiscal controls, and other resources.</p> <p>Provide a position description for each of the key positions, the work each performs, and the name of the individual(s) filling each position.</p>
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.). Each person’s role is to be identified and documented in the following format:</p> <ul style="list-style-type: none"> 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>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>
Subcontractors	<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. <i>See below for more information on Subcontractors (Section 3.5.1).</i></p>

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Customer References	Proposers must submit (3) references, names and phone numbers for similar projects it has completed. There is a limit of one (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.
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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.

3.5.1. Subcontractor Identification and Participation Information

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:

1. The subcontractor’s legal status, federal tax ID number, and principle business address;
2. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;
4. A commitment to do the work, if the provider is selected;
5. A statement that the subcontractor has read and understands the RFP, the nature of the work, and the requirements of the RFP.

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.
Payment Schedule	Proposers must include a proposed schedule of payments. The trigger for payment for each cost must be identified. Each outcome must be allocated a percentage indicated in the schedule of payments. Follow the example below for guidance. Payment Schedule: 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 costs are related and why they are necessary to the proposed program. The narrative should clearly articulate the desired unit rate and the methodology used in calculating the unit rate. The narrative must detail the amount of money being requested from Department.

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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

The PRT Score sheet that will be used can be found online ([Click Here](#)).

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

In order to be fully reviewed and scored, proposals submitted need to pass the following Phase I review:

1. Was the proposal received by the deadline indicated on the RFP Cover Sheet?
2. Did proposer submit seven paper copies (one original and six copies) and one electronic copy of their proposal (unless the electronic submission was waived by Board)?
3. Does proposer’s proposal include all required certifications, and is it 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 Sections 3.1-3.6 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 3.8, 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, above.

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 responsible, 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 Copies of Original Signed
Electronic Copy of Proposal (disregard if waived)	The electronic copy can be submitted via email, CD-ROM, or Flash Drive. The electronic copy can be PDF, Word, or other formats that are compatible with Microsoft Office. It is preferred that proposers submit Budget Submittals A1-A3 in Microsoft Excel format, responses to sections 3.2-3.6 in Microsoft Word format, and all other documents in PDF format.

- The electronic copy should contain all of the following:
 - o Answers to the questions stated in Section 3 (Proposal Organization 3.1-3.6).
 - o Submittals A1, A2, and A3.
 - o All items submitted with the Original Paper Copy of the proposal should be included.

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- Proposals must be submitted no later than 3:00 p.m. on **November 16, 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.
- Proposals may be submitted via hand delivery (to lobby receptionist) or U.S. Mail (preferably certified).
- Board is not responsible for proposals incorrectly addressed or for proposals delivered to any location other than 1345 Lagonda Avenue, Building C, Springfield, Ohio 45503.
- For hand delivery on the due date, proposers are to deliver the proposals to the address specified above. 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. 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 (Link included in this RFP as Attachment A)
Notarized Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code form (Link included in this RFP as Attachment B)
Notarized Personal Property Tax Statement (Link included in this RFP as Attachment C).
Independent Contractor/Worker Acknowledgment Form (Link included in this RFP as Attachment D)*

*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.

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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 as Section 7. These terms cannot be modified without agreement between both Department and the selected proposer, and authorized by 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 unit cost, fee for service, reimbursement basis. The unit cost represents a true measure of the actual cost of providing the contracted number of units of service. Unit cost contractors may be asked to reconcile revenue against the total actual expenditures and reimburse Department for over-budgeted expenses on a yearly basis.

A unit of service is defined as one hour of direct service provided.

Selected contractor(s) shall provide a monthly invoice to Department, no later than thirty (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 thirty (30) day deadline, the contractor agrees to be bound by a negotiated percentage removal rate. Department and contractor 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 contractor.

- 31-45 days 10% of the total invoice amount
- 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 Contract balance. The final invoice must be submitted in accordance with the above terms except that the final invoice must be submitted no later than sixty (60) days of the end of Contract period. In the event that Contractor fails to submit the final invoice within sixty (60) days, a

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credit shall apply toward the final invoice in the amount of 100% of the final invoice. Contractor agrees that said credits represent liquidated damages and are not a penalty. Contractor 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 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:

Virginia Martycz, Interim 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 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 Amber Mullaly by email. Once we receive your request, Ms. Mullaly will promptly notify you when your documents are ready for pick up at Building C of Department's 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 Contractor/Worker Acknowledgment

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

6.5. Attachment E: Submittals A1-A3 Instructions and Forms

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

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

7. Sample Contract

Form is located online. *This 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 contract/subgrant.*

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