



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

**REQUEST FOR PROPOSALS**

**RFP: 17-SFY-09**

**FOR: Workforce Development Employer Services Program  
PROGRAM DATES: January 1, 2017 through December 31, 2017**

**Offered By:**

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

**PROPOSAL DUE DATE:**

**Tuesday, November 22, 2016  
at 11:00 a.m.**

**FUNDS AVAILABLE:**

**TBD**

**PROPOSALS SUBMITTED TO:**

**1345 Lagonda Avenue  
Springfield, Ohio 45503  
Building C, 4<sup>th</sup> Floor  
Attention: Amber Mullaly  
[Amber.Mullaly@jfs.ohio.gov](mailto: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”) on behalf of The Clark County Department of Job and Family Services (“Department”) releases this Request for Proposals (“RFP”) for the purpose of contracting with a vendor to develop and operate a proactive Workforce Development Employer Services Program (“WDESP”) that works collaboratively with employers from each critical industry to identify new opportunities and leverage resources for the retention and creation of jobs and employer investment for Clark County. A primary purpose of the program is to promote OhioMeansJobs Clark County (“OMJ”) employer services to include, among others, employer recruitment services, development of local/regional wage and benefit surveys, and assist in developing and conducting a Laborshed study that addresses under-employment, availability of labor and likeliness of the employed or unemployed to change or accept employment, assistance in organizing community job fairs, promoting collaboration, and alignment among the multiple stakeholders for workforce preparation, job retention/expansion and new business attraction. Individuals or organizations responding (“Proposers or Potential Proposers”) must adhere to all RFP requirements herein.

### 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 Enforcement, OhioMeansJobs, and BenefitsPlus.

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

### 1.3. Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
<b>Tuesday, November 1, 2016</b>	Board releases RFP. Q&A period opens. - RFP becomes active. - Proposers may submit inquiries for RFP clarification.
<b>Tuesday, November 8, 2016</b>	Bidders’ Conference at Clark County Department of Job and Family Services, Springfield Room located in building B at 1:00 PM.
<b>Monday, November 14, 2016</b>	Q&A Period Closes 9:00 a.m. (for inquiries for RFP clarification). - No further inquiries for RFP clarification will be accepted.
<b>Wednesday, November 16, 2016</b>	Department provides Final Proposer Question & Answer document, by close of business.
<b>Tuesday, November 22, 2016</b>	<b>Deadline for Proposers to Submit Proposals to Department (11:00 a.m.).</b> - This is the proposal opening date, beginning of Department process of proposal review.
<b>Friday, December 2, 2016</b>	Letter of intent to award contract(s) issued. - All proposers notified.
<b>Thursday, December 15, 2016</b>	Contract(s) suggestions submitted to Board for award.
<b>Sunday, January 1, 2017</b>	Service provision begins.

**IMPORTANT:** Board reserves the right to revise, with reasonable notice given, this schedule in the best interest of Department and/or to comply with any applicable County, State, or Federal procurement procedures and regulations. 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 **Tuesday, November 8, 2016 at 1:00 p.m.** in the **Springfield Room, 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

Should Proposer 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](mailto:Amber.Mullaly@jfs.ohio.gov) or by phone at (937) 327-1746.

Who may ask questions?	Potential proposers may ask clarifying questions regarding this RFP.
When and how 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.
To whom do I address the question?	A potential proposer must submit all questions in writing, via email or U.S. mail to <a href="mailto:Amber.Mullaly@jfs.ohio.gov">Amber.Mullaly@jfs.ohio.gov</a> or to the mailing address on the RFP cover sheet; if sending via U.S. Mail, it must be received prior to the closing time and date for the Question & Answer Period.
How do I correctly ask a question? <sup>1</sup>	To ensure timely receipt of all questions, "Workforce Development Employer 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. <sup>1</sup>  Questions about this RFP must reference the relevant part of this RFP. <sup>2</sup> Please provide the heading and provision section 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 and email address of representative
How will my answer be returned?	<b>Potential proposers will not receive personalized or individual email responses</b> 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 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 "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.

<sup>1</sup> Board reserves the right to disregard any email or mailed questions that are not properly titled.

<sup>2</sup> Board will 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.)

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Can I view previous RFP's and Proposals for this Program?	Yes. Requests from potential proposers for copies of previous RFPs, past proposals, score sheets, or contracts for this or similar past projects, are <b>Public Records Requests (PRRs), and are not clarification questions regarding the present RFP</b> . PRRs submitted in accordance with Department policy (available upon request or online [click for <a href="#">Public Records Notice</a> and <a href="#">Public Records Policy</a> ]) will be honored. 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 public records requests when preparing their proposals do so at their own risk.
<b>IMPORTANT</b>	<b>There is an established time period for the Q&amp;A process (see Section 1.3). "Department Q&amp;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.</b>

## 1.6. Communication Prohibitions

From the issuance date of this RFP until the date Board awards a contract there may be no communications concerning the RFP between any potential proposer 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 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;
6. Notification of any changes or announcements related to this RFP through Department vendor notification list; and
7. A public meeting of The Board of Clark County Commissioners 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 U.S. mail by contacting Amber Mullaly via email or U.S. Mail at the following address: [Amber.Mullaly@jfs.ohio.gov](mailto: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**

### **Background**

Board seeks to fund one contractor to develop and operate a proactive Workforce Development Employer Services Program (WDESP) that works collaboratively with employers from each critical industry to identify new opportunities and leverage resources for the retention and creation of jobs and employer investment for Clark County. The primary goal of this program is to promote OMJ employer services to include, among others, employer recruitment services, development of local/contiguous counties who wish to participate in the Wage and Benefit Survey, assistance in organizing community job fairs and assist in developing and conducting a Laborshed study that addresses under-employment, availability of labor and likeliness of the employed or unemployed to change or accept employment, promoting collaboration and alignment among the multiple stakeholders for workforce readiness programs.

Local area workforce development boards, including JobsOhio and partnering business service entities, are responsible for supporting a system that is responsive to business engagement and employer services. A successful workforce system is heavily dependent on business involvement and how businesses relate to and perceive employer-first initiatives. The goal of this program is to create effective and efficient partnerships among workforce/economic development organizations, educational institutions, employers and community stakeholders to create a dynamic customer service-oriented approach where relationships are established, nurtured and continued to increase opportunities and economic stability for all businesses.

The connection between workforce development and multiple local and regional stakeholders for workforce preparation and development has been the business model used in Clark County for the past seven years. Workforce Development is the primary concern of businesses when looking to relocate in any area and increasingly more important than some traditional Economic Development factors. Previous efforts in Clark County have focused on connecting Workforce Development with community stakeholders, employers, city and county government agencies and educational institutions to spur local and regional innovation by developing strategies for business outreach, attraction, expansion and retention.

Within the mission, the WDESP will:

1. Encourage employers' use of OMJ for recruitment support, business consulting, assistance for layoff aversions, and layoff transition services;
2. Coordinate and prepare local/regional Employer Wage and Benefit Survey;
3. Assist with the organization and planning of county and regional job fairs;
4. Conduct labor market research to identify and quantify growing and emerging sectors and occupations in the region;
5. Provide services that support and complement the outreach and public relations administered by OMJ;
6. Research and analyze the skills and competencies necessary to build a workforce for sectors identified as critical occupations clusters;
7. Continually identify and assess "best practices" regionally and nationally to ensure that the Clark County workforce system achieves a competitive advantage;
8. Assist with the development of a Laborshed study that addresses underemployment, availability of labor and likeliness of the employed or unemployed to change or accept employment – Laborshed study will include current and desired occupations, wages, hours worked, job search resources, and distance willing to commute to work; and
9. Assist in the development of a strategic plan for the OhioMeansJobs Business Services team that will advance and improve the delivery of OMJ employer services.

### **Services to Be Provided**

The WDESP has the following major areas of responsibilities:

#### **1. OhioMeansJobs Clark County Duties, Marketing and Client Management**

The WDESP must:

- a. Participate in Rapid Response efforts for companies within Clark County who will be laying off employees, especially when the layoffs represent a large percentage of employees, and/or the company is closing and/or relocating;
- b. Attend meetings of the OhioMeansJobs Clark County Advisory Board;
- c. Encourage employers to use the services of the OMJ Clark County including, but not limited to, posting of jobs on the statewide job-match portal [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com);
- d. Market workforce development incentives such as on-the-job training and incumbent worker training grants and share information with employers about the services available through the OMJ Clark County;
- e. Monitor relationships between employers and the OMJ Clark County to ensure employer satisfaction;
- f. Convene, develop, and manage highly collaborative relationships with key stakeholders related to workforce development and other workforce organizations, both local and regionally; and
- g. Support continuous improvement and monitoring of partnership impact by collecting and analyzing data from employers about the success of the program participants placed by OMJ Clark County.

#### **2. Employer Service Team Coordination**

Existing companies provide 75% of the new jobs and investment in a given community and are the most important source for both economic development and new jobs for people (workforce development). The traditional way of reaching out to companies is through a “retention and expansion” (“R&E”) program, which uses paper and online surveys as well as in-person interviews to ask anywhere from 30-130 questions of a company executive and typically takes about two hours. The deliverables of such a program are intelligence and reports that help align training investment with the skill needs of the county’s/region’s high-growth industry sectors including manufacturing, health services, and professional services. The intelligence and reports assist in shaping policy and new programs/initiatives to help businesses as well as assist specific businesses with expansion/retention project(s).

The County is seeking a provider who can work collaboratively with employers from each critical industry to identify new opportunities and leverage resources to implement new programming while developing an outreach function to connect, communicate and inform stakeholders and to ensure the majority of companies contacted are taking advantage of the most popular money-saving and time-saving assistance and incentive programs.

#### **3. Employer Recruitment and Placement Services**

The WDESP provider will work with the OMJ Clark County Business Service Unit to help recruit and fill job vacancies by knowing the needs of businesses, which are communicated to the Business Services team so appropriate preparation/screening and job seeker referral can be completed. The provider will connect local businesses to the OMJ Clark County by understanding the employer’s workforce needs.

#### **4. Liaison with Other Workforce Development Areas**

The provider is expected to participate in organizations, including but not limited to, OhioMeansJobs-Clark County and its board meetings, Springfield Human Resource Management Association, the OMJ Clark County Business Service Unit and, various agencies as defined by the County.

#### **5. Additional duties as assigned**

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**Responsibilities of Department**

1. OhioMeansJobs Clark County will notify the Provider when Rapid Response Services are needed;
2. Department Deputy Director of Workforce Development will assist the Provider with workforce development-related activities upon request;
3. Department recruitment specialist will email weekly "Job Postings" to the Provider;
4. Department's fiscal department will reimburse the Provider for monthly expenses according to the terms of the contract; and
5. Department will allow the Provider access to an internal, automated, web-based customer tracking system.

**2.1. Target Population**

The WDESP will promote OMJ Clark County employer services to local businesses, work with area universities, area employers, and contiguous counties who wish to participate in the Wage and Benefit Survey, to create a county-wide workforce system Wage and Benefit Survey and assist with other county and regional business outreach initiatives as determined by Department.

**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 Section 2) based on demonstrated history of three (3) or more years of successfully completing similar or related work with the targeted service populations.
2. The capacity to undertake the scope of work (see Section 2) based on organizational structure with adequate facilities, fiscal controls, staff, equipment, research tools, administrative and other resources.
3. ADDITIONAL REQUIREMENTS – Proposers must:
  - a. Have at least two (2) years of workforce development or economic development/business attraction, expansion and retention experience;
  - b. Have demonstrated experience working with employers, elected officials, community stakeholders and educational institutions;
  - c. Have worked in partnership with a range of professional and community-based agencies for a minimum of two-years including regional staff from JobsOhio;
  - d. Have three (3) years of working with local and regional one-stop systems;
  - e. Possess significant business interaction experience;
  - f. Demonstrate outstanding communication and presentation skills;
  - g. Be able to interact with corporate, government, and non-profit executives at the highest level with professionalism and salesmanship; and
  - h. Be results-oriented.

**2.3. Specification of Deliverables**

WDESP will:

1. Ensure that OhioMeansJobs-Clark County is promoted on 200 referral calls per contract year;
2. Ensure that 500 businesses in Clark County will be reached within a twelve (12) month period through face-to-face meetings, phone calls, email and or by letter;
3. Ensure that at least 40 new employer referrals are made to the OMJ Clark County Business Service Unit per contract year;
4. Take a lead role in making referral calls to businesses looking to hire (among other things) and make referral calls on at least 200 businesses while promoting OMJ Clark County and County/Regional employer assistance/incentive programs;
5. Ensure that all workforce information requests are responded to within two (2) business days;
6. Track the number of employer job referrals forwarded to the OMJ Clark County recruiter;

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7. Utilize multiple media sources (i.e., website, social media sites, print communication, e-mail communication, etc.) to promote the services available to employers through the OhioMeansJobs Clark County Job Center;
8. Enter 100% of business contacts into data-tracking system approved by Department;
9. Attend at least 90% of the OhioMeansJobs board meetings;
10. Attend at least 90% of the OhioMeansJobs partner council meetings;
11. Attend quarterly Workforce Regional System quarterly meetings;
12. Develop employer survey tool to gather data measuring employer satisfaction of OMJ Clark County business services by the second quarter (2017) of the contract; and
13. Assist in the development of a Laborshed study to be completed by third quarter of 2017.

#### 2.4. Expected Outcomes

WDESP will:

1. Ensure that fifty (50) businesses are contacted quarterly to market OhioMeansJobs services for a total of two-hundred (200) businesses per year;
2. Ensure that at minimum of ten (10) new employer referrals are made quarterly to OMJ Clark County Business Service Unit for a total of forty (40) new employer referrals per contract year;
3. Prepare and submit a comprehensive, detailed report quarterly containing completed work output relative to workforce development and business outreach activities;
4. Coordinate and develop a comprehensive plan for contiguous counties who wish to participate in the Wage and Benefit Survey to increase employer participation rate by 20% – the plan must be completed by the fourth quarter of 2017 with release date by first quarter 2018;
5. Work jointly with the OMJ Clark County Business Services team to increase the number of on-the-job training (OJT) contracts from ninety-eight (98) to one hundred twenty-five (125) annually, contingent upon funding;
6. Work jointly with OMJ Clark County Business Service Unit to increase the number of employer job postings through OMJ Clark County by 15% or by 122 new postings annually;
7. Work jointly with OMJ Deputy Director in the development of the Laborshed study to be completed by third quarter of 2017; and
8. Work jointly with the OMJ Deputy Director and Business Services team to develop an OMJ strategic business services plan to be implemented in first quarter of 2018.

#### 2.5. Reporting Requirements

Funded contractor(s) will have reporting finalized in their contract. 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.

Program-specific Reporting:

1. WDESP integrates, coordinates and reports workforce development needs for current economic development projects; surveys employers in preparation and creation of county wage and benefit survey. Data and survey information will be entered into shared database system with reporting capabilities.
2. WDESP generates and distributes monthly reports for the following:
  - a. Details of companies contacted including:
    - i. Name of the company
    - ii. Name of the person contacted
    - iii. Contact information such as phone number, address, e-mail address, etc.
    - iv. Date of contact
  - b. Logs activity accounting for time spent on workforce development projects
3. WDESP will report:
  - a. Bi-monthly to the OMJ Advisory Board on Employer Services committee projects/initiatives

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- b. Monthly on the number of employer referrals made to OMJ Clark County Workforce Development Division
- c. Quarterly on the number of Rapid Response initial contacts
- d. Quarterly on the completed workforce development projects/initiatives

Selected contractor reports for calendar year 2018 may differ than those listed above for 2017 and will be negotiated as required should a contract extension be granted.

## **2.6. Contract Period and Funds Available**

Board is seeking, at their discretion, to award a contract(s) to be effective January 1, 2017, and to conclude no later than December 31, 2017.

This initiative will be funded utilizing: Workforce Investment Act Adult Program, CFDA 17.258 and Workforce Investment Act Dislocated Worker Program CDFA 17.260.

In no instance shall the contractor's or sub-contractors' administrative costs exceed 10% of the total cost of their contract or sub-contract.

Ninety percent (90%) of the contract's annual value is to be set aside each year as the maximum payment for the Contractor's direct program provision costs. The remaining ten percent (10%) of the contract's annual value will be payable only if stated annual outcomes are achieved.

This RFP and all Department 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. Format for Organization of the Proposal**

In order for Board to conduct a fair and complete evaluation of proposals and evaluate proposals fairly and completely, proposers must follow the required format (listed below). If specifically requested, proposer must provide Board with additional information. The proposer's technical proposal must contain the following components, at minimum. It is mandatory that proposals be organized in the following order and that wherever appropriate, sections/portions of the proposal make reference by section number to those RFP requirements to which they correspond. A sample technical proposal score sheet and Cost Proposal score sheet for this RFP can be found on the dedicated website. **Proposers are strongly encouraged to use the score sheet to check their proposals for quality, compliance, and completeness prior to submission.**

### **3.1. Technical Proposal**

Proposer must use the format listed below in order to submit a technical proposal.

#### **A. Required Vendor Information and Certifications**

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	Cover Letter 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. <b>An authorized representative capable of binding the organization must sign the Cover Letter.</b>

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Table of Contents	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.
Conflict of Interest	<p>Each proposer shall include a statement indicating whether or not their organization or any of the individuals performing work for their organization has any possible conflict of interest or perceived 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 is final.</p>
Mandatory Disclosures	<p>Proposer must disclose whether its performance, or the performance of any proposed subcontractor(s), under contracts for the provision of services that are the same or similar to those to be provided for the project (which is the subject of this RFP) has resulted in any "formal claims" for breach of those contracts within the past five years. For purposes of this disclosure, "formal claims" include but are not limited to any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), assigned to mediation, or any claims that resulted in termination of a contract. If any such claims are disclosed, proposer shall fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration or mediation regarding those claims, including terms of any settlement. If no such claims have been experienced by proposer within the past five years, so indicate.</p> <p>Proposer must indicate whether it or any of its proposed subcontractor(s) have been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to proposer's performance of services similar to those described in this RFP. If any such instances are disclosed, proposer must fully explain, in detail, the nature of the government action, the allegations that led to the government action, and the results of the governmental action including any legal action that was taken against proposer by any governmental agency. If no such governmental actions have been experienced by proposer, so indicate.</p>
Financial Statement	<p>Proposer shall 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 shall also submit the name, address, and telephone number of a contact in the company's principal financing or banking organization.</p>
Executive Summary	Proposer must provide a brief description of the organization. This brief description must include 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. Proposer should provide a high level overview of its approach, the distinguishing characteristics of its proposal, and the importance of this project to proposer's overall operation.
Required Forms	Proposer must complete and sign the Contractor Assurances Form, Campaign Contribution Form, Personal Property Tax Form, Independent Contractor Worker Acknowledgment (if required <sup>3</sup> ), and Certification of Compliance with County Insurance

<sup>3</sup> Form is only required if the proposer is a sole-proprietor, corporation, or organization with less than five (5) full-time employees.

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	Requirements. Forms can be found on Department website in " <a href="#">RFP-Related Documents</a> " section, here.
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B. Proposer Experience and Qualifications

Vendor Qualifications	Identify the qualifications that you bring to this project. Explain what differentiates your services from others.
Prior Experience	<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>Explain your capacity to undertake the scope of work based on an organizational structure with adequate facilities, fiscal controls, staff, equipment, research tools, administrative and other resources.</p> <p>Demonstrate your capacity to meet these additional requirements:</p> <ul style="list-style-type: none"><li>a. Have at least two (2) years of workforce development or economic development/business attraction, expansion and retention experience;</li><li>b. Have demonstrated experience working with employers, elected officials, community stakeholders and educational institutions;</li><li>c. Have worked in partnership with a range of professional and community-based agencies including JobsOhio for a minimum of two-years;</li><li>d. Have three (3) years of working with local and regional one-stop systems;</li><li>e. Possess significant business interaction experience;</li><li>f. Demonstrate outstanding communication and presentation skills;</li><li>g. Be able to interact with corporate, government, and non-profit executives at the highest level with professionalism and salesmanship;</li><li>h. Be results-oriented;</li><li>i. Have demonstrated experience in assisting employers in navigating the workforce and other support systems by mapping the region's providers, and their roles and resources.</li></ul>
Personnel <sup>4</sup>	<p>Provide a position description for each of the key positions, the work each position performs, and the name of the individual(s) filling each position.</p> <p>All proposed key project personnel must be identified in the proposal. Each person's role is to be identified and documented in the following format:</p> <ul style="list-style-type: none"><li>a. Name</li><li>b. Position with company</li><li>c. Role in the project (Including accountability for completion of components or deliverables of the proposal)</li><li>d. Experience with the specific tasks being proposed</li><li>e. Work history on similar projects</li><li>f. Relevant Education, Licenses and/or Certifications</li><li>g. Legal Relationship with the Prime Contractor (Such as full time employee, part time employee, volunteer, or subcontractor)</li></ul>

<sup>4</sup> Board reserves the right to approve or disapprove any change in the successful Vendor's project personnel 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 selected Vendor.

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Subcontractors	Subcontractors may be used to perform work under this contract. Substitution of one subcontractor for another shall be made only at the discretion of Board, with prior written approval. Proposers will be responsible for the subcontractors meeting all terms and conditions of the specifications. <i>See below for more information on Subcontractors (Section 3.1(B)(i)).</i>
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**i. Subcontractor Identification and Participation Information**

Proposers must clearly identify the subcontractor(s) that will be used if its proposal is selected. Additionally, Proposers must highlight the subcontractors' tasks in the submitted proposal with sufficient detail to decipher their exact role in the proposed program. Proposals must also 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, email address 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.

Letters submitted in response to this provision should be included in the Attachments section (see 3.1(D)).

**C. Administrative Structures and Scope of Work**

Scope of Work, Solution, Project Narrative	<p>Describe your program to the fullest extent possible. Describe how you will provide all aspects of the Scope of Work (see Section 2).</p> <p>Explain how your proposed program is designed to meet the needs of the target population (refer to Section 2.1).</p> <p>Explain how you will develop and operate a proactive Workforce Development Employer Services Program (WDESP) that works collaboratively with employers from each critical industry to identify new opportunities and leverage resources for the retention and creation of jobs and employer investment for Clark County; how you will promote OhioMeansJobs (OMJ) Clark County employer services to include, among others, employer recruitment services, development of wage and benefit surveys, assistance in organizing community job fairs, assisting with the development of a Laborshed study that addresses underemployment, availability of labor and likeliness of the employed or unemployed to change or accept employment, and promoting collaboration and alignment among the multiple stakeholders for workforce preparation and development.</p> <p>Describe how your program will operate within the mission of the WDESP:</p> <ol style="list-style-type: none"><li>1. Encouraging employers' use of the OMJ Clark County for recruitment support, business consulting, assistance for layoff aversions and layoff transition services;</li><li>2. Coordinating and preparing County Employer Wage and Benefit Survey;</li><li>3. Assisting with the organization and planning of county and regional job fairs; and</li><li>4. Providing services that support and complement the outreach and public relations administered by the OMJ Clark County.</li></ol>
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	<p>Explain how your program will comply with the five major areas of responsibilities of the WDESP:</p> <ol style="list-style-type: none"> <li>1. OhioMeansJobs Clark County Duties, Marketing and Client Management;</li> <li>2. Employer Service Team Coordination;</li> <li>3. Employer Recruitment and Placement Services;</li> <li>4. Liaison with Other Workforce Development Areas; and</li> <li>5. Additional duties as assigned.</li> </ol>
Deliverables	<p>Explain how you will provide and measure all deliverables (see Section 2.3):</p> <ol style="list-style-type: none"> <li>1. Ensure that OhioMeansJobs-Clark County is promoted on 200 referral calls per contract year;</li> <li>2. Ensure that 500 businesses in Clark County will be reached within a twelve (12) month period through face-to-face meetings, phone calls, email and or by letter;</li> <li>3. Ensure that at least 40 new employer referrals are made to the OMJ Clark County Business Service Unit per contract year;</li> <li>4. Take a lead role in making referral calls to businesses looking to hire (among other things) and make referral calls on at least 200 businesses while promoting OMJ Clark County and County/Regional employer assistance/incentive programs;</li> <li>5. Ensure that all workforce information requests are responded to within two (2) business days;</li> <li>6. Track the number of employer job referrals forwarded to the OMJ Clark County recruiter;</li> <li>7. Utilize multiple media sources (i.e., website, social media sites, print communication, e-mail communication, etc.) to promote the services available to employers through the OhioMeansJobs Clark County Job Center;</li> <li>8. Enter 100% of business contacts into data-tracking system approved by Department;</li> <li>9. Attend at least 90% of the OhioMeansJobs board meetings;</li> <li>10. Attend at least 90% of the OhioMeansJobs partner council meetings;</li> <li>11. Attend quarterly Workforce Regional System quarterly meetings; and</li> <li>12. Conduct a Laborshed study to be completed by fourth quarter 2017.</li> </ol>
Outcomes	<p>Detail how you will achieve the six (6) outcomes listed in Section 2.4:</p> <ol style="list-style-type: none"> <li>1. Ensure that fifty (50) businesses are contacted quarterly to market OhioMeansJobs services for a total of two-hundred (200) businesses per year;</li> <li>2. Ensure that at minimum of ten (10) new employer referrals are made quarterly to OMJ Clark County Business Service Unit for a total of forty (40) new employer referrals per contract year;</li> <li>3. Prepare and submit a comprehensive, detailed report quarterly containing completed work output relative to workforce development and business outreach activities;</li> <li>4. Coordinate and develop a comprehensive plan for the Wage and Benefit Survey to increase employer participation rate by 20%. The plan must be completed by the fourth quarter of 2017 with the survey scheduled for release by the first quarter of 2018;</li> <li>5. Work jointly with the OMJ Clark County Business Service Unit to increase the number of on-the-job training (OJT) contracts from ninety-eight (98) to one hundred twenty-five (125) annually; and</li> <li>6. Work jointly with OMJ Clark County Business Service Unit to increase the number of employer job postings through OMJ Clark County by 15% or by 122 new postings annually.</li> </ol>

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	How do you intend to measure your performance against the stated outcomes to be achieved?
Methodology	Describe the methodology you would use to carry out this project and the reason for selecting this methodology. Detail the tasks to be undertaken.
Evaluation Plan	How will you assess the progress of your project while it is underway? How will you adjust your program should your assessment of progress yield less-than-favorable results? How will you comply with all reporting requirements listed in Section 2.5?
Management Approach	Describe your management approach and your project management organizational structure including reporting 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 any 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.

#### D. Attachments

Letters from proposed subcontractors should be included in this section. (see 3.1(B)(i))

Proposers must submit (3) letters of reference for similar projects it has completed. Letters must include the name and telephone number of an individual who can provide additional information about the similar projects 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 and Board may NOT be used as references.

Provide a chart which outlines the project schedule including all project activities and deliverables and the timeframes for completion of each.

Any other information thought to be relevant to the Technical Proposal, but not applicable to a specific RFP section number/letter may be provided as an attachment to the proposal. Department reserves the right not to review submitted attachments which include information or materials not required in the RFP.

#### 3.2. Cost Proposal

Estimated proposal prices are not acceptable. Proposer must use the format listed below in order to submit a cost proposal.

Submittals	Proposers must complete, sign, and submit Submittals A1- A3. The template for Submittals A1-A3 can be found on the Department website in the “RFP-Related Documents” section.
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Incentive Payments	<p>Proposers must include a proposed allocation for incentive payments. Each proposed outcome must be allocated a portion of 10% of the total contract value. Incentive payments will be made on an annual basis from contract start. Follow the <u>example</u> below for guidance.</p> <p><b>Allocation of Incentives:</b></p> <p>Outcome 1: 3% of available non-allocated incentive funds (detail what was provided, and how it met requirements).</p> <p>Outcome 2: 3.5% of available non-allocated incentive funds (detail what was provided, and how it met requirements).</p> <p>Outcome 3: 3.5% of available non-allocated incentive funds (detail what was provided, and how it met requirements).</p>
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 must detail the amount of money being requested from Department. The narrative should also describe the reasoning behind percentages of expenses allocated to this program, and the percentage allocations to the Administrative, Direct, and Support categories for each expense.
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. Proposer must include the percentage of the total project cost of each funding source.

#### A. Unallowable Costs

Proposers must not include any expenses in Cost Proposals which are unallowable under laws or regulations relating to the funding source to be used. If there is a dispute regarding whether a certain item of cost is unallowable, Board's decision is final.

The unallowable costs for the funding source(s) to be used include, but are not limited to the following:

1. Costs not necessary, reasonable, allowable, and allocable to the proposed program.
2. Costs of construction or purchase of facilities, or business relocation.
3. Costs for employment or training programs for sectarian activities.
4. Entertainment costs.
5. Displacement of workers.
6. Losses.
7. Fines & Penalties.
8. Contingency Reserves.
9. Legal expenses for prosecution of claims.
10. Administrative expenses cannot exceed 10% of the total program budget.

#### 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:

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Paper Copies of Proposal	1 Original Technical Proposal Signed 6 Copies of Original Technical Proposal Signed <sup>5</sup> 1 Original Cost Proposal Signed 6 Copies of Original Cost Proposal Signed
Electronic Copy of Proposal (disregard if waived)	The electronic copy can be submitted via e-mail at <a href="mailto:Amber.Mullaly@jfs.ohio.gov">Amber.Mullaly@jfs.ohio.gov</a> , or on CD-ROM or Flash Drive with the paper copies of the proposal. The electronic copy can be PDF, Word, or Excel format, or other formats that are compatible with Microsoft Office.  <u>It is preferred that proposers submit Budget Submittals A1-A3 in Microsoft Excel format, the Technical Proposal and Cost Proposal Narratives in Microsoft Word format, and all other documents in PDF format.</u>

1. The original and all copies of the Cost Proposal shall be submitted in a separate, sealed envelope, and labeled: "COST PROPOSAL ENCLOSED FOR RFP # 17-SFY-09 SUBMITTED BY [PROPOSER'S NAME HERE]."
2. Proposals must be submitted no later than 11:00 a.m. on **Tuesday, November 22, 2016**. 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.
1. Proposals may be submitted via hand delivery or U.S. Mail (preferably certified).
2. 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.
3. 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 delays, accidents, and parking.
4. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Board and the proposer selected.

## **5. Proposal Review, Scoring, and Contract Award**

Board will contract on behalf of Department with a vendor that best demonstrates the ability to meet requirements as specified in this RFP. Proposers will be evaluated based on the capacity and experience demonstrated in their technical and cost proposal. All qualifying proposals will be reviewed and scored by a Proposal Review Team (PRT) comprised of randomly selected Department staff and/or their designees. Vendors should not assume that the review team members are familiar with any past or current work activities with Department, Board, or any other County agency. Proposals containing assumptions, lack of detail, poor organization, lack of proofreading, and unnecessary use of self-promotional claims will be evaluated accordingly. PRT members will be required to sign disclosure forms to establish they have no personal or financial interest in the outcome of the proposal review and contractor selection process.

Board's selection of vendor will be based on Department's evaluation and grading. Board reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The PRT may waive minor defects that are not material when the intent is not unreasonably obscured.

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<sup>5</sup> It is the Proposers affirmative responsibility to ensure that all copies and all formats of the proposal are identical. Any pages or documents omitted from any or all copies can negatively affect the Proposer's score and possibly result in the Proposers disqualification. In the event of any discrepancies or variations between copies, Department is under no obligation to resolve the inconsistencies and may make its scoring and proposal selection decisions accordingly, including the decision to disqualify Proposer.

## 5.1. Scoring of Proposals

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

### **Phase I. Review – Initial Qualifying Criteria:**

In order to be fully reviewed and scored, proposals submitted must pass Phase I review. Any “no” for the following Phase I criteria triggers a Board elimination of proposal from further consideration:

1. Was the proposal received by the deadline?
2. Did the proposer submit six paper copies and one original copy of their proposals?
3. Did proposer submit one electronic copy? (Disregard if requirement is properly waived.)
4. Does the technical proposal include all required certifications and forms required by Section 3.1(A) of the RFP?
5. Does proposer affirmatively indicate that it is not on the federal debarment list, and it is fiscally solvent?
6. Does Department’s review of the Auditor of State and SAM.gov websites verify that proposer is not excluded from contracting with Board?

### **Phase II. Review – Criteria for Scoring the Technical Proposal:**

The PRT will then score qualifying technical proposals not eliminated by Board in Phase I. The PRT will assess how well proposer meets the requirements as specified in Section 3.1 of this RFP. Using the Technical Proposal Scoring Sheet for Phase II scoring, the PRT will read, review, and discuss the proposals and reach consensus on the final score for each qualifying proposal.

The Technical Proposal Review Team (PRT) Scoring sheet that will be used can be found on the website dedicated to RFPs and related documents ([Click Here](#)). Below is a chart indicating the possible points available in each section of the technical proposal:

SECTION	POSSIBLE POINTS (100)
Proposer Experience and Qualifications	25
Administrative Structures and Scope of Work	30
Attachments	20
Cost Proposal	25
<b>DEDUCTIONS</b>	<b>-10</b>

### **Phase III. Review – Criteria for Scoring the Cost Proposal:**

2. Cost proposals will be opened and scored by a PRT, which may consist of the same or different members as the Technical PRT. The Cost PRT Scoring sheet that will be used can be found on the website dedicated to RFPs and related documents ([Click Here](#)). Cost proposal scores will be weighted and added to the technical proposal scores as indicated in the chart above (in Phase II review section). The proposer(s) with the highest overall score(s) will be recommended for a contract.

Department may, at its sole discretion, negotiate with all proposers for a revised cost proposal. Department reserves the right to reject any cost proposals including expenses which are unallowable costs. Department reserves the right to award a contract value which is less than the amount of proposer’s requested funding.

## 5.2. 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.

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 5.1, 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 5.1, Scoring of Proposals Phase II Review, 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.

## 5.3. Final Selection

Based on the total point value awarded to each proposal, the PRT will make a recommendation to the Director of Department to award contract(s) to one or more proposers. Director will make a final selection of contractor(s) to recommend to Board. To make the final selection, Director may consider technical proposal quality, reasonableness and appropriateness of proposed budget, funding available, and past contract/subgrant performance. Board reserves the right to accept or reject Director's recommendation.

## 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 and number 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 (7<sup>th</sup>) 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 K. Martycz, Ph.D., Director**  
Clark County Job & Family Services  
1345 Lagonda Avenue, 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(s) who would have been awarded the contract(s) 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.

## **7. Additional Documents and Clauses**

### **7.1. 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.

### **7.2. 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.

### **7.3. Proposal Submissions as Public Record**

Following submission of a proposal to Department, all proposals submitted may become part of the public record. It is the responsibility of the proposer to remove all personal confidential information (such as home addresses and social security numbers) of proposer's staff and/or of any subcontractor and subcontractor staff from the proposal package. Department reserves the right to disqualify any proposer whose proposal is found to contain personal confidential information. The proposer shall be responsible for any and all information disclosed in the proposal submission and any or all information released by Department in any public records requests.

#### 7.4. Contractual Requirements

Any contract/subgrant resulting from the issuance of this RFP is subject to the terms and conditions as provided in the sample contract/subgrant, which can be found on the website dedicated to this RFP.

Many of the terms and conditions contained in the sample contract/subgrant are required by state and federal law; however, the vendor may propose changes to the sample contract/subgrant during the contract negotiation period (after the Letter of Intent is issued). Any changes are subject to Board review and approval.

Payments for any and all services provided pursuant to an awarded contract/subgrant are contingent upon the availability of state and federal funds.

All aspects of the contract/subgrant apply equally to work performed by any and all subcontractors.

Contractor, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFP. Contractor, and any subcontractor(s), agrees to be bound by all of the confidentiality, disclosure and safeguarding requirements of the Ohio Revised Code and the Ohio Department of Job & Family Services, including, but not limited to those stated in the Ohio Revised Code Sections 5101.26, 5101.27, 5101.272, 5101.28, 5160.45, 42 Code of Federal Regulations Sections 431.300 through 431.307 and Ohio Administrative Code Section 5101:1-1-03 and 5160:1-1-01.1. Disclosure of information in a manner not in accordance with all applicable federal and state laws and regulations is deemed a breach of the contract and subject to the imposition of penalties, including, but not limited to, the penalties found in Revised Code Section 5101.99.

Contractor must maintain the required insurance coverage throughout the entirety of the contract/subgrant period.

No employee designated in a proposal as "key personnel" or any employee identified as critical to the success of the project can be removed without reasonable notice to Board, and replacements will not be made without Board approval.

Contractor will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

#### 7.5. 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 the next highest rated proposer that responded to the RFP or (2) cancel and/or reissue the RFP.

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Proposer(s) selected will be required to agree to the terms of the Sample Contract included on the website dedicated to RFP related documents. These terms cannot be modified without authorization from Board.

#### **7.6. Compensation Structure**

Board agrees that reimbursement of all costs will be dependent upon 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. Board recognizes only those expenses that have actually occurred; invoices must be submitted as a request for reimbursement of actual cash expenditures. Additionally, the contractor must submit copies of paid sub-contractor invoices in order to be reimbursed for those service costs.

Contractor 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 all documentation requested by Department. Failure to submit an invoice within this time frame may result in payment delay or non-payment of an invoice due to restrictions on available funds.

### **8. Forms**

#### **8.1. Contractor Assurances Form**

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

#### **8.2. Campaign Contribution Declaration**

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

#### **8.3. Personal Property Tax Statement**

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

#### **8.4. Independent Contractor/Worker Acknowledgment**

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

#### **8.5. Certification of Compliance with County Insurance Requirements**

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

#### **8.6. 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](#).

### **9. 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](#).