

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

AMENDMENT TO JOB READINESS REQUEST FOR PROPOSALS

RFP #17-SFY-16

Responses Due: September 6, 2017 at 3:00 p.m.

The following sections of the Job Readiness Request for Proposals, RFP # 17-SFY-16, have been modified, as identified in **red**. Except for those provisions that are revised as a result of this Amendment, the original RFP document remains in full force and effect.

HOW TO SUBMIT A PROPOSAL: Prepare a statement that addresses all parts of the Scope of Work and Deliverables and Outcomes sections below, and print and completely fill in copies of the response sheet and included forms listed below. **Potential proposers must also access the Independent Contractor Worker Acknowledgment Form (if required¹) and the Form Submittals A1-A3 from the Department website at the following link, “RFP-Related Documents”** Return the statement of work and all required forms to Clark County Department of Job & Family Services, Attention Contract Developer, 1345 Lagonda Avenue, Building C, Springfield, Ohio 45503, on or before 3:00 p.m. on September 6, 2017. Proposals can be mailed or hand delivered to the receptionist in Building C Lobby. Mailed proposals must be received by the stated deadline. Proposals shall be clearly marked on the outside of the envelope in the lower left hand corner as follows: “Job Readiness RFP.” **In addition to being submitted in paper format, proposals must also be submitted electronically via email to Clark_Contract_Development@jfs.ohio.gov.**

CONTRACT TERM: One year term beginning October 1, 2017, with options to extend for two more years at the discretion of the Board. Potential proposers need to be prepared to begin work with individuals by that date.

SCOPE OF WORK: The successful proposer must provide Soft Skills in the Workplace/Job Readiness workshops to assigned customers as well as a full-time Computer Lab Assistant. The following requirements must be met:

- Soft Skills in the Workplace/Job Readiness:
 - The goal of the job readiness workshops are to help each participant successfully transition toward personal responsibility and self-sufficiency;
 - Five modules should be taught on a rolling basis with the same module taught in each class per day to assigned customers;
 - Classes shall be held at CCDJFS **Monday through Friday** from 10:30 a.m. to 12:30 p.m. and 1:30 p.m. to 3:30 p.m.;
 - Preferred areas of curriculum include (1) Conflict Resolution and Problem Solving Concepts, (2) Goal Setting/Time Management, (3) Employer Expectations/Work Ethic, (4) Communication/Interpersonal Skills, and (5) Financial Life Skills;
 - CCDJFS determines eligibility and assigns customers to classes and the computer lab as appropriate;
 - Instructors must cooperate with CCDJFS case management staff regarding referral and progress throughout the classes and to address any issues that arise;
 - Contractor staff must be available to attend state hearings and provide supporting documentation or testimony regarding assigned participants' participation and progress if necessary.
- Computer Lab Assistant :
 - Oversees the CCDJFS computer lab while it is open to assigned customers **Monday through Friday** 8:00 a.m. to 4:00 p.m.
 - Assists customers with basic computer literacy including, logging in, establishing email accounts, and assistance with editing documents, accessing employment related tutorials, job applications and printing.
 - Provides two (2) hours of classroom instruction on navigation of the State's Enhanced OhioMeansJobs (e-OMJ) job portal three (3) times a week.
 - Collect attendance sheets for work-required customers assigned to the computer lab when requested by CCDJFS.

¹ Form is only required if the proposer is a sole-proprietor, corporation, or organization with less than five (5) full-time employees.