

**Lucas County Workforce Development Agency
By the Authority of the
Lucas County Board of Commissioners**

**REQUEST FOR PROPOSALS
(48-14-RFP/WDA-01)**

**For the selection of
Year Round Youth Services
State Fiscal Years 2014-2015**

Issued by:

**Lucas County Workforce Development Agency (LCWDA)
1301 Monroe Street
Toledo, Ohio 43604**

Release Date: February 27, 2013

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Section 1. General Information

This is a Request for Proposals ("RFP") under Section 307 of the Ohio Revised Code ("ORC") and Section 5101:9-4-07 and 5101:9-4-07.01 of the Ohio Administrative Code ("OAC"). Lucas County Workforce Development Agency ("LCWDA"), through the Lucas County Board of Commissioners ("Board"), is seeking Proposals from interested parties possessing the expertise and capacity to provide Year-Round Youth Services for the Workforce Investment Board of Lucas County ("WIB") as approved by the Board of Lucas County Commissioners (Commissioners). Proposal submissions will cover services for both in-school and out-of-school youth. A single provider responsible for administering both populations is the desired outcome in order to reduce administrative costs associated with the operation of multiple programs. If necessary, one (1) provider to administer the out-of-school youth services, and one (1) provider to administer the in-school youth services may be selected depending upon the proposal(s) received.

The RFP gives an approximate timeline for the various events in the submission process, the evaluation process, and performance of the services. While the dates are subject to change, Bidders must be prepared to meet the deadlines as specified in this RFP.

Failure to meet the deadlines in the submission, evaluation and/or negotiation phase or any objection to the dates of performance may result in LCWDA refusing to accept a Bidder's proposal.

Bidder Project Requirements:

All Bidders of services specified in this RFP must:

- Have a history of providing the services specified in this RFP and in the submitted proposal.
- Demonstrate an in-depth understanding of how to provide these services effectively with the designated target population.
- Have the organizational capacity to provide the proposed services.
- Have the necessary skills to develop and implement a method to track program results and specific outcomes.

Allocation and Target Population:

LCWDA has projected allocating \$900,000 in Workforce Investment Act Title I funds for State Fiscal Year ("SFY") 2014 for the purchase of services requested through this RFP, subject to final allocations established by the State of Ohio. The anticipated funding level for the 2nd year of the contract (SFY 2015) and the potential 2-year renewal period (SFYs 2016-2017) is at or near this amount; however this is contingent on funding as allocations can vary greatly from year to year. The Bidder(s) selected will coordinate services to provide an innovative, year-round youth workforce development program to help prepare eligible, at-risk youth for successful entry into the workforce. Eligible youth include low-income persons, in and out-of-school, ages 14-21, who possess additional barriers to school completion and/or employment. There are 360 in-school, and 540 out-of-school youth projected to be served.

Project Deliverables & Work Schedule:

Bidders are required to provide performance measures that clearly delineate the number of people to be served along with program-specific goals and measurable client outcomes. Should a Bidder's proposal be selected ("Selected Bidder"), all outcome measure targets will be negotiated, based upon the measures specified in the Selected Bidder's proposal, and included in the contract language developed with LCWDA staff. The service contract must be cost effective and utilize service strategies that are based upon current research and that respond to the specific service needs of the populations to be served.

Any interested Bidder must submit a completed proposal following the procedure outlined in this Request for Proposal no later than March 29, 2013 at 3:00 P.M. (local time).

If a suitable proposal made in response to this RFP is selected, LCWDA, through the Board, may enter into a contract with a Selected Bidder. The RFP provides details on what is required to submit a proposal, how LCWDA will evaluate the proposal, and what will be required of the Selected Bidder in performing the work.

1.1 Time Table

The following timetable shall apply to this RFP, subject to the contract awarded under this RFP (“Contract”) being finalized and approved by the Board.

RFP (48-14-RFP/WDA-01) Release Date	February 27, 2013
Deadline for Electronic Bidder Q&A Submittal	March 8, 2013, 12:00 p.m.
Anticipated Date for Posted Responses to Q&A	March 14, 2013
Deadline for Submitting Proposals	March 29, 2013 at 3:00 P.M. (local time)
Project Implementation	Approximately July 1, 2013 through June 30, 2014

LCWDA reserves the right to revise this schedule in the best interest of the process after providing reasonable notice which will be posted at <http://www.co.lucas.oh.us/Bids.aspx>.

1.2 Contracting Entity

Lucas County Workforce Development Agency:
 1301 Monroe Street
 Toledo Ohio 43604

1.3 Electronic Bidder’s Conference

Any prospective Bidder desiring an explanation or interpretation of the RFP or any of the specifications contained therein must request it via e-mail in accordance with the provisions of Section 1.4 by 12:00 p.m. March 8, 2013. While participation in the Bidders Q&A session is not mandatory, it is recommended that Bidders utilize this opportunity to ask any questions they may have related to the RFP. All questions submitted during the prescribed timeframe will be published with the corresponding answers at <http://www.co.lucas.oh.us/Bids.aspx>.

1.4 Written Questions

Questions must be submitted in writing and received via email, at LUCAS_CONTRACTS@odjfs.state.oh.us by March 8, 2013 at 12:00 p.m. These questions will be posted on the Lucas County website at <http://www.co.lucas.oh.us/Bids.aspx> on March 14, 2013 as stated above. Beginning with the issuance date of the RFP, until a contract is in effect, no communications concerning the RFP are permitted between any interested Bidder and any employee of LCWDA or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection process. The only exceptions to this prohibition are as follows:

- (a) As necessary in the case of any pre-existing business relationship between LCWDA and a Bidder which could potentially respond to this RFP, in order to conduct that business;
- (b) As part of an interview necessary for LCWDA to make a selection decision;

Bidders who attempt any communication prohibited by this Section may be disqualified. LCWDA is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source other than the Q&A process described in this RFP.

Questions regarding this RFP must reference the relevant part of this RFP, the heading for the provision under question, and the section and/or Article of the RFP where the provision in question can be found. The bidder must also include his or her name, the company name, business phone number and email address. LCWDA may, at its option, disregard any questions which do not appropriately reference an RFP provision or location, or which do not include the required identifiers for the originator of the question. LCWDA will not respond to any questions submitted after 12:00 p.m. on the date that the Q&A closes.

LCWDA responses to all questions asked via email meeting the criteria listed above will be posted on the Lucas County web site for reference by all potential bidders. Bidders and potential bidders will not receive personalized or individual e-mail responses. Clarifying questions asked and LCWDA’s responses to them comprise the “SFY14 Year-Round Youth RFP Q&A Document” (“Q & A Document”) for this RFP. Bids submitted in response to this RFP are to take into account any information contained in the Q & A Document.

It is the sole responsibility of all Bidders and potential Bidders to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding the RFP.

IMPORTANT: Requests from potential Bidders for copies of previous RFP's, past bids, score sheets or contracts for this or similar past projects, are public records requests and are not clarification questions regarding the present RFP. Public record requests submitted in accordance with Lucas County policy will be honored. The posted time frames for LCWDA responses to emailed questions for RFP clarification do not apply to public records requests.

Requirements under a current project may or may not be required by LCWDA under any future contract, and so may not be useful information for Bidders who choose to respond to the RFP. Therefore, Bidders are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFP and, if applicable, in the Q&A document, NOT on details of a current or past related contract. If bidders ask questions about existing or past contracts using the Internet Q&A process, LCWDA will use its discretion in deciding whether to provide answers.

LCWDA will only answer those questions submitted within the established time period for the Electronic Q&A process (see Section 1.3), and which pertain to issues of RFP clarity, and which are not requests for public records. LCWDA is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

1.5 Bidder Disclosures

Bidder must disclose any and all current, pending or threatened court actions and/or claims against the Bidder. This information may not cause rejection of the proposal but withholding the information may give cause to reject the proposal.

1.6 Conflict of Interest

No Bidder will promise, or give to a LCWDA employee anything of value that could influence that employee's decision on awarding a contract. No Bidder shall attempt to influence an employee of LCWDA to violate the procurement policies of LCWDA, the ORC, OAC or Federal Procurement Regulations. In addition, Bidder acknowledges and agrees to abide by established ethical standards, which became effective October, 2012. A copy of the ethics code is available at <http://www.ethics.ohio.gov/ethicslawrevisedcode.pdf>.

1.7 Bidder Examination of the RFP

Bidders are expected to be familiar with the entire RFP. Bidders are expected to respond to the RFP in a manner that makes it clear they understand and have responded to all sections of the RFP. If Bidders discover any mistakes in the RFP, they must notify the Contact Person in writing (an email attachment on organizational letterhead is acceptable). Clarifications and corrections will be posted at <http://www.co.lucas.oh.us/Bids.aspx>.

1.8 Ability to Award Contract

This RFP and all LCWDA contracts are contingent upon the availability of funds. If at any time during the RFP process funds are not available for the proposed services for whatever reason, the RFP process will be canceled. In such an event, the Bidders will be notified at the earliest possible time. LCWDA shall not compensate the Bidders for any expenses incurred as a result of the RFP process.

1.9 Insurance Requirements

If RFP specifications require the performance of labor for LCWDA, a Selected Bidder must agree to indemnify and protect LCWDA and the Board against all liabilities, claims, or demands for injuries or damages to any person or property growing out of the performance of the Contract, by the Selected Bidder/Contractor, its servants, employees, agents and/or representatives. Prior to the issuance of the Contract, the Selected Bidder must furnish an Insurance Carrier's Certificate showing that the Selected Bidder has adequate Worker's Compensation, public liability, and property damage insurance coverage.

1.10 Taxes

LCWDA does not pay local, state or Federal taxes. If requested and applicable to the services rendered via the contract, the Selected Bidder(s) will be furnished with an exemption certificate.

1.11 Compliance with the Law

A Selected Bidder who has entered into a contract with LCWDA must agree to comply with all applicable Federal, State, and local laws in the conduct of the work specified in this RFP including, but not limited to, applicable state and federal laws regarding drug-free work places. The Selected Bidder will be required to accept full responsibility for payment of all taxes and insurance premiums including, but not limited to; Unemployment Compensation insurance premiums, Workers' Compensation, all income tax deductions, Social Security Deductions, and any other tax or payroll deductions required for all employees engaged by the Selected Bidder in the performance of the work specified in this RFP.

Both for-profit and not-for-profit Contractors are required to comply with federal rules as specified in Office of Management and Budget (OMB) Circular A-133 audit requirements. Contractors that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Contractors that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year but records must be available for review or audit by appropriate officials and auditors of the federal agency, the pass-through entity, and the General Accounting Office (GAO). Any biennial (two year) audit shall cover both years within the biennial period in the scope of the audit.

A Contractor is required to follow all federal, state and local procurement rules regarding the purchase of equipment, sub-contracting and program materials, including making efforts to utilize small and minority-owned businesses, women's business enterprises and labor surplus area firms when they are potential resources for supplies, equipment and services. LCWDA will provide training to the Selected Bidder regarding such rules if requested. Funds distributed through this RFP are Workforce Investment Act Title I funds. Adherence to the procurement rules for this funding source is required.

ORC Section 9.24 prohibits LCWDA from awarding a contract to any Bidder against whom the Auditor of State has issued a finding of recovery if the finding of recovery is "unresolved" at the time of award. By submitting a proposal, Bidder warrants that it is not now, nor will it become, subject to an "unresolved" finding for recovery under ORC Section 9.24, prior to the award of the Contract, without notifying LCWDA of such findings. See Section 7 Affidavits, "No Findings for Recovery Affidavit".

Any proposal or other material submitted by a Bidder becomes the property of LCWDA and may be returned only at LCWDA's option. Proprietary information should not be included in a proposal or supporting materials because LCWDA will have the right to use any materials or ideas submitted in a proposal without compensation to the Bidder. Additionally, all proposals are open to the public after a Bidder's proposal is selected.

LCWDA will retain all proposals, or a copy of such, as part of the Contract file for at least three (3) years from the date the contract has been awarded. After the retention period, LCWDA may destroy or otherwise dispose of the proposal and/or any copies.

LCWDA may disclose to the Selected Bidder written or other information that it (LCDWA) treats as confidential. All such confidential information and all related material and documents LCWDA delivers to the Selected Bidder remain with the property of LCWDA. The Selected Bidder must treat such information as confidential if it is so marked, otherwise identified as such, or when by its very nature, it deals with matters, if generally known, would be damaging to the best interests of the public, contractor, other contractors, or potential contractors with LCWDA, or individuals or organizations with whom LCWDA keeps information. For example, information should be treated as confidential if it includes proprietary documentation, materials, flow charts, codes, software, computer information, techniques, models, diagrams, know-how, trade secrets, data, business records or marketing information. By further example, the Selected Bidder must also treat as confidential information any material, to which attorney-client, physician-patient, or other privilege recognized by law may apply, and any documents or records expressly excluded by Ohio law from public records disclosure requirements.

Additionally, LCWDA (and by extension, Contractor) is required to follow the following federal procurement policies, specifically the following:

- Compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 C.F.R. Part 3).
- Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).
- Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).
- Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)) section 508 of the Clean Water act (33 U.S.C. 1368), Executive Order 11738, and environmental protection agency regulations (40 C.F.R. part 15).
- Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- Mandatory disclosure to LCWDA of any modifications to names, addresses, phone numbers, facsimiles, email, etc. when such occurs during the duration of this Contract.

1.12 Equal Opportunity Provisions Required

All Bidders must be willing to enter a Contract containing the following express language contained in ORC Section 125.111:

Every contract for or on behalf of the state or any of its political subdivisions for the purchase of materials, equipment, supplies, contracts of insurance, or services shall contain provisions similar to those required by Section 153.59 of the Revised Code in the case of construction contracts by which the contractor agrees to both of the following:

That in the hiring of employees for the performance of work under the contract or any subcontract, no contractor or subcontractor shall, by reasons of race, color, religion, sex, age, handicap, national origin or ancestry, discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which the contract relates.

That no contractor, subcontractor, or any person acting on behalf of any contractor or subcontractor shall comment in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, handicap, national origin or ancestry.

A Contractor who contracts with the state or any of its political subdivisions for materials, equipment, supplies, contracts of insurance, or services shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as defined in ORC Section 122.71. Annually, each such Contractor shall file a description of the affirmative action program and a progress report on its implementation with the Ohio Civil Rights Commission and the Minority Business Development Office established under ORC Section 122.92. In addition, all Contractors who contract with the state or any of its political subdivisions for materials, equipment, supplies, and services must also adhere to requirements which address the utilization of small and minority-owned businesses, women’s business enterprises and labor surplus area firms.

Section 2. Submitting Proposals

2.1 Preparation of Proposal

A proposal must clearly identify the Bidder’s qualifications to provide the services requested in this RFP. Bidder must respond to the specific services requested through this RFP and its instructions and requirements. A Bidder’s proposal must include all costs that relate to the proposed services to be provided. All proposals become the property of LCWDA and will be considered public information available for inspection following the selection of a proposal.

Sensitive Personal Information: It is the responsibility of the Bidder submitting a bid to remove all personal confidential information (such as home addresses and social security numbers) of Bidder’s staff and/or of any subcontractor and subcontractor staff from resumes or any other part

of the bid package if desired. Following submission to LCWDA, all bids submitted become part of the public record.

2.2 Proposal Cost

The Bidder is fully responsible for all costs associated with the development and submission of the proposal. LCWDA assumes no contractual or financial obligation as a result of the issuance of this RFP, the preparation and submission of the proposal by a Bidder, the evaluation of an accepted proposal, or the selection of an approved proposal.

2.3 False or Misleading Statements

Proposals containing false or misleading statements may be rejected.

2.4 Bidder Representative's Signature

The Cover Page of the proposal must be signed by an individual who is authorized to contractually bind the Bidder. The signature must indicate the title or position the individual holds in the Bidder's organization. **Unsigned Proposals will not be accepted.**

2.5 Delivery of Proposals

Organizations who are interested in submitting bids must make their submission no later than **3:00 p.m. Eastern Daylight (local) Time on March 29, 2013**. LCWDA respectfully asks that Bidders respond to this request with a service description packet (as provided by LCWDA) outlining how the Bidder's organization meets the criteria as listed, and why the Bidder believes its organization would be successful in accomplishing the tasks as indicated. All responses must be sent, via e-mail to: LUCAS_CONTRACTS@odjfs.state.oh.us . Bids submitted by any other method will be rejected. **LCWDA is not responsible for any bids delivered by any other means, or to any address other than the one provided above.**

All submissions must be received via email by the above date and time. Materials received after the submission deadline date will not be added to previous submissions, nor be considered. **No confirmations of bids received can, or will, be provided.** Submission of a bid indicates acceptance by the Bidder of the conditions contained in this RFP, unless clearly and specifically noted in the bid submitted.

A Bidder should carefully review their final proposal. Once submitted, a Bidder cannot make any change in the proposal unless otherwise permitted under this RFP or by LCWDA. Notwithstanding the foregoing, LCWDA may request additional information from the Bidder for clarification purposes only.

2.6 Acceptance & Rejection of Proposals

LCWDA reserves the right to reject any or all proposals. The selection of a proposal by the LCWDA shall be final upon approval by the Board. LCWDA is under no obligation to enter into a contract with any Bidder as a result of this solicitation, if, in the opinion of LCWDA, none of the bids are responsive to the objectives and needs of the agency. LCWDA reserves the right to not select any organization should LCWDA decide not to proceed with the services as outlined. Changes to this RFP of a material nature will be provided on the Lucas County website <http://www.co.lucas.oh.us/Bids.aspx> . All Bidders are responsible for obtaining any such changes without further notice by LCWDA.

2.7 Evaluation & Award of Contract

Bidders should not assume that the review team members are familiar with any current or past work Bidder may have completed with LCWDA. Bids containing assumptions, lack of sufficient detail, poor organization and/or lack of proofreading will be evaluated accordingly. Review Committee members are required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the bid review and selection process.

The review process will be conducted in three (3) parts:

- (a) **Preliminary Proposal Review** examines the proposal to ensure it meets the minimum requirements and mandatory conditions specified in the RFP. If it does not, it will be rejected. A proposal must meet the following mandatory conditions and requirements:
- ✓ The proposal must have been received via email at the address indicated in the RFP **by 3:00 p.m. Eastern Daylight (local) Time, March 29, 2013. A proposal not received by the specified date and time at the email address as stated, will be rejected.**
 - ✓ The cover page of the proposal must be signed by an authorized representative of the Bidder who is expressly authorized to obligate the Bidder to a contractual agreement.
- (b) **Review Committee Process**
- ✓ All proposals meeting the requirements of Section 2.7(1) above will be reviewed, evaluated and rated by a Review Committee that may be composed of LCWDA staff, specialists in the RFP program area and other community representatives. The Review Committee will not include Bidders to this RFP or anyone else who may have any conflict of interest that would prohibit a fair and equitable review process.
 - ✓ The Review Committee will evaluate each proposal against the criteria specified in the RFP. During the evaluation, the Review Committee may request additional information from the Bidder. Failure to respond to such requests for information will result in the Bidder's proposal being reviewed as submitted. Such information requests and Bidder's responses must always be in writing.
 - ✓ Proposal submission must meet format specifications as stated in this RFP, including maximum number of pages for the service description forms, font and line spacing specifications, and completion and inclusion of the cover page and required attachments. Evaluation Points will be lost if these requirements are not met.
 - ✓ The Review Committee shall review all qualified proposals. A standard Proposal Evaluation Rating Sheet (see following page) will be used. The range of evaluation points and the evaluation criteria for each required section of the proposal is detailed in the Rating Sheet.

Proposal Evaluation Rating Sheet

Maximum Points	High	Moderately High	Average	Below Average	Poor	Unacceptable
5 points	5	4	3	2	1	0
Application Format						
<i>Cover page signed, format specifications met for the entire packet, and documents named appropriately.</i>						
20 points	20-18	17-14	13-11	10-7	6-4	3-0
Service Summary						
<i>Summary of the proposed services, activities, goals, collaborating activities (if applicable) and strategies for meeting LCWDA desired results (not to exceed one page)</i>						
25 points	25-22	21-17	16-12	11-8	7-4	3-0
Organizational Capacity						
<ul style="list-style-type: none"> • Suitable administrative, accounting and management information systems in place • Sufficient staff in place with experience working with this population • Adequate policies and procedures in place • A demonstrated ability to work with all relevant agencies and other organizations in meaningful collaborative and/or partnership manner • Not to exceed two pages 						
40 points	40-34	33-27	26-20	19-13	12-6	5-0
Successful Experience with Proposed Services and Target Population						
<ul style="list-style-type: none"> • Description of the organization's experience in providing proposed services to the target population • Description of the organization's record of program participants' successful attainment of related goals • Detailed report of goals or targets in comparison to actual outputs or outcomes for past experience in this service area; include statistical results to support this information. • Not to exceed three pages 						
40 points	40-34	33-27	26-20	19-13	12-6	5-0
Program Description and Service Delivery						
<ul style="list-style-type: none"> • A proposed program and service delivery model that responds to the areas described in this RFP • A clear identification of the key components of the service delivery model and description of the specific strategies employed to achieve the intended results • A detailed description of the established relationships with any specified referral sources and how service linkage and follow-up will occur • A timetable of operations • Demonstration of prior successful performance in this service area • Not to exceed four pages 						
20 points	20-18	17-14	13-11	10-7	6-4	3-0
Internal Evaluation and Accountability						
<ul style="list-style-type: none"> • Bidder should be able to demonstrate the ability to document, track, analyze data, and submit required reports to LCWDA • Meaningful benchmarks, performance measures, and outcomes should be identified • The stated rationales for targeting these performance measures should be sound • The organization should be able to demonstrate the ability to document, track and analyze participant progress and have the systems in place to accomplish this • The organization should have the tools and methods in place to measure client satisfaction • Not to exceed two pages 						

The Review Committee may consider information from sources "other" than the written proposal to evaluate the Bidder's administrative abilities. "Other" sources of information may include, but are not limited to, written responses to any clarifying questions posed by the Review Committee, Bidder's experience in administering similar services, and any monitoring data regarding Bidder's performance of current or prior contracts with LCWDA.

The final composite Review Committee Evaluation Rating Sheet, which includes the Bidder's prioritized ranking, will be maintained on file by LCWDA. The end result of the review process is a prioritized list of applications in descending order from highest scoring to lowest scoring proposals.

2. **Administrative Review** - Following the detailed scoring by the Review Committee, the results will be evaluated by LCWDA administration in order to ensure that all facets related to predicted performance were considered. In selecting the successful proposal, the LCWDA administrative evaluation will take into consideration the following, but will not be limited to:
- ✓ Criteria used in the Review Committee's review process;
 - ✓ Strength and stability of the Bidder to provide the requested services;
 - ✓ Bidder's ability to meet the project/program timelines;
 - ✓ Overall responsiveness and completeness of the proposal as well as the likelihood that, in the opinion of LCWDA and at the sole discretion of LCWDA, the proposal best meets or exceeds LCWDA expectations;
 - ✓ Scope of services being proposed;
 - ✓ Collaboration letters (maximum of 25 per proposal);
 - ✓ Any other factors considered relevant by LCWDA and demonstrated by the proposal or investigation by LCWDA;
 - ✓ Budget analysis, including diversity of Bidder's funding sources, reasonableness and cost effectiveness of proposed services;
 - ✓ Any other factors considered relevant by LCWDA, including performance on prior and current contracts with LCWDA, and demonstrated by the bid proposal or investigation by LCWDA; and
 - ✓ Experience with a similar project/program of comparable size and scope, including any available information regarding program results. LCWDA statistics from prior contracts will be included in the administrative review process when applicable.

In addition, Bidders may be requested to present a summary of their proposal to the WIB at their meeting scheduled for April 25, 2013. This presentation will be informational only; no scoring process will be assigned to such presentations.

Any Bidder whose proposal was not selected ("Unsuccessful Bidder") will be notified of their non-selection immediately after the Selected Bidder(s) is (are) notified. If a Selected Bidder fails to execute a contract within the contract development period, LCWDA may, at its sole discretion, award the contract to another Bidder whose proposal met the requirements of the RFP and addenda. The period of time within which such an award of the contract may be made shall be subject to the written agreement between LCWDA and the new Selected Bidder.

2.8 Post Selection Meeting

If an Unsuccessful Bidder wishes to discuss the selection process, a request for an informal meeting with LCWDA and the explanation for it must be in writing to be received by LCWDA within seven (7) working days from the mailing date of the notification of non-selection. The request shall state the reason(s) for the meeting, citing the law, rule, regulation or RFP procedure(s) on which the request is based. All requests must be signed by an individual authorized to represent the Bidder and must be addressed to the Contact Person described in Section 1.2, hereof.

2.9 Caveat

Proposal selection does not guarantee that a contract for services will be awarded. All proposals will be evaluated based on the criteria in the RFP (see the Rating Sheet under Section 2.7, hereof). LCWDA will work with the Selected Bidder to finalize the details of the contract document. **If LCWDA, in its sole discretion, determines that LCWDA and the Selected Bidder are unable to successfully come to terms regarding the contract within a reasonable time period, LCWDA reserves the right to**

terminate discussions. If this happens, LCWDA, in its sole discretion, reserves the right to either:
(a) select another Bidder from the bid process with whom to negotiate the Contract,
(b) cancel the RFP, or
(c). reissue the RFP.

2.10 Termination for Convenience

LCWDA reserves the right to terminate the resulting contract at its convenience during the Contract Period or any subsequent renewal period by giving the Contractor thirty (30) days written notice. Such terminations shall be subject to Board approval.

2.11 Termination for Default/Suspension of Referrals

LCWDA shall terminate the contract should a Contractor fail to carry out the terms and conditions of the contract after issuance of a notice of required improvement (“cure notice”) authorized by a resolution of the Board. LCWDA may also suspend referrals and/or payment to a Contractor pending the outcome of any investigations alleging breach of contract. A Contractor will have thirty (30) calendar days after the date of a cure notice to develop and submit to LCWDA a Corrective Action Plan (“CAP”) that adequately addresses issues identified in the cure notice. Following the CAP’s approval by LCWDA, a Contractor will have sixty (60) calendar days or other mutually-agreed upon timeframe, within which to implement the CAP and make any necessary corrections. If, after such notice, a Contractor fails to remedy the conditions, LCWDA will issue an order to stop work immediately and terminate the contract without obligation.

2.12 Complaint Process

LCWDA clients and bidder staff connected to LCWDA activity shall have the right to use the complaint procedures outlined by the Ohio Department of Job & Family Services and the U.S. Department of Labor Civil Right Center (“CRC”) for resolution of any dispute relating to a LCWDA program which involves discrimination on the basis of race, color, gender, national origin, religion, political affiliation or belief, or status as a LCWDA participant.

The Selected Bidder shall cooperate in the investigation and resolution of any complaint to which it is a party, and shall abide by the terms of any resolution or decision made under the procedures.

2.13 Conducting Business Involving Relatives

No relative by blood, adoption, or marriage, which shall include: spouse, significant other, child (including adult children), parent, sibling, sibling’s spouse, aunt, uncle, niece, nephew, stepparent and stepchild (including adult stepchildren), of any executive or employee of the Selected Bidder shall receive favorable treatment from the Selected Bidder for enrollment into, or employment related to, the LCWDA activity. The Selected Bidder shall also avoid entering into any subcontract or agreement to provide programs or services related to the LCWDA activity with an executive’s or employee’s relative by blood, adoption or marriage. When it is in the public’s interest for the organization to provide a service related to the LCWDA activity with a relative, the Selected Bidder shall obtain written approval from LCWDA before entering into an agreement. All correspondence shall be kept on file and available for monitoring and audit reviews.

2.14 Nepotism

No individual may be placed in any LCWDA activity if a member of that person’s immediate family is directly supervised by, or directly supervises, that individual.

2.15 Political and Sectarian Activities

No sectarian (i.e., religious) or political activities may be conducted in connection with LCWDA activity. Participants shall not be employed through LCWDA contracts to carry out the construction, operation, or maintenance of any part of any facility that is used or is to be used for sectarian instruction or as a place for religious worship, except that maintenance of a facility is allowed if it is not primarily or inherently devoted to sectarian instruction or religious worship, (i.e., where the person or entity operating the facility is part of a program or activity providing services to participants).

Section 3. Terms and Conditions

If a contract ensues, the RFP and the commitments made in the selected proposal will become contractual obligations, including any information requested during contract development by LCWDA. Failure of the Selected Bidder to accept these obligations may result in cancellation of the award.

3.1 Type of Contract; Subcontracting

The contract will incorporate the requirements of the RFP, the Selected Bidder's proposal, and all other agreements that may be reached during contract negotiation.

The Contractor is responsible for the execution of the project/program and Contract requirements. If the Contractor chooses to provide services via sub-contractor(s), the Contractor is fully responsible for all sub-contractor(s) delivery of service and payment thereof. The Contractor will not subcontract or assign the Contract nor shall any subcontractor commence performance of any part of the work included in the resulting Contract, without the previous written consent of LCWDA. Acceptance or rejection of a proposed subcontract is at the sole discretion of LCWDA. Proper procurement rules must be adhered to when obtaining a subcontractor.

3.2 Contract Period, Funding & Invoicing

The term of the contract shall be for an approximate twelve (12) consecutive month period, commencing no sooner than July 1, 2013, and ending no later than June 30, 2014. Subject to the availability of funds and at the sole discretion of LCWDA (with the approval of the Board), a Contract may be extended for up to one additional such twelve (12) month period. Any such contract extension will be based on Contractor's performance as determined solely by LCWDA.

A Contractor can claim payment only for services already provided and must submit invoices for payment on a monthly basis. Invoices must be submitted within thirty (30) days of the last day of the month of service delivery **(for example, invoices for services delivered in the month of August must be presented to LCWDA no later than the immediately following September 30.)** Generally, **reimbursement by LCWDA is made within thirty (30) days of receipt of an invoice for actual expenses.** Funds designated for the Contract Period are subject to funding requirements under WIA Title I funding allocations.

A Contractor may neither perform work nor submit an invoice for payment for work performed for this project for any time period prior to contract approval by all applicable parties. This includes any costs associated with proposal development.

3.3 Confidentiality & Security

A Selected Bidder/Contractor who has access to confidential information will be required to keep that information confidential. The Selected Bidder/Contractor must agree to comply with all Federal and State laws applicable to LCWDA and/or clients of LCWDA concerning confidentiality of LCWDA clients. Any use or disclosure of information concerning LCWDA clients for any purpose not directly related to the administration of the Contract is prohibited. If a Contractor subcontract(s), the subcontractor shall also be subject to the foregoing confidentiality requirements and shall be required to agree to said confidentiality requirements in writing whether under a contract with the Contractor or in a separate document.

3.4 Duplicate Billing

A Contractor shall warrant that claims made to LCWDA for payment shall be the actual cost for authorized services rendered to eligible individuals and such claims shall not be made against other funding sources for the same services. Use of funds awarded through any contract with LCWDA by the Contractor to supplant any other existing funding sources is strictly prohibited.

3.5 Additional Contract Information

- **Contractors will be subject to announced and unannounced monitoring by LCWDA which is totally independent and distinct from the audit requirements described in Section 1.11, hereof.**

LCWDA will also conduct a contract Risk Assessment in accordance with the Ohio Department of Job and Family Services (“ODJFS”) procurement rules.

- LCWDA reimburses for services predominantly on a cost reimbursement basis. All invoices for services must be submitted monthly to LCWDA (see Section 3.2, hereof). All amounts on the invoice are to be supported by documentation, as required by LCWDA, attached to the invoice. All documentation for actual expenses of those services must be retained by the Contractor for three (3) years or until the completion of an audit. There are no exceptions to this requirement.
- LCWDA will only reimburse for the agreed upon rates and/or costs incurred under the terms of the contract.
- Payment of invoices will be contingent upon the Contractor’s use of mandated LCWDA reporting mechanisms.
- Project deliverables must be clearly defined in the contract and progress will be monitored throughout the duration of the contract.
- Should future funding be available, contract extension will be based upon performance, compliance with all contract terms, requirements of any future RFP(s) and continued local need, as determined solely by LCWDA.
- **LCWDA reserves the right to extend and/or amend the contract based on the Contractor’s performance as determined solely by LCWDA.**

Section 4. Requirements & Specifications for Services

4.1 Background

The federal Workforce Investment Act of 1998 (WIA) was put in place in order to consolidate and coordinate services. For youth, the intent of WIA legislation is to move away from one-time, short-term interventions and towards a systematic approach that offers youth a comprehensive set of service strategies and a closer link to the labor market. In addition, the Act requires connections between youth programs and the One-Stop system providing information on the full array of appropriate services available to youth. WIA provides fill-the-gap funding to help youth:

- Avoid academic failure and school drop out
- Gain adequate basic literacy and numeracy skills to succeed in employment
- Gain the necessary skills to manage independent living, to get and keep a job, and to advance in the workplace
- Attain high school diplomas, GEDs, and credentials related to employment
- Gain skills to be leaders and citizens
- Become engaged in activities promoting long-term self-sufficiency: employment, apprenticeships, the military, post-secondary education, or vocational training.

The purpose of the WIA Youth system is to assist young people who face significant barriers in making a successful transition to self-sufficient adulthood by successfully entering and being retained in workforce, higher education, or advanced training. Guidance from the Department of Labor (DOL) envisions WIA programs as offering “youth who have become disconnected from mainstream institutions and systems another opportunity to successfully transition to adult roles and responsibilities.” WIA programs need to aim “at preparing the country’s most at-risk and neediest youth for job opportunities” in high growth and high demand industries in the 21st century. Experts tell us that in the current economic reality, the ticket to success and a living wage in the 21st century labor market is solid cognitive, decision-making, and people skills and some post-secondary education. The WIA youth system is an opportunity for intervening in the life trajectories of vulnerable youth to give them a better chance to build productive lives.

Workforce Investment Act. WIA (the federal Workforce Investment Act of 1998, P.L. 105-220), was enacted in August 1998 to consolidate, coordinate and improve employment, training, literacy, and vocational rehabilitation programs in the United States. WIA restructures approximately 60 workforce

development programs into an integrated workforce investment system that can better respond to the employment needs of its customers—employers as well as current workers, unemployed workers, workers laid-off due to restructuring or downsizing, and new entrants to the labor force. (See <http://usworkforce.org>, <http://www.doleta.gov/>, <http://ifs.ohio.gov/workforce/> , or <http://www.co.lucas.oh.us/index.aspx?NID=201> for information on WIA)

WIA envisions a workforce investment system that is built around seven key principles:

Streamlining Services: Integrating multiple employment and training programs at the “street level” through the One-Stop delivery system. Integration will simplify and expand services for job seekers and employers.

Empowering Individuals: Customers will be empowered to obtain the services and skills they need to enhance their employability. Empowerment will be accomplished through Individual Training Accounts and access to consumer reports, which will provide customers with information about training providers’ services and performance.

Universal Access: Through the One-Stop system, every customer will have access to a set of core employment related services.

Increased Accountability: Providers of services will be held accountable for meeting employment related performance measures. Providers continued access to funding is directly related to their performance.

Local Oversight: Local boards (such as the WIB and its Youth Council) with involvement from the private sector will be responsible for local program planning and oversight of the local system. Input from the local level is to be utilized at the state level for statewide planning.

Local Flexibility: WIA provides local flexibility to improve systems and encourages innovative and comprehensive workforce investment systems. Local partners play a key role in policy development that is customized to meet the needs of the community.

Improved Youth Programs: WIA seeks to expand youth programs by encouraging a close connection to the local labor market and communities with strong connections between academic and occupational learning. Youth development activities, employment and training services and links to local and statewide initiatives are all components of WIA youth programs.

Guiding Principles

Workforce Investment Board of Lucas County (WIB): Mission, Vision and Values

The mission of the WIB is to provide leadership for the development of a comprehensive workforce system that brings together job seekers, employers, workers, educators, government and other partners to strategically increase the economic viability and quality of life in Lucas County/NW Ohio through planning, partnership, and effective resource management. Our vision is to be a valued resource to organizations and systems pursuing strategies designed to enhance the capacity, skill and well-being of our present and future workforce.

Values of the WIB

Customer Service: We believe that superior customer service to our employer and job seeker customers, Partners and stakeholders is paramount to our being successful in the Northwest Ohio market.

Partnership: Partnership is essential to the effective implementation of our mission. We believe that organizations working together, in a collaborative effort, create synergy towards efficiently meeting community needs.

Stewardship: We assume full responsibility for the resources and responsibilities that are within our purview. We understand that through conscientious and shared oversight, we can effectively generate the results our customers and stakeholders expect from their local workforce system.

Continuous Quality Improvement: We embrace ongoing innovation and transformation as a means of continuously improving the quality and sustainability of our results.

Results: Because results are what we are accountable for, we believe in the importance of systematic measurement and evaluation of effort to ensure that the plans and strategies adopted by The WIB produce the right results.

4.2 Project Overview

This RFP is seeking proposals from Bidders that can provide all specified activities within the program area as defined in this section. It is anticipated that in-school youth will comprise 40% of those served with out-of-school youth making up the remaining 60%. The total projected allocation of \$900,000 for SFY 2014 will be divided accordingly for services provided to these two populations. Please note that \$900,000 is the projected allocation for the first year of the two-year contract period; allocations for SFYs 2015-2017, which would include the second year of the contract and, the potential two-year extension period, are unknown at this time.

Objectives: The local WIA youth system is required to provide pre-enrollment activities, framework activities and case management, and the 10 program elements described below.

Scope of Work: (Direct services or sub-contracted)

Pre-enrollment activities include:

- Recruitment
- Intake
- Initial assessment
- Eligibility determination
- Referrals

The purpose of pre-enrollment activities is to determine if a youth is eligible and if WIA services will help meet his or her needs. Any youth can receive pre-enrollment activities; however, WIA is not an entitlement program. Its functionality is not that of a social service program. WIA Youth services are not meant to encompass the entire youth development program for Lucas County.

Participation:

A youth becomes a participant (and must be entered into SCOTI-“Sharing Career Opportunities and Training Information) when they are determined eligible and receive a service. Pre-enrollment activities do not initiate participation. Once a youth is identified as a participant, they are included in performance measures. WIA youth funds can only be spent on youth participants.

Framework activities:

These activities include an objective assessment and the development of an Individual Service Strategy (ISS). The assessment identifies the following:

- Basic literacy and numeracy skills
- Occupational skills
- Prior work experience
- Interests
- Aptitudes
- Supportive service needs
- Developmental needs

All WIA Youth participants must receive an objective assessment.

Individual Service Strategy (ISS):

The ISS is a personalized plan for each youth participant. It is based on the objective assessment. Its function is to identify employment and educational goals, achievement objectives and the appropriate services needed to help each youth reach their goals.

All WIA activities in which a youth participates must be tied to the needs and goals identified in their ISS.

Framework activities are services which, once provided (either the assessment and/or the development of an ISS) initiate participation.

Case Management:

In WIA, case management is specifically defined as the provision of a client-centered approach in the delivery of services designed to prepare and coordinate comprehensive employment plans, and to provide job and career counseling. Case management activities alone do not initiate or extend WIA participation (they do not prevent exiting-defined below). Case management activities are administrative activities involving regular contact to obtain information on the following:

- Employment status
- Educational progress
- Need for additional services
- Problems and challenges occurring and assistance needed to address them

The youth is not the only source of information about “how things are going” – the youth’s employer or post-secondary academic advisor are also critical sources. In addition, if a problem is identified, specific assistance should also be provided to help the youth address the problem. However, contact with a youth’s employer or advisor should **only** be made with the youth’s express knowledge and permission.

Program Elements:

WIA requires 10 program elements be made available to all WIA youth participants in the local workforce investment area. However, every participant does not have to receive services in all 10 elements. The elements in which a youth participates should be determined by the objective assessment and identified in their ISS.

The 10 program elements are (described in detail below):

1. Paid and unpaid work experience
2. Summer employment opportunities linked to academic and occupational skills (SEO)
3. Occupational skill training
4. Leadership development
5. Tutoring, study skills, and dropout prevention
6. Alternative secondary school offerings
7. Adult mentoring for at least 12 months
8. Supportive services
9. Comprehensive guidance and counseling
10. Follow-up services for no less than 12 months after exit.

A program does not have to receive WIA funding to be counted as providing a WIA program element. It must meet the following criteria:

- Be available to WIA Youth
- Meet the intent and design criteria for WIA program elements
- Lead to outcomes consistent with the intent of WIA.

Administrative entities (resulting contract holders) may provide the following services without competitive procurement:

- Pre-enrollment activities
- Framework activities
- Case management
- Summer employment opportunity
- Paid & unpaid work experience
- Supportive services
- Follow-up services

All other services must be properly procured.

1. Paid & Unpaid Work Experience:

The purpose of this element is to help youth experience the world of work and its requirements and to develop work readiness skills. Any eligible youth can participate, but supervised work experience especially benefits youth who do not have previous successful work experience.

Qualifying work experience activities include:

- Work readiness instruction
- Service learning
- Community services
- Internships
- Job shadowing
- Short-term, structured paid or unpaid work in private, for-profit, non-profit or public sectors.

Non-qualifying work experience activities include:

- Long-term employment
- Unstructured work experiences
- Placements which benefit the employer not the youth
- Employment where the salary is paid by the worksite
- Service learning or other activities which do not have an O*NET code

Documentation of work experience data is critical. The start and end dates must be in SCOTI along with the O*NET code. Case files should include information stating that the work experience is appropriate for each youth; a justification for stipends or incentives, if applicable; a worksite agreement; and time sheets and/or performance records.

Examples of Outputs

- Number of youth placed in work experiences
- Number of youth who complete work experiences (reach planned end date without a change in placement)
- Average number of hours spent in work experience (there is no minimum number required)
- Number of hours of supervision provided to each youth

Examples of Outcomes

- Increase in work readiness skills and knowledge
- Increase in career awareness
- Demonstration of appropriate work behaviors such as –
 - Arriving on time
 - Appropriate dress
 - Maintaining positive relationships with co-workers
 - Appropriate behavior with customers
 - Following workplace policies and procedures

2. Summer Employment Opportunities Linked to Academic and Occupational Skills (SEO):

The purpose of SEO is to give youth experience in the career field in which they are interested and to assist them in developing academic and occupational skills that will transfer to employment in that field or which are needed to enter that field. SEO is only one of many program elements that may be provided during the summer. Not every participant must be in an SEO. It is most beneficial for youth who wish to explore work related to their career goal, or youth who are interested in a general career field, but have not yet identified a specific goal.

Qualifying SEO activities include:

- Employment for which youth are paid a wage
- Employment that is linked to the career or employment goal as stated in the youth's ISS
- Academic and occupational skill training provided in conjunction with employment
- Academic and occupational learning that leads to required levels of academic and occupational skills for that career

Non-qualifying SEO activities include:

- Stand-alone summer employment programs that are not linked to year-round programs

- Work experience for which youth receive a stipend or incentives
- Employment that is not in the career field reflected in the youth's ISS
- Tutoring activities that focus on graduation test preparation, GED preparation, or other academic support that is not directly related to the employment placement
- Unpaid work experience

SEO should only be documented in SCOTI if the program has both employment and academic components. The start date cannot be before May 15th and the end date should be no later than September 30th. Case notes should explain how employment and the academic component are related to the youth's career goal.

Distinctions between SEO and Summer Employment

SEO:

- Is a required WIA Youth element
- Must include an academic component
- Should be linked to the youth's career goal
- Must be part of the comprehensive WIA youth services
- Participation in SEO = inclusion in Common Measures
- Participants must be WIA eligible

Summer Employment:

- Is not one of the 10 program elements
- No academic component is included
- Should be meaningful work, but not necessarily linked to the youth's career goal
- Functions as a stand-alone service
- WIA framework activities are required, but may be streamlined
- Does not initiate participation in the "regular" WIA youth program by itself
- Work readiness is the only performance measure
- Participant must be WIA eligible (dictated by the funding source).

Examples of Outputs

- Number of youth served
- Number of hours in employment opportunities
- Number of hours in academic and occupational learning instruction
- Average wages earned

Examples of Outcomes

- Increase in career knowledge
- Increase in employability skills
- Increase in occupational skills
- Increase in academic skills

3. Occupational Skill Training:

The purpose of occupational skill training is to help youth attain skills and certification required to enter a specific occupation. This training is most beneficial to youth who have a clear career goal and possess the necessary prerequisite skills to be successful in occupational training. The training should lead to skills needed to obtain a specific job or enter/advance in a specific occupation; focus on the long-term employment goal in the youth's ISS; and the training should lead to a certificate.

Qualifying occupational skill activities include:

- Training programs that lead to the attainment of a certificate. The certificate should be awarded for attainment of a measurable technical or occupational skill needed to gain employment or advance within an occupation.
- Participation in programs such as JobCorps
- Apprenticeship programs

Non-qualifying occupational skill activities include:

- Work readiness training
- Training that does not lead to entry or advancement in a specific field
- Training not tied to a long-term goal in the youth's ISS

Required documentation related to occupational skills training includes the start and end dates in SCOTI. Case files must include notes including the linkage between training and the youth's ISS, proof of enrollment in the training and a copy of the certificate(s) attained.

Examples of Outputs

- Number of youth placed in occupational skill training
- Number of youth who complete occupational skill training

Examples of Outcomes

- Attainment of certificate
- Employment in occupation
- Wage increase

4. Leadership Development:

The purpose of leadership development is to develop skills and attitudes that are important in all areas of life – education, employment, family and community. All WIA youth participants should participate in leadership development activities. The specific activities in which a youth participates should be determined by individual goals and needs as documented in the youth's ISS.

Qualifying leadership development activities include:

- Community volunteering
- Service learning
- Peer mentoring or tutoring
- Character education
- Citizenship education – including how and why to vote
- Leadership training – i.e. how to work in a team, how to run meetings, diversity training
- Life skills training such as parent education, financial education, goal setting and conflict resolution

Non-qualifying leadership development activities include:

- Activities that do not encourage responsibility, employability or positive social behaviors
- Activities which do not produce measurable gains in positive behaviors
- Activities or programs that cannot demonstrate effectiveness in producing positive outcomes for youth

Required documentation related to leadership development includes entry of start and end dates in SCOTI. Case files must include evidence of participation such as attendance certificates.

Examples of Outputs

- Number of leadership development opportunities offered
- Number of youth who participate in each opportunity
- Total number of youth who participate in leadership development opportunities

Examples of Outcomes

- Increased self-awareness
- Increased tolerance
- Improved teamwork skills
- Improved parenting skills
- Increased citizenship knowledge

5. Tutoring, study skills, and dropout prevention:

The purpose of tutoring is to improve the academic knowledge and skills of youth in specific areas. Study skills are designed to improve youths' ability to learn by studying on their own. Dropout prevention strategies are designed to keep youth in school until graduation from high school.

Tutoring is a teaching relationship that focuses on specific academic areas; tutoring is an effective practice for addressing specific needs. Tutoring helps youth succeed in school by offering the individualized instruction that youth need in structured sessions held regularly by a qualified tutor who monitors and reinforces the youth's progress. Tutoring may be provided one-on-one or in a group setting, such as General Educational Development (GED) preparation.

Qualifying tutoring activities include:

- Actual instruction
- Regular, structured sessions in which individualized instruction occurs
- Scheduled sessions during which youth may drop in for tutoring
- Instruction based on goals derived from the youth's ISS
- Qualified instructor
- Assessment to determine if the youth is making progress

Non-qualifying tutoring activities include:

- Meetings with teachers or tutors to discuss youth's progress (this qualifies as case management)
- Supplying books, school supplies (this is a supportive service)
- Paying school fees (supportive service)
- Self-study
- No stated outcomes
- No assessment
- Unqualified instructor

Tutoring should be provided to those who are basic skills deficient, who need additional help with school subjects, or who have fallen behind academically. Those transitioning from secondary to postsecondary education may also benefit from tutoring. Do not assume that only those who need help passing a subject need tutoring. Many WIA youth have learning disabilities or have a learning style that requires additional instructional assistance.

Participation in tutoring should be noted in SCOTI only if the activities meet the design criteria for the program element. Start and end dates must be included in SCOTI. Case notes could include, for example, improvement in test scores, or class grades. Other documentation should be included as appropriate, in the paper case file; examples include copies of certificates of completion from tutoring program, or attendance sheets and performance records.

Examples of Outputs

- Number of youth served
- Number of sessions held
- Length of sessions
- Frequency of sessions
- Average number of attendees at each session
- Average number of sessions attended by each youth
- Pupil-tutor ratio

Examples of Outcomes

- Attainment of academic goals stated in youth's ISS
- Increase in grade level or educational functioning level (EFL) in a specific academic skill area
- Attainment of a high school credit
- Attainment of a diploma or GED
- Improvement in school grades

Study skills are a set of abilities that allow youth to learn effectively and efficiently on their own. Good study skills allow a youth to do well in all phases of education and to make all phases of life an opportunity for learning. To become a life-long learner, youth must know how to learn. A study skills program includes instruction and practice activities on a range of strategies from planning and organizing study time to reading comprehension, increasing concentration, and test taking. If youth are to be accountable for their achievement, they must be given the opportunities to meet the expectations set out for them. Instruction may be one-on-one or a group activity. Youth may work alone in some practice activities and in groups for others.

Qualifying study skills activities include:

- Training in a specific study skills model such as SQ3R or other test-taking or note-taking strategies
- Teaching the importance of organizing study time
- Instruction in how to organize study time
- Instruction with practice
- Feedback after practice

Non-qualifying study skills activities include:

- Providing calendars and notebooks (this qualifies as supportive services)
- Lecture without practice
- Practice without feedback

Participation in study skills should be noted in SCOTI only if the activities meet the design criteria for the program element. Include start dates and end dates in SCOTI. Case files could include the following examples: notes regarding improvement in test scores; improvement in note-taking, outlining, and summarizing; copies of certificates of completion from study skills program; or attendance sheets and performance records.

Examples of Outputs

- Number of youth served
- Number of sessions held
- Number of hours of services provided
- Average number of hours of instruction per participant
- Number of techniques taught

Examples of Outcomes

- Increase in test scores
- Increase in class grades
- Increase in number of assignments completed
- Increased knowledge of study skill and organizational techniques
- Increased ability to apply study skill and organizational techniques
- Increased ability to use reference material and other resources

Dropout prevention strategies are interventions that address causes of youth dropping out of school – disengagement, lack of successful experiences in school, or learning styles not suited to traditional academic instruction. Dropout prevention strategies can help ensure that youth stay in school to get their high school diploma and continue with some postsecondary education, both of which are vital to their long-term chances for successful employment. There is no single recipe for a successful dropout prevention program. Although potential dropouts may have common problems, their individual needs must be met when planning strategies. For example, some youth may function best in an alternative secondary school services program; others need a youth-centered environment that caters to their individual learning style; still others need a combination of academic instruction and experiential learning. The needs of each youth must be considered when developing strategies.

Qualifying dropout prevention activities include:

- Participation in a program that has evidence that it reduces dropouts, such as Jobs for Ohio's Graduates (JOG), Upward Bound, or the Coca-Cola Valued Youth Program
- Placement in an alternative secondary school services setting
- Involvement of families and community
- Individualized approach based on youth's individual needs
- Placement in an alternative program for youth who are at risk of suspension or expulsion

Non-qualifying dropout prevention activities include:

- Early intervention with no follow-up
- Single-strategy, "one size fits all" programs
- Ability grouping
- Setting low expectations for achievement, attendance, and behavior
- Teaching basic skills alone (may increase skill level, but is not an effective dropout prevention strategy)
- Work experience without mentoring or involvement of individual case worker
- Adding classes or extending school day

Participation in dropout prevention programs should be noted in SCOTI only if the activities meet the design criteria for the program element. Include start dates and end dates in SCOTI. Case notes can include items such as increased school attendance, graduation from high school, or school attendance records.

Examples of Outputs

- Number of youth served
- Youth-to-case worker ratio
- Youth-to-instructor ratio
- Evidence of program policies (attendance; behavior, including anti-harassment; dress, etc.)
- Evidence of ongoing staff development

Examples of Outcomes

- Reduced dropout rates/increased retention of youth who are at high risk of dropping out
- Increased school attendance
- Decreased truancy rates
- Decrease in suspensions and expulsions
- Increase in number of youth meeting short-term, retention-related goals (attending school for three weeks with no absences or suspensions, for example)
- Increased participation in extra-curricular activities

6. Alternative secondary school offerings:

Alternative schools offer specialized, structured curriculum inside or outside of the public school system which may provide work/study and/or academic intervention for students with behavior problems, physical/mental disabilities, who are at-risk of dropping out, who are institutionalized or adjudicated youth and/or youth who are in the legal custody of the Ohio Department of Youth Services ("DYS") and are residing in an institution.

To be classified as an alternative school or alternative course of study for WIA purposes, a specialized structured curriculum is required that is clearly distinguishable from the regular curriculum offered to students in corresponding grades or classes. Additionally, for WIA purposes, an alternative school must be approved by the local education agency ("LEA") before students may be reported as attending an alternative school. The term *alternative school* should not be confused with *magnet schools* for specialized study or for accelerated studies. To qualify as an alternative secondary school service, the following criteria must be met:

- The program must have a specialized, structured curriculum clearly distinguishable from the regular curriculum offered to students in corresponding grades or classes

- The alternative school must be approved by the LEA
- The program must adhere to state academic content standards
- The program must ultimately lead to a diploma or GED

Qualifying alternative secondary school services include:

- Second-chance programs for dropouts and out-of-school youth
- Programs that use small learning communities
- Technology-based alternative secondary school services

Non-qualifying alternative secondary school services include:

- Programs that do not ultimately lead to a diploma or GED
- Programs that do not meet the academic content standards required by No Child Left Behind ("NCLB")

Alternative secondary school services should be provided to students with behavior problems, physical/mental disabilities, who are at risk of dropping out, who are institutionalized or adjudicated youth and/or youth who are in the legal custody of DYS and are residing in an institution.

Participation in alternative secondary school services should be noted in SCOTI only if the activities meet the design criteria for the program element. Include start dates and end dates in SCOTI. Case notes can include: enrollment in local alternative school; improvement in test scores, attendance, class grades; copies of high school diplomas; or attendance sheets and performance records.

Examples of Outputs

- Number of youth served
- Student-teacher ratio
- Number of teachers licensed in the subject area they teach
- Number of contact hours with each student
- Evidence of policies (attendance, behavior, dress, etc.)
- Evidence of continuous staff development

Examples of Outcomes

- Increased attendance
- Improved course grades
- Increased assignment completion
- Successful course completion
- Increased academic skill attainment
- Decrease in disciplinary referrals
- Attainment of diploma or GED
- Decrease in dropout rate among students at risk for dropping out

7. Adult Mentoring for at least 12 months:

The purpose of adult mentoring is to build positive, supportive relationships between youth and adults and to provide positive adult role models for youth. Adult mentoring is a one-to-one supportive relationship between an adult and a youth that is based on trust. High-quality adult mentoring programs include an adult role model who builds a working relationship with a youth and who fosters the development of positive life skills in youth. Youth should receive adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.

Qualifying adult mentoring activities include:

- Participation in mentoring programs such as Big Brothers Big Sisters
- Virtual adult mentoring via e-mail, teleconferencing, or other electronic communication
- Long-term, structured programs that provide training and support to mentors as well as to youth
- Adult mentoring programs that foster career awareness or positive social behaviors
- Supplementing adult mentoring activities with additional materials and resources

Non-qualifying adult mentoring activities include:

- Programs designed to last fewer than 12 months
- Activities provided by case managers or service providers unless they meet the definition of adult mentoring
- Only supplying self-help materials on positive life skills
- Any activity that does not include a working relationship and rapport between a youth and an adult
- Case management activities
- Inconsistent or sporadic contact with youth

Participation in adult mentoring should be noted in SCOTI only if the activities meet the design criteria for the program element. Include start dates and end dates in SCOTI. Case files may include an objective assessment and ISS indicating need for adult mentoring, and schedules and descriptions of mentoring activities.

The impact of adult mentoring on WIA performance outcomes such as attainment of a diploma or certificate or placement in employment is indirect. However, a positive relationship with a supportive adult may have a direct impact on a youth staying engaged in WIA activities and remaining connected to education and work. Outputs and outcomes should measure the effectiveness of the mentoring program itself rather than the youth's achievement in other areas of the WIA program.

Examples of Outputs

- Number of youth with mentors
- Average number of contact hours between individual youth and mentors
- Total number of contact hours
- Total hours of mentor training
- Total hours of mentor support

Examples of Outcomes

- Increased communication skills with adults
- Increased positive attitude toward school or work
- Increased knowledge about career field (for career mentorships)
- Increased positive attitude toward adults

8. Supportive Services:

The purpose of supportive services is to remove or reduce barriers that prevent youth from participating in WIA youth programs. Supportive services include assistance such as transportation, child care, dependent care, and housing that is necessary to enable an individual to participate in WIA youth program activities. Supportive services for youth may include but are not limited to or other appropriate work attire and work-related tool costs, including such items as eye glasses and protective eye gear. Supportive services (along with leadership development opportunities and case management activities) do not extend exit or participation. They may be provided to youth both during participation and after program exit.

Qualifying supportive services (if necessary for the youth to participate in WIA youth programs) include:

- Child care
- Transportation
- Work attire or uniforms
- Tools
- Housing
- Referrals to other community services
- Referrals to medical services

Non-qualifying supportive services include:

- Payments for activities that are not needed in order for the youth to participate in WIA youth program activities
- Purchase of items that are not necessary for the youth to participate in WIA youth services

All youth who have needs that either could prevent them from participating or limit their participation in WIA youth programs should receive supportive services. The extent of supportive services provided to individual youth will vary based on personal need.

Supportive services should be captured in SCOTI and documented in individual case files only if the activities meet the design criteria for the program element. Start and end dates must be in SCOTI. A copy of the youth's supportive services plan should be included in the case file along with justification of the need for purchased services or items tied to the youth's participation in WIA youth program activities. A description of the type of payment method and amount should also be included.

Measuring the success of supportive services is somewhat different from measuring the success of other program elements. Supportive services have an indirect impact on program outcomes or performance measures, although they may have a direct impact on participation.

Examples of Outputs

- Dollars spent on each youth
- Number of linkages with other agencies or services to meet youth's needs
- Increase in youth participation in WIA activities

Examples of Outcomes

- Increase in youth participation in WIA activities

9. Comprehensive Guidance and Counseling:

The purpose of comprehensive guidance and counseling is to promote growth in each youth's educational, personal and social, and employability skills. All youth can benefit from a comprehensive guidance and counseling programs. At-risk youth are in particular need of the educational, personal and social, and employability growth offered by comprehensive guidance and counseling. Whether youth plan to attend 2-year or 4-year colleges, join the military, work in apprenticeships, or go directly to work, they should do so based on information about themselves and knowledge about careers and the job market.

Comprehensive guidance and counseling is a process of helping youth make and implement informed educational, occupational, and life choices. Comprehensive guidance and counseling programs impart skills through counselor-directed learning opportunities that help youth achieve success through academic, career, personal, and social development. An effective comprehensive guidance and counseling program develops a youth's competencies in self-knowledge, educational and occupational exploration, and career planning. Many at-risk youth need such assistance in making informed decisions and choices. In addition, some at-risk youth need assistance in changing serious problem behaviors – for example, alcohol and drug use; anti-social behaviors like violence, bullying, or self-mutilation; or involvement with the juvenile justice system. Comprehensive guidance and counseling is appropriate for youth with such problems, and it may include drug and alcohol counseling, as appropriate; it should always be designed to meet the needs of individual youth. Comprehensive guidance and counseling must be given on a personal basis, and provided by an appropriately trained staff member or licensed counselor or social worker.

Qualifying guidance and counseling activities include:

- Drug and alcohol counseling
- Mental health counseling/therapy
- Career counseling
- Educational counseling
- Supplementing guidance and counseling activities with additional materials and resources

Non-qualifying guidance and counseling activities include:

- Informal guidance and counseling from well-meaning but inexperienced individuals
- Conferences with youths' teachers without youth being present
- Initial assessment
- Post-test for literacy/numeracy gains
- Supplying self-help resources or materials without personal counseling
- Participation in comprehensive guidance and counseling should be captured in SCOTI and documented in individual case files.

Participation in comprehensive guidance and counseling should be noted in SCOTI only if the activities meet the design criteria for the program element. Include start dates and end dates in SCOTI. Case notes can include the objective assessment and ISS indicating need for comprehensive guidance and counseling.

As with leadership development, the impact of comprehensive guidance and counseling on school or work success is likely to be indirect. Program success should be assessed by measuring changes in behaviors targeted by the individual counseling program. Counselors' case notes are often the prime source of documentation for outcomes. To protect confidentiality, outcome data should be compiled for the group of youth being served rather than reported on an individual level.

Examples of Outputs

- Number of counseling sessions per youth
- Length of counseling sessions
- Duration of counseling

Examples of Outcomes

- Decrease in risky behaviors such as alcohol consumption or drug use
- Improvement in mental health

10. Follow-up services for no less than 12 months after exit:

Follow-up services are activities after completion of participation to monitor youths' success during their transition to employment and further education and to provide assistance as needed for a successful transition. Follow-up services must be provided for not less than 12 months after the completion of participation. The types of services provided and the duration of services must be determined based on the needs of the individual. The scope of these follow-up services may be less intensive for youth who have only participated in summer youth employment opportunities.

Follow-up services formally begin upon completion of participation. Completion of participation is determined retroactively; after 90 days without provision of a WIA youth service or partner service, the date of the last service becomes the exit date. Supportive services and case management activities do **not** extend participation, if they are the only services provided.

Even though a participant has gotten a job or started postsecondary education or advanced training, the participant may not be ready for exit and follow-up services. Ideally, each youth should remain a program participant long enough to be stable in the job or postsecondary education. A good rule of thumb is that youth can be considered stable if they continue to be successful after 6-8 weeks on the job, or the second quarter or semester in postsecondary education or advanced training.

In the meantime, during participation, case managers should provide career counseling services to ensure that the youth stays on the job or in school. Those career counseling services may include personal career counseling and workshops or other activities such as:

- Job retention
- Career advancement or promotion
- How to get along with bosses and co-workers
- Managing change for themselves and family members
- The importance of getting to work on time
- How to budget money

These career counseling services can and should also continue as follow-up services after exit.

Effective follow-up services include:

- Regular contact with appropriate frequency with the youth, the youth's employer, the youth's postsecondary academic advisor
- Leadership development activities provided after completion of participation
- Supportive services provided after completion of participation
- Case management activities

Ineffective follow-up services include:

- Quarterly phone calls to see if the youth is still working or still in school
- Mail surveys to check if the youth is still working or still in school
- Letters to inquire about status

Allowable expenses include any expenses allowable under supportive services or leadership development opportunities, and incentives tied to a goal identified in the youth's ISS. Please note - since a stipend is not a wage, stipends are not taxable and not subject to IRS requirements for documentation and tax withholding.

***DOL interpretation:** Any expense allowable during participation is also allowable during follow-up.

Follow-up services should be captured in SCOTI and documented in individual case files. Start and end dates must be included in SCOTI. Follow-up services should only be noted in SCOTI if the activities meet the design criteria for the program element. Examples of items to include in case files are:

Describe specific services and activities planned or provided.

- Identify supportive services provided during follow-up.
- Identify leadership development opportunities provided during follow-up.
- Justify incentives or stipends and describe type of payment method and amount, if applicable.
- Record interactions and meetings with youth, youth's employer, youth's academic advisor.

Examples of Outputs

- Number of contacts per youth
- Number of follow-up activities offered
- Number of youth participating in follow-up activities

Examples of Outcomes

- Increase in length of time youth remain employed
- Increase in length of time youth remain in education or training
- See outcomes for other program elements such as leadership development or supportive services; outcomes that can measure success during participation can also be used to measure success after exit

Exiting:

It is anticipated that 1/3 of the youth served will be exited each year; the target is a minimum of 25% exited per year. As stated above, completion of participation is determined retroactively; after 90 days without provision of a WIA youth service or partner service, the date of the last service becomes the exit date. Supportive services and case management activities do **not** extend participation, if they are the only services provided.

Section 5.0 Technical Requirements

Bidder(s) must demonstrate the ability to meet the following requirements:

- Internet access with a minimum of 56K baud modem rate.
- The ability to import and export data from LCWDA via various types of formats such as text files, Microsoft Excel, Microsoft Word, Microsoft Access, or other formats as agreed upon by LCWDA and

Bidder. Systems used for data sharing may include SCOTI, Ohio Means Jobs ("OMJ"), or any other system required by the ODJFS.

- Have database backup capabilities of LCWDA data and have a disaster recovery plan in the event that LCWDA data is corrupted or destroyed by system failure or acts of nature.
- In the event Bidder(s) would desire to enter into any subcontract involving the direct delivery of sharing of LCWDA data, written notification would be given and prior approval to any subcontract would be sought by Bidder(s) by LCWDA.
- Must maintain current technology updates as required by LCWDA in regard to Internet browser versions.
- Comply with LCWDA requirements for providing a secure environment for LCWDA data.
- Supply LCWDA with reports or statistics for proposed project.
- Have properly working hardware and software to retrieve, import, and export LCWDA data.
- Maintain an up to date anti-virus software program.

Section 6. Application Format

6.1 Required Format Specifications

To be accepted and forwarded to the Review Committee, the proposal must be received on or before the deadline and include attachments 1-9 as provided by LCWDA. Each document requiring a signature and/or notarization must be provided in the form of a scanned version of said document. All documents must be submitted via email with each document saved as the document names listed in the "Overall Application Checklist" preceded by the name of the bidding organization, e.g. "Non-collusion Affidavit-Company X".

Complete all sections of the bid documents as instructed. Proposals not meeting the following format specifications will have up to a maximum of five (5) points deducted.

A 12-point "Times New Roman" font must be used. Page margins are to be 1" on all sides of the page.

- Page is to be numbered on the bottom right of each page.
- Pages are to be single sided.
- Lines must be single spaced.
- Must remain within the number of pages as instructed.

6.2 Application Components

This section provides additional information to be used when completing the electronic attachments:

A. RFP Cover Page

- Use form provided
- Must be completed and signed

B. Service Description Packet (Forms 1-5)

B1. Service Summary

- Use form provided
- Not to exceed one (1) page in length.
- Brief explanation of the proposed services.

B2. Organizational Capacity

- Use form provided
- Not to exceed two (2) pages in length.
- Suitable administrative, accounting and management information systems in place.
- Sufficient staff with experience working with this population.
- Adequate policies and procedures in place.
- A demonstrated ability to work with other organizations in meaningful collaborative and/or partnership manner.

B3. Prior Successful Experiences with Proposed Services and Target Population

- Use form provided
- Not to exceed three (3) pages in length.
- Describe the organization's experience in providing the proposed services to the target population.
- Include a description of the organization's record of program participants' successful attainment of program goals.

B4. Description of Program and Service Delivery

- Use form provided
- Not to exceed four (4) pages in length.
- The proposed program and service delivery model must respond to the requirements described in this RFP.
- The key components of the service delivery model must be clearly identified and described as well as the specific strategies employed to achieve the intended results.
- Partnerships, if used, should be described in detail.
- A timetable of program operations must be included.
- Bidder must have prior successful performance demonstrated in this service area.

B5. Internal Evaluation and Accountability

- Use form provided
- Not to exceed two (2) pages in length.
- The Bidder should be able to demonstrate the ability to document, track, analyze data, and submit weekly, monthly and quarterly reports to LCWDA.
- Meaningful benchmarks, performance measures, and outcomes should be identified.
- The stated rationales for targeted performance measures should be sound.
- The organization should be able to demonstrate the ability to document, track, and analyze participant and program progress and have the systems in place to accomplish this.
- The organization should have the tools and methods in place to measure customer satisfaction.

C. Attachments 3-10

To be completed as indicated on each form.

6.3 Collaboration Letters

LCWDA strongly encourages Bidders to demonstrate collaborations and service linkages that would assist in achieving the objectives stated in this RFP. A maximum of twenty-five (25) collaboration letters will be accepted.

Those collaborative relationships that are integral to the program design should be described in the Program and Service Delivery section of the Bid Packet.

Each Collaboration Letter must include:

- Organization name
- Address
- Phone number and fax number
- Contact person
- Nature of relationship

(LCWDA, at its sole discretion, may elect to contact references during the review process. If references cannot be provided, explain why.)

6.4 Personnel Qualifications

Please include the following information as it related to the services(s) contained in the bid:

- Table of Organization
- Resumes of key personnel who will be directly involved with the proposed services.
- Professional licenses

- Alternate signing letter-this letter, on company letterhead, indicating any other staff member(s) who is/are permitted to contractually obligate the selected bidder.

6.5 Budget Narrative and Budget Form

Bidders should present a sound approach to budgeting for the various aspects of program management and implementation.

(a) Budget Narrative

Provide a description of revenues and expenses (“Budget Narrative”). The Budget Narrative must not exceed two (2) pages. Describe necessity and reasonableness of each budget line item. Statements should be concise and clear and not simply a restatement of the information presented in the budget. The budget should be developed with advice and assistance of Bidder’s fiscal officer (if applicable), or from an accounting professional knowledgeable in this type of program and funding source. Although there is no match requirement, provide a summary of other funding that Bidder receives and, specifically, reference funding that will contribute to overall funding for the proposed program. While not required, organizations that can leverage other sources of funding will be rated higher.

(b) Budget Form (Attachment 11)

Complete LCWDA Program Budget Form, which will be provided electronically upon request. The budget will be evaluated in accordance with standard accounting principles, clear support of proposed program components and cost effectiveness.

INSTRUCTIONS FOR COMPLETING THE CONTRACT BUDGET

The Contract Budget is to include all of the financial information regarding the Bidder’s program. This includes all funding for the program, both federal and non-federal, and all related federal expenses. It is important that consideration be given to all projected program expenditures in preparation of the Contract Budget. The Contract Budget not only serves as a basis for Bidder’s funding and reimbursement for the program expenses, but also represents the amounts that will initially be considered as allowable federal program expenses. Any expenditures that are not included in the initial budget may require renegotiation of the budget prior to the expenditure being allowable for the program. Amounts approved on the budget do not indicate the amounts that will be reimbursed but are estimates of the possible reimbursement. All amounts invoiced to LCWDA will be based on actual expenditures of funds and only those actual expenditures are reimbursable.

The budget is broken down into the major areas of expense. Behind the Contract Budget, and an integral part of the budget process, are the detailed expenses determining the overall budget. The Contract Budget amounts are calculated based on the detail presented on the Estimated Cost of Delivery of Purchased Services pages. It is very important that these estimates are adequately developed to ensure the Contract Budget includes the funding needed to provide all program requirements.

Contract Budget Page

The basic information for Bidder’s program needs to be entered in the top box of the Contract Budget page. No other information is needed.

- Provider Information: Insert Bidder’s name, address, phone, fax, and e-mail in the left column of the box.
- Service Program: The name of Bidder’s federally funded program
- Period: Will be approximately 7/1/2013 – 6/30/2014, unless contract is signed later in the fiscal year.
- Budget Prepared By: This should be the person who prepared the budget as well as the contact person for any questions on the budget.
- Date: This should be the date the budget was finalized.

No additional information needs to be input on this page but once all of the Estimated Cost of Delivery of Purchased Services pages are completed, the Contract Budget should be reviewed for accuracy.

Estimated Cost of Delivery of Purchased Services

These details support Bidder's Contract Budget. These amounts are to be based on estimated expenditures to provide the program services outlined in the bid. All related expenses required to provide these services need to be considered and included in these estimates. Reimbursement will be based on actual expenditures but are limited by the amounts included on these pages.

STAFF COSTS (SECTION I):

EMPLOYEE SALARIES: Include each position that will be directly charged to the program, the number of people in each position, and the position's annual salary. Indicate whether each position is filled or vacant (to be filled later). Filled positions should include the names of those employees filling them. Indicate the estimated total hours per week worked and hours to be worked on the proposed program. Indicate the number of months the position will be charged to the program if not a full year (for example a vacant position that will be filled for only 6 months of the program). Based on this input, the total annual salary for each position, percentage of time to the program and reimbursable salary will be calculated. Input the percentage of the program that may be funded through this RFP. For example, if this bid covers \$50,000 of a \$200,000 program, insert 25%.

PAYROLL RELATED EXPENSES: This section includes expenses related to payroll for the employees listed under employee salaries including all fringe benefits such as employer matching amounts, worker's compensation, retirement, insurance, etc. If a percentage is entered, the amount will be calculated based on the total reimbursable salaries from the Employee Salaries section. Amounts may also be entered directly into the "amount" column. If items are to be included that are not listed, these must be specified.

NON-EMPLOYEE SALARIES: This section covers any positions that will be directly charged to the program paid outside of the normal payroll system, including contract employees such as an outside accounting firm, teachers, or health care professionals that are paid on an hourly basis. Enter the same information in this section as entered for the Employee Salaries section above.

ADMINISTRATIVE COSTS AND PROFESSIONAL FEES: This section includes all personnel costs that have not been previously recorded. Examples include an accounting firm paid on a contractual monthly basis, audit costs, legal fees, and administrative charges allocated to the proposed program. Any allocated charges to the program are to be derived from an accurate, documented cost allocation plan.

PROGRAM COSTS (SECTION II):

TRAVEL & TRAINING

Travel Expenses: Include any projected travel costs related to the service delivery of the proposed program. This may include field trips, home visits, meetings, employee travel expenses, and necessities for vehicles utilized for the program. Purchased transportation would include transportation for a fee such as taxi or bus fare.

Agency Training Expenses: Include expenses related to training of staff to provide the proposed services. This may include registration fees, lodging, meals, transportation fees, conference materials, etc. If the training will benefit multiple programs or funding sources, only the portion directly applicable to the bid should be included.

CONSUMABLE SUPPLIES: Include any projected need for supplies to implement the proposed program including direct program supplies such as books and materials, and indirect supplies for managing the program such as office and cleaning supplies.

OCCUPANCY COSTS: Occupancy costs are to be based on three factors: (i) The square footage needed by the proposed program as a percentage of total facilities square footage; (ii) the annual rent or depreciation cost (if Bidder owns the building); and (iii) the percentage of the overall program funded through the bid to LCWDA. Bidder must provide square footage for the program and the building; either the annual cost of rent per square foot or the annual depreciation figures, and the percentage of program

funding provided through this RFP should the Bidder be awarded a contract. The charges to the Contract Budget will be calculated from these figures.

The expense for utilities and maintenance and repair should include the overall expenses which will then be prorated to the program based on building square footage and the portion of the proposed program to be funded through this RFP. If there are specific utilities related only to the portion of the program the Bidder proposes LCWDA fund, list these separately and the amount chargeable to the Contract Budget will be calculated based on the percentage of the program for which the bid is seeking funding.

INSURANCE COSTS: Include all non-vehicle insurance costs in this section and the percentage of these costs directly related to the proposed program.

OTHER MISCELLANEOUS PROGRAM COSTS: Include in this section any projected expenses that are not listed under any other area of the Contract Budget.

EQUIPMENT COSTS (SECTION III):

EQUIPMENT SUBJECT TO DEPRECIATION: This section includes all equipment utilized by the program that exceeds Bidder's fixed asset threshold or \$5,000, whichever is lower. For example, if Bidder's fixed asset threshold is \$500, any piece of equipment over \$500 is to be included here. However, if Bidder's threshold is \$7,500, all individual items over \$5,000 are to be included here. The equipment costs listed here will be reimbursed based on the annual usage associated with the proposed program's portion of the equipment's usage. Please list each item of equipment separately with the required information in Part A. In Part B, include the useful life as determined by Bidder's fixed asset policy and the percentage the equipment will be utilized by the proposed program. This percentage should take into consideration both the percentage of use by the program and the percentage of the program that may be funded through this RFP. For example, if a vehicle is 50% to the program and your bid includes 50% of program funding from another source, the percentage would be 25% (50% of 50%).

SMALL EQUIPMENT PURCHASES: This section includes all purchased equipment utilized by the program that was not included above. This equipment will be reimbursed as purchased based on the proposed program's percentage of the equipment's use. To calculate the percentage to the Contract Budget, take the percentage to the program times the percentage of proposed LCWDA funding of the program as noted above.

LEASED AND RENTED EQUIPMENT: Include those items of equipment to be utilized by the program that are leased or rented. Once again, to calculate the percentage to the Contract Budget, take the percentage of the equipment's usage to the program times the percentage of the program that may be funded through this RFP as noted above.

EQUIPMENT REPAIR AND MAINTENANCE: Include repairs and maintenance to equipment utilized by the program. Remember to calculate the percentage to the Contract Budget by taking the percentage to the program times the percentage of the proposed portion of LCWDA funding of the program as noted above.

TUITION CHARGES (SECTION IV) (TUITION BASED PROGRAMS ONLY):

If the program is a tuition-based program, fill in the appropriate information for each type of program. "Total Program Units" will include all projected participants in the program. "Units Under Contract" will only include projected participants reimbursable by LCWDA.

UNIT RATE CHARGES (SECTION V) (APPROVED PROGRAMS ONLY):

If the proposed program has been approved for unit rate charges, fill in the appropriate information for each type of service unit. "Total Program Units" will include all projected units in the program. "Units Under Contract" will only include projected units reimbursable by LCWDA.

INCOME PAGE:

On this page Bidder must disclose all projected funding for the organization.

Part A: Include all funds for the program for which Bidder is seeking funding. For example, if Bidder is proposing that LCWDA fund \$50,000 of a \$200,000 program, there should be \$50,000 listed under LCWDA and another \$150,000 in other funding categories. For each type of federal, state, or county funding, please specify the source and type of funding received. As an example, Bidder may receive TANF monies through Lucas County Family Council or Title XX money through LCDJFS.

Part B: Include all projected funding for Bidder's organization. Once again please specify each source and type of federal, state, or county funding Bidder plans to receive. Please be aware that many federal and state funds are passed through local governments and other organizations. Bidder may need to contact the granting agency to find out the true source of these funds.

UNALLOWABLE COSTS:

Use of federal funds for prohibited purposes will result in the loss or recovery of those funds. Funds may not be utilized for the following:

- Advancement of political or religious points of view, fund raising or lobbying.
- Distribution of factually incorrect or deceitful information.
- Consulting fees for salaried program personnel to perform activities related to the program.
- Bad debts of any kind.
- Lump sum indirect or administrative costs.
- Contributions to a contingency fund.
- Entertainment (for example paying for entertainment for management).
- Fines and penalties.
- Interest or other financial payments.
- Contributions made on behalf of program personnel.
- Costs to rent equipment or space owned by the funded agency.
- Inpatient services.
- The purchase or improvement of land.
- The purchase, construction, or permanent improvement of any building.
- Satisfying non-federal fund matching requirements to receive any federal funding.
- Contracts for compensation with advisory board members.

Cover Page: Bidders must use Attachment 1 (cover page) as provided in this RFP. Complete all sections of the Cover Page form. Bidder's authorized representative must sign the Cover Page which shall be scanned for submittal.

Bidders must include all required documents. The maximum number of points that can be awarded for each section of the Service Description Packet and overall formatting is provided (Selection Process - Rating Sheet). Total possible points = 150.

Section 7. Attachments & Application Checklist

7.1 Attachments:

The documents listed below are to be completed in their entirety by the Bidder. These documents will be sent upon request. Interested Bidders should contact Cynthia Finley via email at finlec@odjfs.state.oh.us and indicate the name of Bidder's organization, the contact person and the email address where the electronic documents should be sent (no hard copies or faxes shall be sent). The documents will be sent within two (2) business days. A Bidder not receiving the documents within this timeframe should contact Cynthia Finley at 419-213-8956 to ensure receipt of the original email request. Please allow adequate time for receipt and completion of the documents prior to the 3:00 p.m., March 29, 2013 deadline. **NO REQUESTS FOR ATTACHMENTS WILL BE ACCEPTED AFTER 4:00 P.M., March 27, 2013.**

1. Attachment 1 -- RFP Cover Page
2. Attachment 2 -- Service Description Packet (Forms 1-5)
3. Attachment 3 -- Non-Discrimination and Equal Employment Opportunity Affidavit
4. Attachment 4 -- Non-Collusion Affidavit
5. Attachment 5 -- No Findings for Recovery Affidavit
6. Attachment 6 -- Delinquent Personal Property Tax Statement
7. Attachment 7 -- Representations, Assurances and Certifications
8. Attachment 8 -- LCWDA Performance Measures Form (complete form through Line A)
9. Attachment 9 -- LCWDA Budget Form (to be preceded by a 2-page budget narrative)

Please note: A Bidder's submission may require multiple emails depending on the size of the attachments. The maximum size of attachments able to be received by LCWDA staff in one email message is typically 10 MB.

7.2 Application Checklist (all documents to be completed and scanned; delivered via email):

- RFP Cover Page (signed)
- Service Description Packet (Forms 1-5)
- Non-Discrimination and Equal Employment Opportunity Affidavit
- Non-Collusion Affidavit
- No Findings for Recovery Affidavit
- Delinquent Personal Property Tax Statement
- Representations, Assurances and Certifications
- LCWDA Performance Measures
- LCWDA Budget Form (to be preceded by a 2-page budget narrative)
- Collaboration Letters
- Personnel Qualifications (including Alternate Signing Letter, if applicable)