

**Lucas County Department of Job & Family Services
By the Authority of the
Lucas County Board of Commissioners**

**REQUEST FOR PROPOSALS
(48-14-RFP-03)**

**For the selection of
Food Assistance Employment & Training Services
Federal Fiscal Year 2014**

Issued by:

**Lucas County Department of Job & Family Services (LCDJFS)
3210 Monroe Street, P.O. Box 10007
Toledo, Ohio 43699-0007**

Release Date: July 10, 2013

Mission Statement

“We assist Lucas County families and individuals to achieve their highest level of stability and independence. Respecting the dignity of our clients, we provide effective career development opportunities and individualized services in cooperation with our community partners.”

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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 Sections 5101:9-4-07 and 5101:9-4-07.01 of the Ohio Administrative Code (“OAC”). Lucas County Department of Job & Family Services (“LCDJFS”), through the Lucas County Board of Commissioners (“Board”), is seeking Proposals for the provision of Food Assistance Employment & Training (“FAET”) services for Food Assistance recipients who are required to participate in allowable FAET activities, and who are also identified as Child Support obligors who are non-compliant with their Child Support order. These services consist of prescribed job search and job readiness activities described in detail in Section 4.

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.

Any failure to meet the deadlines in the submission, evaluation and/or negotiation phase or objection to the dates of performance may result in LCDJFS 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 for the designated target population.
- Have the organizational capacity to provide the proposed services.
- Have the necessary skills to develop and utilize a method to track program results and specific clients’ outcomes.

Allocation and Target Population:

LCDJFS has designated \$300,000 in Food Assistance Employment & Training funds in Federal Fiscal Year 2014 for the purchase of services specified in this RFP. Such services are to be provided for Food Assistance recipients who are also non-compliant with their Child Support order with priority of need to be solely determined by LCDJFS. The funds are allocated entirely for allowable FAET services. It is anticipated that approximately 2000 clients will be served with these funds.

Project Deliverables & Work Schedule:

Bidders are required to provide performance measures that clearly delineate the number of people to be served and 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, with the assistance of LCDJFS contract staff, incorporated into a contract between LCDJFS and the Selected Bidder (“Contract”). The 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 described in this Request for Proposals by no later than August 14, 2013 at 3:00 P.M. (local time).

If a suitable proposal made in response to this RFP is selected, LCDJFS, 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 LCDJFS 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-03) Release Date	July 10, 2013
Deadline for Electronic Q&A Submittal	July 24, 2013, 12:00 p.m.
Anticipated Date for Posted Responses to Q&A	July 31, 2013
Deadline for Submitting Proposals	August 14, 2013 at 3:00 P.M. (local time)

Project Implementation	Approximately October 1, 2013 through September 30, 2014
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LCDJFS 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 Department of Job & Family Services
3210 Monroe Street, P.O. Box 10007
Toledo Ohio 43699-0007

1.3 Electronic Q&A Process

Any prospective Bidder desiring an explanation or interpretation of the RFP or the specifications contained therein must request it via e-mail (as provided in Section 1.4 below) by 12:00 p.m. July 24, 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 to and received via email by LCDJFS, at LUCAS_CONTRACTS@odjfs.state.oh.us by July 24, 2013 at 12:00 p.m. These questions will be posted on the Lucas County website (<http://www.co.lucas.oh.us/Bids.aspx>) on July 31, 2013 as stated above. Beginning with the issuance date of the RFP, and lasting until a contract is in effect, no communications concerning the RFP are permitted between any interested Bidder and any employee of LCDJFS 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 LCDJFS and a Bidder in accordance with that pre-existing business relationship, in order to conduct that business; and/or
- B. As part of an interview necessary for LCDJFS to make a selection decision;

Bidders who attempt any communication prohibited by this Section may be disqualified.

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. LCDJFS 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. LCDJFS will not respond to any questions submitted after 12:00 p.m. on the date that the Q&A period closes.

LCDJFS 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 LCDJFS' responses to them comprise the "FFY14 FAET 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. LCDJFS 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.

It is the sole responsibility of all Bidders and potential Bidders to check this site (<http://www.co.lucas.oh.us/Bids.aspx>) 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, constitute 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 in accordance with that policy. The posted time frames for LCDJFS 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 LCDJFS under any future contract, and so may not provide 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, LCDJFS will use its discretion in deciding whether to provide answers.

LCDJFS will answer only 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. LCDJFS 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 LCDJFS employee anything of value that could influence that employee's decision on awarding a contract. No Bidder shall attempt to influence an employee of LCDJFS to violate the procurement policies of LCDJFS, the ORC, OAC or Federal Procurement Regulations. In addition, Bidder acknowledges and agrees to abide by established ethical standards, which became effective February, 2013. A copy of the ethics code is available at <http://ethics.ohio.gov/education/factsheets/ethicslaw.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. Bidders discovering any mistakes in the RFP must notify the Contracting Entity (described in Section 1.2 hereof) in writing (an email attachment at LUCAS_CONTRACT@odjfs.state.oh.us on organizational letterhead is acceptable).

1.8 Ability to Award Contract

This RFP and all LCDJFS Contracts awarded hereunder 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. LCDJFS shall not compensate the Bidders for any expenses incurred as a result of the RFP process or its cancellation.

1.9 Insurance Requirements

If RFP specifications require the performance of labor for LCDJFS, a Selected Bidder must agree to indemnify and protect LCDJFS 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, 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

LCDJFS 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 LCDJFS ("Contractor") 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 and as incorporated into the Contract.

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. LCDJFS will provide training to the Contractor regarding such rules if requested. Funds distributed through this RFP are Supplemental Nutrition Assistance Program/Food Assistance Employment & Training Funds. Procurement rules for Food and Nutrition Services are located in Code of Federal Regulations (CFR) 7, 3016.36.

ORC Section 9.24 prohibits LCDJFS 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 LCDJFS 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 LCDJFS and may be returned only at LCDJFS' option. Proprietary information should not be included in a proposal or supporting materials because LCDJFS 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.

LCDJFS 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, LCDJFS may destroy or otherwise dispose of the proposal and/or any copies.

LCDJFS may disclose to the Selected Bidder written or other information that LCDJFS treats as confidential. All such confidential information and all related material and documents LCDJFS delivers to the Selected Bidder remain with the property of LCDJFS. 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 LCDJFS, or individuals or organizations with whom LCDJFS 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, LCDJFS (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).
- Unfair labor practices: Subrecipient nor its principals are found on the most recent list established by the Ohio Secretary of State, pursuant to ORC 121.23, which would identify Subrecipient as having more than one (1) unfair labor practice contempt of court finding.
- Mandatory disclosure to LCDJFS 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's proposal shall respond strictly to the specific services requested in 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 LCDJFS 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 LCDJFS, 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. LCDJFS 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 (local) Time on August 14, 2013**. LCDJFS respectfully ask that Bidders respond to this RFP with a service description packet (as provided by LCDJFS) 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. **LCDJFS is not responsible for any bids delivered by any other means, or to any address other than those 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, and will not be considered. **No confirmations of bids received can, or will, be provided by LCDJFS.** Submission of a bid indicates acceptance by the Bidder of the terms and conditions contained in this RFP, unless otherwise 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 LCDJFS. Notwithstanding the foregoing, LCDJFS may request additional information from the Bidder for clarification purposes only.

2.6 Acceptance & Rejection of Proposals

LCDJFS reserves the right to reject any or all proposals. The selection of a proposal by the LCDJFS shall be final only upon approval by the Board. LCDJFS is under no obligation to enter into a Contract with any Bidder as a result of this solicitation, if, in the opinion of LCDJFS, none of the bids are responsive to its objectives and needs. LCDJFS reserves the right to not select any Bidder's proposal should LCDJFS 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 solely responsible for obtaining any such changes without further notice by LCDJFS.

2.7 Evaluation & Award of Contract

Bidders should not assume that individuals reviewing a proposal ("Review Committee") are familiar with any current or past work Bidder may have completed with LCDJFS. 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:

1. **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 this RFP **by 3:00 p.m. (local time), August 14, 2013. A proposal not received by the specified date and time at the specified email address, 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.

2. 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 LCDJFS 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 proposals deemed by LCDJFS as meeting the RFP's minimum requirements and mandatory conditions. 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, 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 LCDJFS 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; i.e. bilingual staff onsite. • 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 LCDJFS • 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 Bidder's proposal to evaluate the Bidder's administrative abilities. These "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 LCDJFS.

The final composite Review Committee Evaluation Rating Sheet, which includes the Bidder's prioritized ranking, will be maintained on file by LCDJFS. 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 LCDJFS administration in order to ensure that all facets related to predicted performance were considered. In selecting a successful proposal, the LCDJFS administrative evaluation will consider various factors including (but not limited to) the following:
- ✓ Criteria used in the Review Committee's review process;
 - ✓ Strength and stability of the Bidder to provide the requested services;
 - ✓ Ability to meet the project/program timelines;
 - ✓ Overall responsiveness and completeness of the proposal as well as the likelihood that, in the opinion of LCDJFS and at the sole discretion of LCDJFS, the proposal best meets or exceeds LCDJFS expectations;
 - ✓ Scope of services being proposed;
 - ✓ Collaboration letters (maximum of 25 per proposal);
 - ✓ Any other factors considered relevant by LCDJFS that are demonstrated by the proposal or by LCDJFS investigation;
 - ✓ Budget analysis, including diversity of Bidder's funding sources, reasonableness and cost effectiveness of proposed services;
 - ✓ Any other factors deemed relevant by LCDJFS, including performance on prior and current contracts with LCDJFS, that are demonstrated by the bid proposal or by LCDJFS investigation; and
 - ✓ Experience with a similar project/program of comparable size and scope, including any available information regarding program results. LCDJFS statistics from prior contracts will be included in the administrative review process when applicable.

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, LCDJFS 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 LCDJFS 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 LCDJFS must be made in writing and received by LCDJFS within seven (7) working days from the mailing date of the notification of non-selection. The request must 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 Contracting Entity, attention "FAET RFP" as described in Section 1.2, hereof. Please note: post selection meetings will not be held until Contract negotiations with the Selected Bidder are complete.

2.9 Caveat

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

LCDJFS 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 termination shall be subject to Board approval.

2.11 Termination for Default/Suspension of Referrals

LCDJFS 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. LCDJFS 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 mailing date of a cure notice to develop and submit to LCDJFS a Corrective Action Plan (“CAP”) that adequately addresses issues identified in the cure notice. Following the CAP’s approval by LCDJFS, the 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 the timeframe to make corrections under the CAP expires the Contractor fails to remedy the conditions, LCDJFS will issue an order to stop work immediately and terminate the Contract without obligation.

Section 3. Terms and Conditions

In the event LCDJFS and the Selected Bidder have come to an agreement on a Contract, the RFP and the commitments made in the selected proposal will become contractual obligations, including any information requested during Contract development by LCDJFS. 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 LCDJFS. Acceptance or rejection of a proposed subcontract is at the sole discretion of LCDJFS. 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) month period, commencing no sooner than October 1, 2013, and ending no later than September 30, 2014. Subject to the availability of funds and at the sole discretion of LCDJFS (with the approval of the Board), a Contract may be extended for up to one additional twelve (12) month period. Any such Contract extension will be based on Contractor’s performance as determined solely by LCDJFS.

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 LCDJFS no later than the immediately following September 30.**) Generally, **reimbursement by LCDJFS 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 FAET 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, whether during the bidding process or while fulfilling Contract obligations, will be required to keep that information confidential. The Selected Bidder/Contractor must agree to comply with all Federal and State laws applicable to LCDJFS and/or clients of LCDJFS concerning confidentiality of LCDJFS clients. Any use or disclosure of information of or about LCDJFS clients for any purpose not directly related to the performance 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 LCDJFS 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 LCDJFS 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 LCDJFS which is totally independent and distinct from the audit requirements described in Section 1.11, hereof. LCDJFS will also conduct a contract Risk Assessment in accordance with the ODJFS procurement rules.**
- LCDJFS reimburses for social services predominantly on a cost reimbursement basis. All invoices for services must be submitted monthly to LCDJFS (see Section 3.2, hereof). All amounts on the invoice are to be supported by documentation, as required by LCDJFS, 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.
- LCDJFS 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 LCDJFS 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 renewal will be based upon performance, compliance with all Contract terms, requirements of any future RFP(s) and continued local need, as determined solely by LCDJFS.
- **LCDJFS reserves the right to extend and/or amend the Contract based on the Contractor's performance as determined solely by LCDJFS.**

Section 4. Requirements & Specifications for Services

4.1 Background

Food Assistance Employment & Training Funds – In accordance with Ohio Administrative Code 5101:9-6-09, the federal supplemental nutrition assistance program ("SNAP") employment and training grant reimburses a county department of job and family services ("CDJFS") for costs associated with ensuring compliance with federal regulations related to the SNAP program. The Ohio Department of Job and Family Services ("ODJFS") distributes this grant to each CDJFS through a FAET allocation. In November 2012, ODJFS announced a new methodology for the allocation of FAET funds. At this time, ODJFS also provided additional funding to counties in order to meet federal matching requirements for serving FAET-required clients. OAC 5101:4-3-30 through 5101:4-3-34 defines the FAET Program, the requirements for eligible participants and allowable activities.

4.2 Project Overview

This RFP is seeking proposals from Bidders that can provide all specified activities within the program area defined below. The services sought are FAET Services for eligible Food Assistance recipients who are also non-compliant with their Child Support order.

1. Program Area Description:

Food Assistance Employment & Training Services - Bids are requested to obtain multiple providers for the provision of job search and job readiness services to assist the targeted population in achieving employment, and therefore self-sufficiency for themselves and their families. In accordance with Ohio Administrative Code (OAC) 5101:4-3-33, the allowable program activities being sought include:

- Job search – this is a FAET activity under which applicants and participants make contacts and look for possible employment. Job search may be done on an individual basis.
- Job readiness activities, or job search training, are FAET activities designed to increase employability potential by ensuring that participants are becoming familiar with general workplace expectations and exhibit work behavior and attitudes necessary to compete successfully in the labor market. Various types of structured programs qualify, such as rehabilitation, counseling, job skills assessments, job clubs, training in techniques for employability, and job placement services.
- Job readiness activities include, but are not limited to the following:
 - (1) Classroom instruction on the strategies and skills in job seeking.
 - (2) Supervised telephone job search activities.
 - (3) Job lead development and self-directed job search.
 - (4) Identifying and overcoming personal barriers to employment.
 - (5) Building self-confidence and self-promotion.
 - (6) Good grooming and dress techniques.
 - (7) Managing time, money and household budgets.
 - (8) Obtaining proper dependent care and supervision of dependents while working.
 - (9) Conducting self-assessments to determine employment options and training needs.
 - (10) Completing resumes, work histories, and application forms.
 - (11) Learning and using good interviewing techniques.
 - (12) Using resources such as the telephone, telephone directories, newspapers, internet, and friends and/or relatives.
 - (13) Contacting the individual who does the hiring.
 - (14) Maintaining good records of job search activities.
 - (15) Understanding employer expectations.
 - (16) Understanding unions, benefits, taxes, deductions, and hospitalization policies.
 - (17) Being prompt and punctual for work.
 - (18) Accepting supervision positively.
 - (19) Relating to other employees.
 - (20) Retaining the job as a step toward security and independence.

2. Program Expectations

Food Assistance Employment & Training Services

LCDJFS is seeking service sites located throughout Lucas County in zip codes which reflect client residency patterns including concentrations in 43605, 43609 and 43611. Locations must be on or near a bus line to avoid transportation barriers. Given the limited resources for this program it is necessary for LCDJFS to prioritize clients who will be referred for this service. The targeted population will consist of clients common to both the Food Assistance Program and Child Support obligors; it will exclude those who are exempt from FAET requirements. The exemptions to registration in the FAET program include:

- (1) A person younger than sixteen years of age.
- Provider for FAET Services

(a) A sixteen- or seventeen-year-old participant who is not the assistance group name as defined in rule 5101:4-1-03 of the Administrative Code is exempt from work registration.

(b) A sixteen- or seventeen-year-old participant who is the assistance group name and is attending school or enrolled in an employment training program at least half time is exempt from work registration.

(2) Person sixty years of age or older.

(3) A parent or other assistance group member who is responsible for the care of a dependent child under age six or an incapacitated person residing with the assistance group. If a parent and another member of the assistance group both claim to be responsible for the care of the same dependent child(ren) or incapacitated assistance group member, only one member shall be exempt. The responsibility should be determined by discussion with the applicant.

(4) A person receiving unemployment compensation benefits. A person who has applied for, but is not yet receiving, unemployment compensation benefits is also exempt if that person is complying with the requirements of the unemployment compensation application process.

(5) A person physically or mentally unfit for employment either permanently or temporarily. Persons claiming a temporary disability shall be required to register once they become physically and mentally fit unless otherwise exempt. If an individual claims to be mentally or physically unfit for employment and the disability is not evident, verification may be required.

(a) If a claim of permanent or temporary disability is questionable, the county agency may obtain verification from a variety of sources. For example, receipt of benefits from supplemental security income (SSI) is considered evidence of unemployability. In addition, receipt of disability payments under the retirement, survivors, and disability insurance ("RSDI") program is considered proof of disability for purposes of this exemption.

(b) Other individuals claiming a disability exemption should, in the absence of physical evidence, furnish verification which can substantiate their disability. Appropriate verification may consist of receipt of temporary or permanent disability benefits issued by governmental or private sources, or a statement from a physician or licensed or certified psychologist. In questionable cases, adequate documentation should appear in the assistance group file to support the granting of this exemption.

(6) Assistance group members who are applying for both SSI and food assistance benefits at the local social security office shall have the requirement for work registration waived until:

(a) They are determined eligible for SSI and thereby become exempt from work registration; or,

(b) They are determined ineligible for SSI at which time their exemption from work requirements shall be reevaluated.

(7) A regular participant in a drug addiction or alcoholic treatment and rehabilitation program, either on a resident or nonresident basis.

(8) A student enrolled in a recognized school, training program, or institution of higher education, as defined in rule 5101:4-6-04 of the Administrative Code, is exempt from work registration if enrolled at least half time.

(a) A student enrolled at least half time in any recognized school, training program, or institution of higher education will remain exempt during normal periods of class attendance, vacation and recess, unless the student graduates, enrolls less than half-time, is suspended or expelled, drop out, or does not intend to register for the next normal school term (excluding summer).

(b) Persons who are not enrolled at least half time or who experience a break in enrollment due to graduation, expulsion, or suspension, or who drop out or otherwise do not intend to return to school, shall not be considered students for the purpose of qualifying for this exemption.

(c) The determination of whether the student is enrolled at least half time is made by the school, training program, or institution of higher education.

(d) A person who is subject to work registration as a condition of eligibility and whose assignment is to attend a recognized school, training program, or institution of higher education is not exempt from

work registration. Individuals who are required to work register who are assigned to a recognized school, training program or institution of higher education through the employment and training program meet a student exemption defined in paragraph (B)(4) of rule 5101:4-6-04 of the Administrative code and are considered eligible students for the food assistance program.

(e) A person who is enrolled in a school but taking only non-credit courses is not considered a student for purposes of this exemption.

LCDJFS does not allow ineligible students to participate in an FAET activity in order to gain eligibility.

(9) An assistance group member subject to and complying with any work requirement under the Ohio works first ("OWF") program.

(10) An employed or self-employed person working a minimum of thirty hours weekly or earning weekly wages at least equal to the federal minimum wage multiplied by thirty hours. This includes migrant and seasonal farm workers under contract or similar agreement with an employer or crew chief to begin employment within thirty days (although this shall not prevent individuals from seeking additional services from the county agency).

Workflow

Following an assessment conducted by LCDJFS staff, the required participants will be referred from LCDJFS through iWAM, an internally-developed, internet-based referral and attendance-tracking system. Referrals will be every Monday; Tuesday if Monday is 1 of the 10 federally-recognized holidays. Assignments will be for 1 month with a minimum of 25 hours scheduled per week (not to exceed 40 hours per week). Hours open to the clients shall be conducive to meet the minimum 25 hours per week as well as clients' needs/schedules. Hours should allow for rescheduling of assignments if necessary (i.e. medical or court appointments) to allow clients to meet their required 25 hours each week. The provider will have 2 business days to engage the client; it is expected that the provider will attempt to contact the client to attempt to engage the client if they do not show up on the first day of their assignment. Providers may also elect to contact the clients prior to date of engagement to promote the benefits of participation. If the client doesn't engage during the 2-day window, the provider will indicate that the client has been "declined" from the program.

If the client does engage, the provider will enroll the client via iWAM. Providers will then complete a validated employability assessment of each client to develop their individualized case plan designed around their unique needs; this shall occur within three (3) days of engagement. *Please note: Providers must indicate the name of the assessment tool in their proposals.*

A schedule of required activities and program expectations based on the employability assessment will be reviewed with the client; this shall include the specific times, dates and descriptions of activities. This schedule, which will reflect a minimum of 25 hours per week, not to exceed 40 hours per week, will also be entered into the attendance-tracker in iWAM. All activities must be supervised if feasible. Those activities that do not readily allow for provider supervision, such as interviews, shall be documented in iWAM and the client's case file. Each individual served will receive one-on-one assistance based upon potential barriers and life circumstances. In some situations, group sessions may be acceptable. It is recognized that some individuals will require extensive support in the program while other individuals will require much less intervention. The provider will notify LCDJFS via iWAM when a client fails to attend 5 consecutive scheduled assignments so LCDJFS may take appropriate action. The provider will maintain the attendance tracker in iWAM by entering the hours attended or missed within 24 hours of each scheduled session. All attendance must be verified by either a sign-in/sign-out sheet, certification of attendance or other mutually-agreed upon documentation. At the end of the assignment, LCDJFS will review the attendance tracker to determine whether or not the client successfully completed all assigned activities; if there are "failed" dates, appropriate action will be taken by LCDJFS. *Please note: tracking dates attended/missed on the attendance tracker does not preclude the need for the additional alert regarding 5 consecutive missed assignments.*

In summary, LCDJFS' goal is to provide services to this population in order to provide the necessary skills which will lead to employment, allowing the client to achieve self-sufficiency.

Section 5.0 Technical Requirements

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

- Internet access with a minimum of 1Mb baud modem rate.
- The ability to import and export data from LCDJFS via various types of formats such as text files, Microsoft Excel, Microsoft Word, Microsoft Access, or other formats as agreed upon by LCDJFS and Bidder.
- Have database backup capabilities of LCDJFS data and have a disaster recovery plan in the event that LCDJFS 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 LCDJFS data, written notification would be given and prior approval to any subcontract would be sought by Bidder(s) by LCDJFS.
- Must maintain current Internet Explorer updates as required by LCDJFS in regard to browser versions.
- Must maintain current technology updates as required by LCDJFS in regard to Internet browser versions.
- Comply with LCDJFS requirements for providing a secure environment for LCDJFS data.
- Supply LCDJFS with reports or statistics for proposed project.
- Have properly working hardware and software to retrieve, import, and export LCDJFS 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 LCDJFS. 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. I.E. "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 LCDJFS.
- 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 3-9

To be completed as indicated on each form.

6.3 Collaboration Letters

LCDJFS 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

(LCDJFS, 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, written on Bidder's letterhead, must indicate 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 9)

Complete LCDJFS 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 LCDJFS 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
- Contract Period: Will be approximately 10/1/2013 – 9/30/2014, 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 LCDJFS. 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 LCDJFS 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 and multiply it by the percentage of proposed LCDJFS 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 LCDJFS 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 LCDJFS.

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 LCDJFS.

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 LCDJFS fund \$50,000 of a \$200,000 program, there should be \$50,000 listed under LCDJFS 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 LCCSEA.

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., August 14, 2013 deadline. **NO REQUESTS FOR ATTACHMENTS WILL BE ACCEPTED AFTER 4:00 P.M., August 12, 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 -- LCDJFS Performance Measures Form (complete form through Line A)
9. Attachment 9 -- LCDJFS Budget Form (to be proceeded by a 2-page budget narrative)

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

This checklist is provided as a convenience to Bidders. Submission of the documents and/or items described therein is not to be interpreted or relied on as a guarantee or other assurance that a Bidder's properly and timely submitted proposal is complete or that the proposal will be selected. The terms and conditions of this RFP take precedence over the checklist and whether a properly and timely submitted proposal is considered 'complete' shall be solely determined by LCDJFS.

- 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
- LCDJFS Performance Measures Form (complete form through Line A)
- Collaboration Letters (maximum of 25)
- Personnel Qualifications (including Alternate Signing Letter, if applicable)
- LCDJFS Budget Form (to be proceeded by a 2-page budget narrative)