

Lucas County Department of Job & Family Services
Request for Proposals (RFP)
RFP#: 48-15-RFP-01

Definitions

The following terms, when capitalized, shall have the following specific meanings:

Agreement. A written agreement negotiated and finalized between LCDJFS and a Selected Bidder and approved by the Board, that incorporates that Selected Bidder's Proposal and relates to the performance of work and tasks described in this RFP.

Agreement Budget. The document described under RFP Section IX.D containing all of the financial information regarding the Bidder's program that will become part of any Agreement.

Bidder. An individual or entity that may submit, or has submitted, a Proposal in response to this RFP, as the context may require.

Board. The Board of Lucas County (Ohio) Commissioners.

Budget Narrative. The document required and further described under RFP Section IX.D that describes the revenues and expenses relating to the various aspects of program management and implementation relating to the Proposal being submitted in response to the RFP.

Contractor. A Selected Bidder who has signed an Agreement.

iWAM. The Internet Work Activities Management system which is an internally-developed web-based application to be utilized by a Contractor in the management of client participation under an Agreement.

LCDJFS. The Lucas County Department of Job and Family Services.

OAC. The Ohio Administrative Code as in effect on the date the RFP is released as may be amended or changed thereafter.

ORC. The Ohio Revised Code as in effect on the date the RFP is released as may be amended or changed thereafter.

OWF. Ohio Works First.

Proposal. An offer, submitted by a Bidder in accordance with the terms and conditions of this RFP, to do the work and tasks described in this RFP under an Agreement

Q & A. Questions and Answers.

Q & A Document. The site described in Section IV (<http://co.lucas.oh.us/Bids.aspx>) where questions submitted during the Section IV electronic Q & A period, and the answers to those questions, are posted

RFP. This Request for Proposals, #48-15-RFP-01, its attachments, exhibits and the WEP RFP Q & A Document.

ROAR. Record of Attendance Report--iWAM's attendance reporting tool.

Review Committee. A group or groups of individuals selected by LCDJFS to review and evaluate complete Proposals timely submitted by a Bidder.

Selected Bidder. A Bidder whose Proposal has been determined by LCDJFS as meeting the qualifications and specifications in this RFP and who has been chosen by LCDJFS to participate in negotiations for an Agreement.

TANF. Temporary Assistance to Needy Families.

Unsuccessful Bidder. A Bidder whose Proposal has been determined by LCDJFS as not meeting the qualifications and requirements described in this RFP.

WEP. Work Experience Program.

I. Purpose

In accordance with OAC Section 5101:9-4-07, the LCDJFS, through the Board, is seeking proposals from qualified 501(c)3 and governmental entities to perform necessary functions for WEP site development and OWF client participation services for the period of July 1, 2015 through September 30, 2016. WEP is a component of the OWF initiative and is intended to help OWF recipients achieve self-sufficiency. WEP places clients in community businesses and agencies to develop valuable on-the-job skills, productive work practices and needed experience to be successful in gaining employment. The program also aids employers by providing the opportunity to determine if a client assigned to them will be a good fit for future employment.

This RFP is released by LCDJFS, and the subsequent Agreements expected to result from this RFP process will be agreements between the Selected Bidders and LCDJFS ("Agreement"). LCDJFS is seeking providers to assess and evaluate current WEP sites, recruit additional WEP sites and place approximately 250 - 375 OWF clients per provider at those WEP sites, and track and report the attendance of the OWF clients placed at those WEP sites. The anticipated amount of TANF funding available to serve a total of approximately 750 clients is \$1,144,013 for the period of July 1, 2015 through September 30, 2015 and \$2,063,053 for the period of October 1, 2015 through September 30, 2016. The scope of the contracted work includes, but is not limited to:

- Assessing and evaluating existing WEP sites and transferring those relationships if appropriate.
- Development of additional WEP sites to include an adequate number of slots for the projected participants in high-demand occupational fields, as well as ensuring the sites adhere to all applicable U.S. Department of Labor regulations. Some sites must be able to assist with limited English proficient clients; specifically, Arabic and Spanish speaking sites are needed;

- Facilitating up-front evaluations and testing as necessary for proper placement at WEP sites;
- If applicable, coordinating background checks, fingerprinting, etc. as required by the various WEP sites;
- Daily monitoring of clients' attendance to ensure ongoing engagement at assignment;
- Entry of attendance on a weekly basis and final reporting on monthly basis via iWAM;
- Accurate scheduling, entry and reporting of hours scheduled and hours completed for all clients as referred;
- Reporting to LCDJFS any discrepancies, issues and/or concerns with client attendance and/or behavior throughout their assignment via iWAM; and
- Acting as the primary point of contact for the WEP sites with client issues (attendance, behavior, scheduling, etc.).

The term of the Agreement shall be for an approximate fifteen (15) month period, commencing no sooner than July 1, 2015, and ending no later than September 30, 2016. Subject to the availability of funds and at the sole discretion of LCDJFS (with the approval of the Board), an Agreement may be extended for up to one additional twelve (12) month period. Any such Agreement extension will be based on Contractor's performance as determined by LCDJFS in its sole discretion.

LCDJFS will only accept Proposals from qualified 501(3) nonprofit and governmental entities that demonstrate their capability of providing the services described in this RFP. LCDJFS is under no obligation to enter into an Agreement with any Bidder as a result of this solicitation, if, in the sole opinion of LCDJFS, none of the Proposals are responsive to the objectives and needs of LCDJFS. LCDJFS reserves the right to not select any Bidder should LCDJFS decide not to proceed with the services as outlined herein. Any and all changes in this RFP of a material nature will be posted 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 from LCDJFS.

II. Time and Date of Submission

Bidders who are interested in submitting proposals in response to this RFP must make their submission to LCDJFS on or before **4:00 p.m. Local (Eastern Daylight) Time, June, 10, 2015 via the method specified below.** LCDJFS respectfully asks Bidders to respond to this request with a service description packet (as provided by LCDJFS) outlining how the Bidder meets the criteria as listed, and why the Bidder believes they would be successful in accomplishing the tasks described herein. If the Bidder is unable to respond to the request for a service description packet, LCDJFS asks that this be indicated in a written response. All responses must be sent, via e-mail to: Lucas_Contracts@jfs.ohio.gov. Proposals submitted by any other method will be automatically and immediately rejected. **LCDJFS is not responsible for any Proposals delivered to any address other than the address provided above.**

NOTE: THE BIDDER'S ENTIRE PROPOSAL MUST BE RECEIVED BY LCDJFS BY THE PRESCRIBED METHOD OF SUBMISSION ON OR BEFORE JUNE 10, 2015, 4:00 p.m. LOCAL (EASTERN DAYLIGHT) TIME. UNLESS OTHERWISE REQUESTED BY LCDJFS, ANY PART OF BIDDER'S PROPOSAL RECEIVED AFTER JUNE 10, 2015, 4:00 p.m. LOCAL (EASTERN DAYLIGHT) TIME WILL NOT BE INCLUDED

WITH BIDDER'S PROPOSAL AND WILL RESULT IN AUTOMATIC REJECTION OF BIDDER'S PROPOSAL. BIDDER IS SOLELY RESPONSIBLE FOR ENSURING LCDJFS RECEIVES A COMPLETE PROPOSAL TIMELY.

No confirmations of received Proposals will be provided. Submission of a Proposal indicates acceptance by the Bidder of the conditions contained in this RFP.

Bidders 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 for clarification purposes only.

III. Anticipated Procurement and Project Timetable

Important dates related to the RFP process:

2015-2016 RFP FOR WEP SERVICES 48-15-RFP-01	
RFP (48-15-RFP-01) Release Date	5/19/15
Deadline for Electronic Bidder Q&A Submittals	5/26/15 at 9am (EST)
Deadline for Posted Responses to Q&A	5/27/15
Deadline for Submitting Proposals	6/10/15
Project Implementation	7/1/15-9/30/16

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

Selected Bidders may neither perform work nor submit invoices for payment for work performed under this RFP for any time period prior to an Agreement being reached. This includes any costs associated with proposal development.

All Bidders submitting a Proposal will receive written notification of the acceptance or denial of their Proposal following the selection process. Notwithstanding the selection of a Bidder, LCDJFS reserves the right to cancel any award resulting from this selection process for any reason, at its sole discretion.

IV. Electronic Question & Answer Period; RFP Clarification Opportunity

Bidders may ask clarifying questions regarding this RFP via email during the Electronic Question and Answer (Q & A) Period outlined in Section III. The Q & A process will run from 3:00 p.m. Local (Eastern Daylight) Time, May 19, 2015 to 9:00 a.m. Local (Eastern Daylight) Time, May 26, 2015. PARTICIPATION IS OPTIONAL, BUT IS HIGHLY ENCOURAGED. Questions for the Q & A must be submitted in writing and received via email, at Lucas_Contracts@jfs.ohio.gov on or before 9:00 a.m. Local (Eastern Daylight) Time, May 26, 2015. The questions submitted during the Q & A and the answers to those questions will be posted on May 27, 2015 at <http://co.lucas.oh.us/Bids.aspx>. If any changes are made to the RFP as a result of the Q & A, an addendum to the RFP will also be posted on the Lucas County website at <http://www.co.lucas.oh.us/Bids.aspx>.

Questions concerning this RFP must reference the relevant part of this RFP to which the question relates, the heading for the provision under question, and the number and/or section of the RFP

where the provision 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 9:00 a.m. on the date that the Q & A closes.

LCDJFS responses to all questions asked via email meeting the criteria listed above will be posted on the Lucas County web site at <http://www.co.lucas.oh.us/Bids.aspx> for reference by all Bidders. Bidders will not receive personalized or individual e-mail responses. Clarifying questions asked and LCDJFS' responses to them comprise the Q & A Document for this RFP. Proposals submitted in response to this RFP are to take into account any information contained in the Q & A Document. **It is the responsibility of all Bidders to check the County site at <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 Bidders for copies of previous RFPs, past proposals, score sheets or agreements for this or similar past projects, are deemed to be public records requests and 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 LCDJFS responses to emailed questions for RFP clarification do not apply to public records requests. All Proposals are open to the public following Proposal selection and establishment of an Agreement.

Requirements under a current project may or may not be applied by LCDJFS to any future agreement, 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, and NOT on details of a current or past related agreement. If Bidders ask questions about existing or past agreements using the Internet Q & A process, LCDJFS will use its discretion in deciding whether to provide answers to such questions.

LCDJFS will only answer those questions submitted within the established time period for the Electronic Q&A process (see Section III., Anticipated Procurement and Project Timetable, above), 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.

V. Qualifications

In order to be considered for this RFP, LCDJFS requires that Bidders must address all the following minimum qualifications and organizational capabilities as described in this Section:

A. Mandatory Bidder Qualifications

Any Proposal which fails to meet any of these mandatory requirements will be disqualified from any consideration for this project.

Bidders must:

1. Submit their Proposal to LCDJFS by the deadline and to the location specified in Section III of this RFP;

2. Include all required attachments and affidavits, signed by the Bidder's responsible representative, as described in Attachments 1 through 8; and
3. In accordance with the required attachments and affidavits, affirmatively indicate that the Bidder is not in violation of any of the requirements thereunder, and, therefore, is eligible to enter into an Agreement with LCDJFS.
4. Be recognized by the IRS as a 501(c)(3) organizational or governmental entity.

In order to be considered for the project described in this RFP, LCDJFS requires that Bidders **must** meet, at minimum, **all** of the qualification requirements described in Section V.A.1-3. **Bidders which do not meet all the above-referenced qualifications will be disqualified from further consideration for selection.**

B. Organizational Experience and Capabilities

LCDJFS will evaluate proposals from Bidders for their demonstrated ability to:

1. Demonstrate a history and successful record of performance serving public assistance recipients and/or individuals with multiple barriers to employment.
2. Past contractors for LCDJFS must have a history of satisfactory performance and compliance with prior agreement reporting requirements.
3. Demonstrate organizational capacity that supports the ability to:
 - a. Provide attendance data for approximately 250 - 375 unduplicated OWF clients.
 - b. Track attendance for all active OWF clients on a daily basis in order to ensure consistent attendance at program-required activities.
 - c. Report attendance, both scheduled and actual, for all clients who were enrolled at some time, via iWAM.
 - d. Communicate with those clients who do not attend their required hours via a variety of methods to encourage attendance in order to assist with the achievement of required program standards.
 - e. Perform any initial evaluations as required by the various WEP sites to ensure that clients meet all conditions required for assignment (determination of computer skills, background checks, etc.)
4. Demonstrate existing relationships in order to recruit and develop an adequate number of WEP sites to accommodate up to 250 - 375 OWF clients; the sites must reflect a combination of occupational fields, be able to accept clients with varying abilities, and provide a range of hours and days in order to provide the maximum flexibility for clients to meet their required participation hours as assigned.

VI. Scope of Work

Bidders will provide LCDJFS with information regarding the scheduled and actual hours of up to 250 - 375 OWF clients at an appropriate number of WEP sites developed to accommodate this number of clients and which meet the varying needs of these clients. The functionality of the Selected Bidders includes, but is not limited to:

- Capacity of the Bidder to perform the work within the time limitations taking into consideration the current and planned future workload of Bidder's existing staff. (Names, job descriptions and qualifications of key staff who will be working on the program must be provided in the Proposal);

- Capacity of Bidder to successfully engage and evaluate existing WEP sites as well as documentation of established relationships with area businesses and/or agencies to ensure additional development of quality WEP sites;
- Ability to act as the primary point of contact with all WEP sites for any concerns associated with the client(s) assigned to that site;
- Ability to accommodate WEP hours as well as any job skills hours each month for all clients assigned;
- Capability to monitor attendance daily and officially report scheduled and actual attendance on a weekly and monthly basis;
- Demonstration of the ability to coordinate (if necessary) any evaluations required by the various WEP sites;
- Staffing levels reflecting the ability to provide ongoing communication with clients to encourage consistent attendance; and
- Providing internet access on site and/or through agreements with WEP sites, for those clients who are required to complete job skills hours and do not have other means to gain internet access.

Selected Bidders must be prepared to accept client referrals via iWAM. The anticipated number of clients who will begin on or about July 1, 2015 is 30-100 with future assignments projected to be 8-13 per day (3 times per week); all assignments will run through September 30, 2016 unless client circumstances dictate otherwise. At a minimum, clients will be assigned to Contractors for at least 2 weeks. Selected Bidders must be able to accommodate clients who are required up to 35 hours per week.

A key component to this Proposal process is the development of adequate WEP sites. The Agreements will result in supervised placement of OWF clients at suitable WEP sites (placement cannot be with Selected Bidders). The hours at these sites will meet all applicable federal, state and local requirements along with the following criteria which include (but is not limited to):

- Must be in a high-demand occupational field;
- Sites must be a combination of public, private and non-profit;
- A wide range of days and hours must be available to clients for participation and make-up hours;
- Should have the potential to lead to permanent employment;
- Must not displace an employee at the WEP site;
- WEP sites must be located throughout Lucas County in a variety of zip codes which mirror OWF client residency patterns including concentrations in 43605, 43609 and 43611; and
- WEP sites are only permitted to be considered closed to clients for the ten (10) recognized federal holidays (listed in OAC Section 5101:1-3-12 E,1). Should a WEP site be closed any day outside of these 10, the hours scheduled for the client shall be modified to accommodate all monthly required hours for that client.
- WEP sites must make reasonable accommodations necessary for any assigned workers with disabilities and adhere to all other provisions of the Americans with Disabilities Act (ADA).

Because of the critical nature of having an adequate number of WEP sites in place for the July 1, 2015 start date of the agreements, Bidders must describe, in detail, existing relationships with multiple area businesses and/or agencies which could accommodate the number, hours and needs of the projected OWF clients to be served.

VII. Specifications of Deliverables-Workflow

The Agreements expected to result from this RFP will require, at minimum, successful accomplishment of the following deliverables:

1. Contractors will enroll or decline the clients referred to them via iWAM upon determination of their attendance. Clients shall be assigned to report to the Contractor every Monday, Wednesday and Friday unless it is a federally-recognized holiday in which case the referral would be the following Monday, Wednesday or Friday. The client shall have two business days to report to the assignment prior to being declined (i.e. if a Monday referral, client is able to come in on Tuesday. If client does not attend on Tuesday, they shall be declined).
2. Once a client is enrolled, the Contractor shall have up to 3 business days to evaluate and prepare the client for their assignment at an appropriate WEP site. This may include any testing to determine skill sets or minimum qualifications required by the WEP site. During this “orientation”, the Contractor will also go over expectations regarding attendance, work rules at the WEP site(s), reporting of absences, and assign the scheduled days and hours the client is expected to attend at the designated WEP site. Client will need to sign a document indicating they have received and reviewed their scheduled hours.
3. Daily monitoring of attendance to encourage client participation. For clients who are absent for less than five consecutive scheduled days, the Contractor is expected to attempt to contact the client each day to remind them of their requirements. The Contractor will report consecutive absences five days or longer to LCDJFS via iWAM so that LCDJFS staff can reiterate the requirements and inform the client of potential consequences for their failure to complete all required hours each month. Depending on the outcome of the communication with the client, the Contractor will be prepared to schedule make-up hours during the current month to ensure that the client completes all required hours prior to the month’s end. This may require scheduling which varies greatly from a “normal” assignment, and may require a temporary assignment at multiple WEP sites. Hours are not permitted at the Contractor’s location.
4. LCDJFS staff must be able to review attendance information as entered by the Contractor on a weekly basis. Due to the “24/7” nature of some WEP sites, a week shall be defined as beginning at 12:00 am Sunday and run through 11:59 **pm of the immediately following Saturday. These hours shall be reported via direct entry into ROAR** by the Contractor.
5. On the second business day of the following month, the Contractor shall alert LCDJFS that all ROARs are complete for the preceding month. This will be done by submitting a message through the iWAM system. If any ROARs are not complete due to

circumstances outside of the Contractor's control, an alert for each client impacted shall be sent to inform LCDJFS of the delay. At this time, the Contractor should make sure all good cause documentation received throughout the month has been submitted to LCDJFS; if not, it must be submitted at this time.

6. The Contractor shall recruit and develop appropriate WEP sites able to accommodate approximately 250-375 clients throughout their assignments; these sites shall meet the criteria as stated above and must be in compliance with ORC Section 5107.65. Bidders should note that participation in the WEP program is occasionally viewed by clients as a punitive process. Some feel as though they are not acquiring the skills needed for employment; others are not motivated to achieve self-sufficiency at the time of their assignment. LCDJFS' goal is that the Contractor will recruit WEP sites which create a positive atmosphere that values the potential contribution of each client; one where even the most basic skills are recognized and reinforced.
7. Develop and implement a process to ensure that the supervisors of the WEP participants are trained to fully understand program goals and requirements. This includes obtaining signed WEP site agreements prior to assignment of any clients. The Contractor must ensure adequate client supervision and attendance reporting by performing an onsite monitoring visit at each WEP site on a monthly basis at a minimum.
8. Provide information and referral services to clients as issues arise with the goal of helping clients overcome barriers to participation.
9. The program proposal must include an evaluation model conducted by an independent third party to demonstrate the Performance measures as outlined below are met:
 - a. Ensuring that 98% of the enrolled clients referred to them are accurately assigned according to the hours stated in the referral via iWAM. The numerator shall be those clients correctly assigned; the denominator shall be those clients enrolled by the Contractor each month.
 - b. Engaging clients who miss five or fewer consecutive scheduled days via ongoing communication emphasizing the program requirements; all attempts and actual communication must be documented in iWAM and is expected to occur at least once per missed day per client 98% of the time. This will be measured by missed scheduled days per month compared to the documented number of points of contact or attempted contact.
 - c. Reporting clients who fail to attend five consecutive scheduled days or more to LCDJFS via iWAM; this must occur within one business day of the fifth day of absence 98% of the time. The numerator shall be the reported number of clients missing five or more consecutive scheduled days; the denominator shall be the total number of clients missing five or more consecutive scheduled days each month.
 - d. Ensuring that 75% of enrolled clients meet their required hours of participation per month.
 - e. Ensuring that clients are not in one job at one site for longer than a period of six months.
 - f. Ensuring that at least 50% of clients placed at work sites obtain employment and that at least half of those retain that employment for at least six months.

10. The technical requirements a Selected Bidder must demonstrate include:

- 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 Selected 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 a Selected Bidder 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 a Selected Bidder from LCDJFS in accordance with the Agreement.
- 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 and have Operating System security patches up-to-date.

LCDJFS shall provide the following:

1. Information derived from the assessment process which is relevant to WEP placement for each client referred. The information will include the following: client contact information, if the client has employment history within the past 12 months, if the client has obtained their GED or high school diploma, if the client has any felonies, and the required hours of attendance.
2. Adequate staff who will communicate with the Contractor on an ongoing basis (via iWAM and by other means when necessary) to discuss client-based concerns or situations which may require additional attention.
3. Implementation of the proper protocol in the removal/sanctioning of those clients who fail to perform in accordance with minimum acceptable program standards.
4. Technical assistance upon request.
5. Program and fiscal monitoring functions.

VIII. Contractor Compensation

The total cost of the project, including all deliverables listed in Section VII, Specifications of Deliverables, should be based upon approximately 250-375 clients referred per year. The sum of the proposed cost of all deliverables to be performed under a resulting Agreement (including any extension periods), will be the Contractor's total cost for successful completion of the work described

in this RFP. Contractors are to use their business expertise in pricing the work described in this RFP, taking into consideration any intervening steps or activities that must be performed in order to complete the work, and offer their costs accordingly, even if LCDJFS does not explicitly identify those intervening costs in this RFP. Compensation shall be in the form of cost reimbursement; therefore Contractors must be prepared to cover all program-related costs until reimbursement for allowable costs is rendered. The desired method of reimbursement is on a monthly basis.

IX. Format of Submission

To be accepted and forwarded to the LCDJFS Bid Review Group, the Proposal must be received on or before the proposal submission deadline (as stated in Section II of the RFP) and include attachments 1-8 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 “Application Checklist” followed by the name of the bidding organization. E.g. “Non-collusion Affidavit-Company X”.

Required Format Specifications

Complete all sections of the RFP 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 one inch 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.

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 and local businesses and/or agencies.
- 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 five (5) 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 five (5) 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 Bidder 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 Bidder should have the tools and methods in place to measure customer satisfaction.

C. Attachments 3-7

To be completed as indicated on each form.

D. Budget Narrative and Budget Form

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

D 1. 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.

D 2. Budget Form (Attachment 8)

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 AGREEMENT BUDGET

The Agreement 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 Agreement Budget. The Agreement 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 Agreement Budget, and an integral part of the budget process, are the detailed expenses determining the overall budget. The Agreement 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 Agreement Budget includes the funding needed to provide all program requirements.

Agreement Budget Page

The basic information for Bidder’s program needs to be entered in the top box of the Agreement 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 7/1/2015 – 9/30/2016, unless Agreement is signed later in the 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 Agreement Budget should be reviewed for accuracy.

Estimated Cost of Delivery of Purchased Services

These details support Bidder’s Agreement Budget. These amounts are to be based on estimated expenditures to provide the program services outlined in the Proposal. 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 D):

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 Proposal 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 administrative personnel costs that have not been previously recorded as well as professional costs such as audit costs and payroll processor fees. Indirect costs allocated to the proposed program should also be captured here. Any administrative or indirect costs directly allocable to the program may not be included in the base from which the indirect cost allocation to the budget

is derived; an indirect cost rate of 10% of modified total direct costs (MTDC) must be used in the absence of a federally approved indirect cost rate (see the Federal Omni Circular).

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 Proposal 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 an Agreement. The charges to the Agreement 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 Agreement 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 Agreement 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 Agreement Budget, take the percentage to the program times 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 Agreement 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 Agreement 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 Lucas County Children's Services.

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.
- 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.

E. Collaboration Letters

LCDJFS strongly encourages Bidders to demonstrate collaborations and service linkages that would assist in achieving the objectives stated in this RFP.

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 Proposal review process. If references cannot be provided, explain why.)

F. Personnel Qualifications

Please include the following information as it relates 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 (i.e. a letter on company letterhead indicating any other staff member(s) who is/are permitted to contractually obligate the Bidder).

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.

Attachments & Application Checklist

Attachments

The documents listed below are to be completed in their entirety by the Bidder. They are available for download at <http://co.lucas.oh.us/Bids.aspx>.

Attachments:

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 Budget Form (to be preceded by a 2-page budget narrative)

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 Budget Form (to be preceded by a 2-page budget narrative)
- Collaboration Letters
- Personnel Qualifications (including Alternate Signing Letter, if applicable)
- List of Bidder's current Board of Directors (include names and affiliations)
- Line item budget for Bidder's current fiscal year budget compared to last fiscal year's actual budget
- Copy of Bidder's most recently filed Internal Revenue Service (IRS) Form 990
- Copy of Bidder's most recent financial statements. If available, include entire audit report including notes.

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 LCDJFS staff in one email message is typically 10 MB. The Bidder is solely responsible for ensuring LCDJFS has received a complete and timely submitted Proposal.

Important: Sensitive Personal Information: It is the responsibility of the Bidder 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 Proposal package if desired. Following submission to LCDJFS, all Proposals submitted become part of the public record.

X. Review Process

Bidders should not assume that the review team members are familiar with any current or past work Bidder may have completed for LCDJFS. Proposals 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 the RFP, Section II, “Time and Date of Submission” **on or before 4:00 p.m. Local (Eastern Daylight) Time, June 10, 2015**. Unless otherwise requested by LCDJFS, any part of Bidder’s proposal received after June 10, 2015, 4:00 p.m. local (Eastern Daylight) time will not be included with Bidder’s proposal and will result in automatic rejection of Bidder’s proposal. Bidder is solely responsible for ensuring LCDJFS timely receives a complete proposal.
- The cover page of the proposal must be signed by a representative of the Bidder who is expressly authorized to obligate the organization to an Agreement.

2. **Review Committee Process**

- All Proposals meeting the requirements stated in Section X.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. Review Committee members 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 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, including the maximum number of pages for the service description forms, font and line spacing specifications, and completion and inclusion of the cover page and all required attachments. Evaluation Points will be lost if these requirements are not met.
- The Review Committee shall review all complete and timely submitted 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, 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"> • <i>Suitable administrative, accounting and management information systems in place</i> • <i>Sufficient staff in place with experience working with this population</i> • <i>Adequate policies and procedures in place</i> • <i>A demonstrated ability to work with all relevant agencies and other organizations in meaningful collaborative and/or partnership manner</i> • <i>Not to exceed two pages</i> 						
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"> • <i>Description of the organization's experience in providing proposed services to the target population</i> • <i>Description of the organization's record of program participants' successful attainment of related goals</i> • <i>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.</i> • <i>Not to exceed five pages</i> 						
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"> • <i>A proposed program and service delivery model that responds to the areas described in this RFP</i> • <i>A clear identification of the key components of the service delivery model and description of the specific strategies employed to achieve the intended results</i> • <i>A detailed description of the established relationships with any specified referral sources and how service linkage and follow-up will occur</i> • <i>A timetable of operations</i> • <i>Demonstration of prior successful performance in this service area</i> • <i>Not to exceed five pages</i> 						
20 points	20-18	17-14	13-11	10-7	6-4	3-0
Internal Evaluation and Accountability						
<ul style="list-style-type: none"> • <i>Bidder should be able to demonstrate the ability to document, track, analyze data, and submit required reports to LCDJFS</i> • <i>Meaningful benchmarks, performance measures, and outcomes should be identified</i> • <i>The stated rationales for targeting these performance measures should be sound</i> • <i>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</i> • <i>The organization should have the tools and methods in place to measure client satisfaction</i> • <i>Not to exceed two pages</i> 						
150 Total Points	150-126	125-100	99-74	73-49	48-24	23-0

The Review Committee may consider information from sources other than the written Proposal to evaluate the Bidder's administrative abilities and ability to provide the services specified in the RFP. 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 agreements with LCDJFS. This information must be based on factual data and, provided in writing.

The final composite Review Committee Evaluation Rating Sheet, which includes the Bidder's prioritized ranking, will be maintained on file by LCDJFS.

3. **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 the successful Proposal, the LCDJFS evaluation will take into consideration, 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;
- ✓ 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's expectations;
- ✓ Scope of services being proposed;
- ✓ Collaboration letters;
- ✓ Any other factors considered relevant by LCDJFS and demonstrated by the proposal or investigation by LCDJFS;
- ✓ Budget analysis, including reasonableness and cost effectiveness of proposed services;
- ✓ Any other factors considered relevant by LCDJFS, including performance on prior and current agreements with LCDJFS; and
- ✓ Experience with a similar project/program of comparable size and scope, including any available information regarding program results. LCDJFS statistics from prior agreements will be included in the administrative review process when applicable.

XI. Post Selection Meeting

If after Selected Bidders are chosen an Unsuccessful Bidder wishes to discuss the selection process, the Unsuccessful Bidder may request an informal meeting with LCDJFS to discuss the selection process. The Unsuccessful Bidder must submit the request for the meeting in writing and must deliver it to LCDJFS within seven (7) business 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 and/or RFP section or requirement 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 II, "Time and Date of Submission", hereof.

Please note: post-selection meetings will not be held until Agreement negotiations with Selected Bidders are complete.

XII. Caveat

Proposal selection does not guarantee that Agreements for services will be awarded. All Proposals will be evaluated based on the criteria in the RFP (see the Rating Sheet). LCDJFS will work with Selected Bidders to finalize the details of Agreements. **If LCDJFS, in its sole discretion, determines that LCDJFS and Selected Bidders are unable to successfully come to terms regarding an Agreement within a reasonable time period, LCDJFS reserves the right to terminate negotiations and either (i) select another Bidder from the Proposal review process with whom to negotiate an Agreement, (ii) cancel the RFP, or (iii) reissue the RFP.**

XIII. Confidentiality & Security

A Selected Bidder who has access to confidential information will be required to keep that information confidential. Selected Bidders must agree to comply with all Federal and State laws applicable to LCDJFS and/or providers referred by LCDJFS concerning confidentiality of LCDJFS providers and/or clients. Any use or disclosure of information concerning LCDJFS clients for any purpose not directly related to the administration of an Agreement 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 an Agreement with the Contractor or in a separate document.

XIV. Communications Prohibitions

From the issuance date of the RFP, until an Agreement is in effect, there may be no communications concerning the RFP between any 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 order to conduct that business;
- B. As part of an interview necessary for LCDJFS to make a selection decision;

Proposals submitted by a Bidder who has a pre-existing business relationship as an LCDJFS vendor, who attempts any communications prohibited by this Section may be disqualified for consideration for this project by LCDJFS.

XV. Accuracy of Information Regarding RFP

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.

Thank you for your interest in this project.