

REQUEST FOR PROPOSAL

FOR

TEMPORARY ASSISTANCE TO NEEDY FAMILIES

COMPREHENSIVE CASE MANAGEMENT AND

EMPLOYMENT PROGRAM

SUMMER EMPLOYMENT PROGRAM SERVICES

Issued by
Trumbull County Department of Job and Family Services
(TCDJFS)

280 North Park Avenue
Warren, Ohio 44481
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February 12, 2018

**TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES’
REQUEST FOR PROPOSAL
FOR
TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF)
COMPREHENSIVE CASE MANAGEMENT AND EMPLOYMENT PROGRAM (CCMEP)
SUMMER EMPLOYMENT PROGRAM (SEP) SERVICES**

I. INTRODUCTION AND PURPOSE

The Trumbull County Department of Job and Family Services (TCDJFS) releases this Request for Proposal (RFP) for the purpose of soliciting a minimum of the services designated in this RFP document to be provided to execute TCDJFS’ responsibility to provide programming to TANF/CCMEP eligible fourteen (14) to sixteen (16) year old youth who are residents of Trumbull County, Ohio with the goal of helping to prepare the participants for skilled employment as part of the emerging workforce. TCDJFS is accepting proposals from educational institutions, agencies, organizations, and/or service providers (public, private, non-profit, for-profit, corporation or government entities) interested in developing and implementing training and activities which are designed to directly provide required training elements of the program to participants while assisting TCDJFS in meeting the performance measures and required skills gains established for the funding associated with this program.

TCDJFS is seeking potential providers/contractors/proposers/entities (throughout the remainder of this RFP document, these terms may be used interchangeably to generally mean a responding educational institution, agency, organization, and/or service provider as referenced above) with demonstrated knowledge of and proven success in providing services to the population served through this program in order to in order to definitively meet the designated goals related to program success. Proposals will be accepted from such educational institutions, agencies, organizations and service providers interested in developing and providing the described programming. **Any potential provider must propose to provide, at a minimum, each of the elements designated under this RFP with the option to propose to provide additional elements designed by the provider specifically for the population to be served under any resulting contractual award. Proposals must include all elements identified by TCDJFS to be considered for a contractual award.**

This Request for Proposal does not in itself offer work nor does it commit TCDJFS or the Trumbull County Board of Commissioners to fund any proposals submitted. The TCDJFS reserves the right to cancel or reissue the RFP at any time. TCDJFS is under no obligation to issue a contract as a result of this solicitation. TCDJFS also reserves the right to award a contract based on individual items within a proposal or on the entire proposal. The specific details of the work to be performed by a selected provider will be identified solely at the discretion of TCDJFS based upon its programmatic needs and selection of a proposed program. In addition, TCDJFS shall have the right to reject any or all proposals, or any parts of a proposal submitted, to waive any informalities or irregularities in any proposal received, and to determine the best responsive, responsible proposer(s) in accordance with the methods and criteria established. Any waiver offered will in no way modify

the RFP documents or excuse the provider from full compliance with its specifications upon award of a contract.

Proposals submitted by potential providers in response to this RFP must demonstrate qualifications and experience, organizational strengths and capacities, and their administrative preparedness for responding to evolving or emergent needs. Through responding to this RFP, each respondent must use their best business expertise to assess the level of effort each proposed program would require, and offer their rates or prices accordingly.

All proposals shall be reviewed and rated by a team designated by TCDJFS. TCDJFS reserves the right to award multiple contracts for any program elements outlined in this RFP, as well as to contract with any service provider for projects not included in this RFP, at its discretion. TCDJFS may elect to determine the provision of TANF/CCMEP services and subsequent award of contracts for those services at its discretion prioritizing the needs of the agency and programming which will best meet these needs in consideration of the availability of funding at the local level for all services under this funding source. Awarding of contracts will be contingent upon the allocation of funding received by TCDJFS for the Federal Fiscal Year 2018, and may be awarded for any six (6) week time period during the eight (8) week Summer Employment Program period beginning as early as June 11, 2018 and ending as late as August 4, 2018, at the sole discretion of TCDJFS. Should TCDJFS elect not to award a contract under this RFP, regardless of reason, there shall be no liability on the part of TCDJFS. Upon award of a contract, TCDJFS also reserves the right to adjust or terminate any contract award at a future date based upon the discretion of TCDJFS.

II. ISSUING OFFICE

This RFP is released by and the subsequent contract will be with TCDJFS, upon final approval and authorization by a majority vote of the Trumbull County Board of Commissioners. TCDJFS, which will administer the contract, will be responsible for local supervision of the activities of the selected contractor.

If interested parties have a need to communicate regarding this RFP, they must contact TCDJFS utilizing one of the mechanisms provided for in Section VI of this RFP. Potential contractors are cautioned that communication attempts which do not comply with these instructions will not be answered, and that TCDJFS will not consider any proposals submitted to any address other than the one provided in Section XVI of this RFP. All proposals must be submitted in strict accordance with proposal submission instructions provided in Section XVI.

III. BACKGROUND

Across Ohio, the low-income population generally encounters additional barriers to achieving economic success. Ohio has established a new framework to help the emerging workforce prepare for and find skilled employment and to break the cycle of poverty for this population. This new program is an integrated approach which combines the Temporary Assistance to Needy Families (TANF) program and the Workforce Investment and Opportunity Act (WIOA) program in order to

maximize the outcomes of the youth being served. CCMEP is designed to assist participants with building a career pathway which will guide them in achieving goals directly related to employment in their chosen career, thereby increasing financial earning potential and/or obtaining certification or credentials to further meet their goals.

The goal of CCMEP is to change the culture of public assistance from referral to resolution by removing barriers and further promoting self-sufficiency at a younger age. By focusing on the person, not on the program, it allows services to be offered that build on the participant and their strengths to improve their skills and ultimately meet their needs. Using an approach that connects clients to the right resources and services, standardizes eligibility, and combines resources to improve education and training opportunities and outcomes, individuals can more effectively move through the pathway to employment and begin to move out of poverty. By engaging participants in meaningful employment and training activities, it can assist them in building sustainable careers.

CCMEP services may encompass any variety of programming which promotes the ultimate goals of the program, but which also assists the local agency with maximizing the education and training opportunities available to this population. By focusing on the fourteen (14) elements required under the WIOA program, the likelihood of the success of participants improves.

IV. OVERVIEW AND OBJECTIVES OF THE PROJECT

Under any contract resulting from a response to this RFP, the contractor will deliver services as defined in their response and as required under program guidelines and requirements established for TANF and WIOA CCMEP as well as TCDJFS' policy and procedure, in whole or in part at the sole discretion of TCDJFS as defined in the resulting contractual agreement, specifically to support the goals of TCDJFS' programs and the participants in receipt of these benefits and services. Any proposed project should focus on the following primary area, as directly related to the intent and programming associated with the proposed project:

Assist TCDJFS with providing education and training services for CCMEP participants enrolled in the TCDJFS' Summer Employment Program by providing programming which specifically focuses on the program elements identified in this RFP. Successful implementation of this programming through the provision of these activities will provide a foundation for the youth to further build their goals and establish success as they emerge into the workforce and work toward achieving self-sufficiency.

The services provided by a selected contractor will help to ensure the improvement and success of CCMEP participants by providing knowledge and skills which lead to overcoming immediate barriers and improving their economic circumstances, with the purpose of enhancing the capability of TCDJFS to meet the needs and demands of this population while assisting TCDJFS in meeting the established performance measures and required skills gains related to the funding associated with this program,

V. ANTICIPATED RFP TIMELINE

ACTION	DATE
RFP Release to Potential Contractors through Tribune Chronicle Public Notice (February 11, 2018), TCDJFS’ Web Site, and Posting in TCDJFS’ Lobby -RFP becomes active, 11:00 a.m. -Q & A Period Opens -Inquiries for RFP clarification accepted	February 12, 2018
Q & A Period Closes, 12:00 p.m. - No further inquiries for RFP clarification will be accepted	February 21, 2018
TCDJFS provides Final Question & Answer Document on Designated Websites (estimated)	February 23, 2018
Deadline for Proposal to be Received by TCDJFS, 3:00 p.m.	March 2, 2018
Proposal opening and beginning determination of proposal responsiveness to move to Evaluation Phase	March 5, 2018
Proposal Distribution to Evaluation Teams (estimated)	March 6, 2018
Proposal Review Completed (estimated)	March 14, 2018
Notification Letters and Contract Negotiations Begin (estimated) - Award of contracts is subject to notification by ODJFS of the availability of funds - Letters will be sent to all respondents indicating whether their proposal was accepted for award of a contract	Undetermined
Approval of Contracts (estimated) - Trumbull County Board of Commissioners must approve all contracts	Undetermined— Upon Contract Execution
Implementation of Contracted Services (estimated) - Upon notification of all contractual and funding approvals - TCDJFS may award contracts for any six (6) week period of time between June 11, 2018 and August 4, 2018 at its own discretion	Discretion of TCDJFS—Upon Contract Execution
Contracted Services Completion - All services must be completed with final invoicing to be submitted to TCDJFS within fifteen (15) days	August 4, 2018

TCDJFS reserves the right to revise this schedule in the best interest of the Agency, the Ohio Department of Job and Family Services (ODJFS), and the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations and after providing reasonable notice. Revisions will be posted on the originally designated website. **It is the responsibility of all potential providers to check this website on a regular basis for changes to this timeline, as well as for any amendments or other pertinent information regarding this RFP.**

TCDJFS will not be liable for any costs incurred prior to the date a contract is entered into with a proposer.

VI. TECHNICAL ASSISTANCE/ QUESTIONS & ANSWERS

The RFP, the evaluation of responses, and the awarding of any contract(s) associated with this process shall be done within the guidelines of all current procurement procedures followed by TCDJFS.

Potential contractors may ask clarifying questions regarding this RFP throughout the assigned Question & Answer (Q & A) period only, as outlined in Section V. Anticipated RFP Timeline. To ask a question, potential providers must provide the question during the follow-up Q & A period according to the instructions outlined in this Section, in writing, directly to the TCDJFS' contact person via e-mail only (verbal questions or questions submitted in writing via any other source will not be accepted) with the subject line "TCDJFS' TANF/CCMEP SEP RFP QUESTION" utilizing the following contact information:

Melissa Binion, Fiscal Officer
E-mail: Melissa.Binion@jfs.ohio.gov

Questions which are submitted and are not titled appropriately in the subject line as described above may not receive a response due to not being immediately identifiable as a question directly related to this RFP. Questions regarding this RFP must reference the relevant section of the RFP, the heading for the provision under question, the page number of the RFP where the provision can be found. The potential provider must also include the name of the representative of the potential provider posing the question, the company name, and business phone number. TCDJFS may, at its option, disregard any questions which do not appropriately reference a RFP provision or location, or which do not include identification for the originator of the question. TCDJFS will not respond to questions which are not directly associated to a provision of the RFP and its technical writing requirements. Questions relating to program development will not receive responses. If potential providers ask questions about existing or past contracts using the Q & A process, TCDJFS will not respond to these questions. TCDJFS will not respond to any questions submitted after 12:00 p.m. on the date the Q & A period closes.

TCDJFS' responses to all questions asked following the above instructions will be posted on the internet site on the worldwide web associated with this RFP, for reference by all potential providers. The internet site can be found at www.hs.co.trumbull.oh.us/ and accessed by choosing the link indicating "News & Events." Potential providers will not receive personalized or individual responses. Clarifying questions asked and the TCDJFS' responses to them will comprise the "TCDJFS' FFY18 TANF/CCMEP SEP RFP Q & A DOCUMENT." If possible, TCDJFS will post an interim Q & A document, without identifying the potential contractor(s) asking questions, as well as the final version (in which all contractors that posed questions will be identified). TCDJFS strongly encourages potential providers to ask questions as early as possible in the Q & A period so that interim answers can be posted with sufficient time for the possibility of follow-up questions to be posed.

Proposals in response to this RFP are to take into account any information communicated by TCDJFS in the final "TCDJFS FFY18 TANF/CCMEP SEP RFP Q & A DOCUMENT" for the RFP. It is the responsibility of all potential providers to check this site on a regular basis for

responses to questions, as well as for any amendments or other pertinent information regarding this RFP.

Proposers 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 for the potential future contract, NOT on details of any current or past related programming or contract associated with TCDJFS or any other entity. Requirements under a current contract may or may not be required by TCDJFS under any future contract, and so may not be useful information for providers who choose to respond to this RFP.

There is an established time period for the Q & A process (see Section V. Anticipated RFP Timeline). TCDJFS will only answer those questions submitted within the established time frame for submission of questions, and which pertain to issues of RFP clarity, and which are not requests for public information. TCDJFS is under no obligation to acknowledge questions submitted through the Q & A process if those questions are not in accordance with these instructions.

Any oral communication will be considered unofficial and non-binding on TCDJFS and the Trumbull County Board of Commissioners. TCDJFS is not responsible for the accuracy of any information regarding this RFP that is obtained or gathered through a source other than the Q & A process described in this RFP. Reliability should be placed only on written statements issued by the issuing department.

Should providers experience technical difficulties accessing the TCDJFS' website where the RFP related documents are published, they may contact the TCDJFS' contact as listed above at (330) 675-2203.

VII. PROVIDER'S LIBRARY

As previously noted, the purpose of this RFP is to provide services and programming which will help to ensure the preparation of the participants for skilled employment as part of the emerging workforce while assisting TCDJFS in meeting the established performance measures and required skills gains related to the funding associated with this program allowing them to succeed in overcoming immediate barriers and improving their economic circumstances in both the short and the long-term by enhancing the capability of TCDJFS to meet the needs and demands of this population. It is important that interested contractors be familiar with the programs, goals, strategies and other operations of the systems of benefits. Interested providers may find background information which may be useful in developing their responses and is internet accessible at www.jfs.ohio.gov and further completing a search for CCMEP which will offer a multitude of information, key documents, fact sheets etc. available for reference, as well as the CCMEP Manual section found in the Ohio Administrative Code 5101:14-1 (<http://emanuals.jfs.ohio.gov/pdf/pdf-books/ComprehensiveCaseManagementandEmploymentProgramManual.pdf>). Additionally, providers may access documents associated with the fourteen (14) program elements and common questions using the following links:

<http://jfs.ohio.gov/owd/CCMEP/index.stm>

<http://jfs.ohio.gov/owd/CCMEP/Services-Matrix.stm>
<http://jfs.ohio.gov/owd/CCMEP/docs/ProgramSummary.stm>
<http://jfs.ohio.gov/owd/CCMEP/CCMEP-Fact-Sheet.stm>
<http://emanuals.jfs.ohio.gov/pdf/pdf-books/ComprehensiveCaseManagementandEmploymentProgramManual.pdf>

VIII. COMMUNICATION PROHIBITIONS

From the issuance date of this RFP until an actual contract is awarded to a service provider, there may be no communications concerning the RFP between any potential provider that expects to submit a proposal and any employee of TCDJFS, or any other individual within or outside of the TCDJFS' office regardless of their employment status, who is in any way associated with TCDJFS, involved in the development of the RFP, or the selection of the contractor. Any attempts to make prohibited communications by potential contractors may result in the disqualification of those contractors' proposals.

The only exceptions to this prohibition are as follows:

- A. Communications conducted in accordance with the Q & A process as detailed in Section VI. Technical Assistance/Questions & Answers in accordance with the timeline found in Section V. Anticipated RFP Timeline;
- B. As necessary in direct association with any pre-existing contractual or business relationship between TCDJFS and contractor which could submit a proposal in response to this RFP;
- C. As part of any contractor interview process or proposal clarification process initiated by TCDJFS, which TCDJFS deems necessary in order to make a final selection;
- D. If it becomes necessary to revise any part of this RFP, TCDJFS will post those revisions, amendments, etc., to the website dedicated to this RFP*.

* **Important Note:** Amendments to the RFP or to any documents related to it will be accessible to interested contractors through the original website noted for the RFP. All interested contractors must refer to this web page regularly for amendments and other announcements. TCDJFS will not specifically notify any potential contractor of changes or announcements related to this RFP except through the website posting. It is the affirmative responsibility of interested contractors to be aware of and to fully respond to all updated information posted on this web page.

IX. PROVIDER DISCLOSURES

All potential providers must disclose any pending or threatened court actions and/or claims against the provider, parent company, subsidiaries, or potential subcontractor. This information will not necessarily be cause for rejection of a proposal; however, failure to disclose this information may be

cause for TCDJFS to reject a proposal, suspend a potential contract award, or terminate a contract awarded and executed under this RFP.

TCDJFS will enter into contracts only with educational institutions, agencies, organizations, and service providers which provide reasonable assurance through the signed Cover Letter as outlined in XXI. Bid Organization, that the organization is capable of managing, operating, monitoring, and reporting according to federal, state and local guidelines and standards of usual and customary business practices. All educational institutions, agencies, organizations, or service providers, in submitting a response to this RFP, provide assurance that if a contract is subsequently offered to provide services, upon final award and execution of the contract, the provider can and will provide and attest to the following assurances:

- A. Duly sign a Non-Collusion Affidavit;
- B. A Personal Property Delinquent Tax Affidavit duly signed by the provider, as required by Section 5719.042 of the Ohio Revised Code, associated with each contract awarded;
- C. Be directed in advance that Trumbull County adopted a revised Drug and Alcohol Use Policy and Procedure on 09/07/2016, and the terms of this policy also apply to any contractors directly paid or reimbursed for the provision of services through the County. A copy of this Policy will be incorporated as a part of all contracts and will include a “Sign-Off Sheet” to be signed by the provider;
- D. Agree and maintain, at their expense, at all times throughout the term and performance of the contract award, Workers’ Compensation coverage with minimum statutory limits and liability insurance with a limit that is reasonably necessary to adequately secure the persons and estates of eligible individuals against any and all torts that may result in the injury or death of an eligible individual. All providers awarded a contract will then be required to furnish, upon execution of a contract award, a Certificate of Insurance certifying that the provider is adequately insured and that TCDJFS, the Trumbull County Board of Commissioners and its employees have been named as additional insured on all liability policies;
- E. Must attest that the agency, organization or partnership is not barred or suspended from receiving federal funding, or under a finding for recovery from any audit agency;
- F. Must attest that Federal dollars will not be used for lobbying on behalf of this program;
- G. Must attest that all internal policies meet state and federal guidelines regarding Equal Opportunity Laws and Regulations and these will be followed in providing for fair and reasonable employment practices;
- H. Must attest that the provider will cooperate with and adhere to the Ohio Revised Code in consideration of any Ohio Child Support Enforcement in compliance with any court order for the withholding of child support and in ensuring that the contractor or employees of the contractor meet child support obligations established under state law;

- I. Must attest that the provider will adhere to an Indemnification clause;
- J. Must attest that the provider will adhere to standards of confidentiality that apply to the employees of either party and the State of Ohio, including all federal laws, rules, and regulations. In addition, all contractors will be required to comply with applicable sections of the U.S.C. regarding disclosure of protected health information under the Health Insurance Portability Act (HIPPA) of 1996. Any violation of confidentiality may result in termination of the contract and/or other legal action;
- K. Must be aware that TCDJFS will determine the vendor or sub-recipient nature of the awarded contractual relationship and as such, the provider may be required and therefore must be willing to adhere to all federal, state, or local financial review/audit guidelines and requirements;
- L. Will be required to adhere to all program and funding requirements pursuant to federal, state, and local laws, rules and regulations;
- M. Any contract awarded which includes transportation services will include the requirement to complete criminal record checks on all employees and volunteers assigned to work with or transport children by obtaining a nationwide and local conviction record transcript from specified law enforcement agencies and shall not utilize an employee or volunteer who has a conviction involving moral turpitude, physical or sexual abuse or crimes against children;
- N. Any contract awarded which includes transportation services will be required to obtain the appropriate Bureau of Motor Vehicle (BMV) transcript for each person transporting children, and the provider will not allow anyone to transport children who has accrued five (5) or more points on his or her license, or has been convicted of driving while under the influence of alcohol or drugs;
- O. Must maintain sufficient capability to operate services; and make available for review and monitoring the names and qualifications of their officers, directors, and managing personnel who have operational or fiscal responsibilities for the contracted services;
- P. Must attest that funds awarded under this RFP will be expended in compliance with any Executive Orders issued by the President of the United States or by the Ohio Governor, including but not limited to, executive Order 2011-12K governing the expenditure of Public Funds on Offshore Services;
- Q. All conditions of a contractual agreement awarded under this RFP must be included in a contract with any approved subcontractor.

X. TIME FRAMES AND AVAILABILITY OF FUNDS

TCDJFS is seeking to contract funds with one (1) or more service providers to provide the designated program elements to between one (1) and approximately sixty-five (65) fourteen (14) to sixteen (16) year old participants eligible through referral by TCDJFS. Contracts awarded under this RFP will be for program services to be provided for a minimum of twenty (20) hours per week for the duration of a six (6) week program period of any time during the eight (8) week period from June 11, 2018 through August 4, 2018. Any contract awarded under this RFP may begin and/or end during any time throughout the eight (8) week program period at the sole discretion of TCDJFS. Services provided through any contracts awarded under this RFP will be for individuals determined to be eligible by TCDJFS and referred to the contracted provider(s). Ability to address demand for services will be identified at the time a contract is awarded. TCDJFS shall determine funding awards based on available funding and anticipated demand for services. TCDJFS does not guarantee the consistency of demand for any proposed service throughout the period of any contract awarded under this RFP. This RFP and the granting of any contract(s) for services is contingent upon the availability of Federal, State and/or Local funds, allocated for the reimbursement/payment of the provision of said services for the said potential contract period and the continued authorization of funds under current legislation. TCDJFS reserves the right to determine the amount of funds to be allocated to an awarded contract as well as the number of individuals to be referred and served under a contract award or to cancel the RFP process at any time should funding be unavailable for the said TANF/CCMEP service(s). All potential providers will be notified as early as possible should this lack of funding occur.

Under no circumstances will TCDJFS be obligated to compensate a provider for any expenses incurred as a result of the RFP process, or for expenses incurred prior to the complete execution of a contract. TCDJFS will not contribute in any way to the costs of proposal preparation or any interview process. Potential providers are to be advised that TCDJFS, may, at its sole discretion, negotiate with all technically qualifying providers for a revised cost proposal based upon the selection of programs/services and providers and the available funding for programs to be contracted under this funding.

Payment(s) for any and all services provided pursuant to a contractual agreement are contingent upon the availability of state and federal funds. Upon the availability of additional funding during the term of an awarded contract and at the discretion of the agency, TCDJFS reserves the right to modify a provider's contract to increase the contract value. TCDJFS also reserves the right, at the discretion of the agency, to modify a provider's contract to decrease the contract value at any time during the contract period for any reason, including but not limited to, notification of TCDJFS of a budgetary adjustment through ODJFS and the State of Ohio. Should TCDJFS determine and propose a financial adjustment to any awarded contract subsequent to final execution, and the provider fails to agree to such an adjustment, such failure will result in TCDJFS' right to terminate such contract award in accordance with the terms of the contract.

A selected contractor must be able to begin service provision immediately upon full execution and approval of a contract, but not earlier than June 11, 2018. Any work begun prior to full execution and approval will not be paid or reimbursed by TCDJFS. All providers must agree to abide by all Local, State and Federal regulations applicable to the use of these funds. Proposers must also agree

to meet any and all Local, State or Federal reporting and audit requirements as required under the vendor or sub-recipient relationship established through the execution of an agreement.

XI. CONFLICT OF INTEREST

At no time should any potential provider of proposed services promise, or give anything of value to any TCDJFS' employee that is of such character to manifest a substantial and improper influence upon the employee with respect to his or her duties or which may influence that employee in his/her decision associated with the provision of information or submission of a proposal related to this RFP or the awarding of contracts. No individual or contractor seeking a contract shall solicit any TCDJFS' employee to violate any conduct requirements for employees. At no time will any potential contractor attempt to influence any employee of TCDJFS to violate any Federal Procurement Regulation, the Ohio Revised Code, Trumbull County Procurement Policy, or TCDJFS' Procurement Policy. TCDJFS' employees or contractors who violate applicable sections of the Ohio Revised Code may be prosecuted for criminal violations.

XII. RECOVERY FINDINGS

The Ohio Revised Code places limitations on the awarding of contracts to any entity against whom the Federal Government or Auditor of State has issued a finding for recovery, if the finding for recovery is "unresolved" at the time of award. By submitting a proposal in response to this RFP, the potential contractor warrants that it is not now, and will not become, subject to an "unresolved" finding for recovery under Federal Regulations or the Ohio Revised Code prior to the award of any contract arising out of this RFP, without notifying TCDJFS immediately of any such finding. TCDJFS reserves the right to not evaluate any proposal from a provider whose name, or the name of any subcontractors submitted by the provider, appears on the website of the Federal Government or Auditor of State of Ohio as having an "unresolved" finding for recovery.

XIII. MANDATORY PERFORMANCE AND GOVERNMENTAL INVESTIGATION DISCLOSURE

Each potential provider is mandated to disclose whether the provider's performance, or the performance of any of the proposed subcontractor(s), while under contract(s) with any other entity for the provision of services that are the same or similar in nature to those to be provided under the proposed services which are the subject of this RFP has resulted in any "formal claims" for breach of those contracts. For the purposes of this disclosure, "formal claims" means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. If any such claims are disclosed, the provider shall fully explain the details of those claims, including the allegations regarding the alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration or mediation regarding those claims, including the terms of any settlement. TCDJFS reserves the right to use its sole discretion in considering the background details to determine whether a proposal will be disqualified from consideration for this reason. TCDJFS will

consider such factors, including but not limited to, its determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the provider's performance of the proposed services, and the best interests of TCDJFS.

Each proposal must also disclose whether the provider and any of the proposed subcontractor(s) has been the subject of any adverse regulatory or administrative governmental action (federal, state, or local) with respect to the provider's performance of services similar to those described in the proposal submitted in response to this RFP. If any such instances are disclosed, the provider must fully explain, in detail, the nature of the governmental action, the allegations that led to the governmental action, and the results of the governmental action including any legal action that was taken against the provider by the governmental agency. TCDJFS reserves the right to use its sole discretion in considering the background details to determine whether a proposal will be disqualified from consideration for this reason. TCDJFS will consider such factors, including but not limited to, its determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the provider's performance of the proposed services, and the best interests of TCDJFS.

XIV. PROPOSAL PREPARATION AND CONDITIONS

Proposals submitted in response to this RFP must comply with the specifications stated herein. Responses must provide a concise description of qualifications, capabilities and experience to satisfy the requirements of the RFP. Emphasis should be placed on the compliance with the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content.

All costs related to the proposal must be included at the time the proposal is submitted. Providers who will be proposing to utilize a subcontractor(s) for any part of the implementation of the proposed program must clearly define the subcontractor(s), and the tasks and responsibilities of each entity in the performance of programming under the proposal. All subcontracts must be in written form and shall be subject to the provisions of a primary contract award and shall fall within the effective dates of the primary contract award. All aspects of any subcontract apply equally to services performed by any and all subcontractor(s).

Potential providers who are unable to fulfill all or a portion of the requirements associated with program provision under a final executed contract through current or potential employees of the provider will be determined to be in use of a subcontractor relationship to appropriately provide said program services. Potential providers who determine that it is necessary to utilize a subcontractor in order to perform the services in their entirety and as such propose to include the utilization of a subcontractor(s) in the implementation of said programming must ensure that such services are procured within the guidelines of all current procurement procedures followed by TCDJFS and competitive standards. This includes, but is not limited to, direct service provision as well as consultation services. Failure to ensure compliance with all current procurement procedures followed by TCDJFS shall result in the proposal not receiving consideration or removal of a contract award.

Proposals which include the utilization of a subcontractor(s) must include a letter from the selected subcontractor(s), signed by the person authorized to legally bind the subcontractor, indicating the following:

- A. The subcontractor's legal status and principle business address;
- B. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
- C. A complete description of the work the subcontractor will do;
- D. A commitment to do the work, if the proposing provider is selected;
- E. A statement that the subcontractor has read and understands the RFP, the nature of the work proposed under the RFP and by the potential provider, and the requirements of this RFP, and the requirements of any potential subcontract award.

Providers will be expected to design, develop, implement, train, etc. on all aspects related to the proposed program. The provider will be solely responsible for the implementation of the proposed program and further contract requirements, should a contract be awarded.

Any contractor deemed not responsible, or submitting a proposal deemed by TCDJFS to be not responsive to the terms of the RFP or to have failed to comply with the stated specifications and minimum requirements will result in the proposal being eliminated from consideration for funding and shall not be awarded a resulting contract. Any or all aspects of a selected proposal may become obligations of a contract should contract acquisition action proceed. These obligations will be at the discretion of TCDJFS. Should a successful proposer fail to accept the selected obligations as part of the contractual agreement, cancellation of the contract award may result.

XV. PROPOSAL SIGNATURE

Proposals must be an original signature signed, in **blue** ink, by an individual who is legally authorized to enter into a binding contract on behalf of the provider. No reproduction, electronic or otherwise, shall substitute for the original required signature noted above. The title or position which is held by this individual within the agency or organization must also be included with the signature. Any proposal(s) which is submitted without an appropriate original signature will not be considered.

XVI. PROPOSAL SUBMISSION INFORMATION

One (1) original, complete, signed proposal must be submitted in conjunction with an electronic copy (CD or USB flash drive, clearly identified for the proposer and this proposal submission containing the sections of the RFP separated into four (4) single documents in PDF format and labeled as follows: Document One (1) containing Sections 1, 2, 3, and 4; Document Two (2)

containing Sections 5 and 6; Document Three (3) containing Section 7; and Document Four (4) containing Section 8. Should any additional sections be added by the proposer, as outlined in Section XXI. Bid Organization, an additional document numbered as Document Five (5) containing this information shall be added. All Sections contained within the original proposal must be included on the electronic copy according to the indicated Document/Section format and must be verified to be of size able to be sent as an e-mail attachment once converted to the correct PDF format. **Please note that the documents contained on the electronic copy MUST be identical to the original document provided, including signatures on all letters required to be signed.** Responses which do not include the original and electronic format as required will be considered non-responsive as such will NOT be evaluated for contract award. All complete, signed proposals along with the mandated electronic copy must be submitted by 3:00 p.m. on Friday, March 2, 2018 to:

Trumbull County Department of Job and Family Services
Fiscal Office/RFP
280 North Park Avenue
Warren, Ohio 44481

Proposals may be mailed or hand-delivered directly to the issuing department as listed above. Contractors assume the risk of method of dispatch chosen. TCDJFS will not be responsible for proposals incorrectly addressed or for proposals delivered to any location other than the TCDJFS' location specified above. TCDJFS assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. The TCDJFS' office is open for bid delivery from 8:30 a.m. to 4:15 p.m. Monday through Friday except holidays. Proposals may **not** be delivered by facsimile transmission or other telecommunication or electronic means. It is the responsibility of any potential provider to ensure that TCDJFS has received the complete proposal before the deadline. No confirmation of mailed proposals can be provided. For hand delivery on the due date, contractors are cautioned to allow for sufficient time for parking considerations, security protocol, and check in for receipt of the proposal by TCDJFS' customer service staff. Hand delivered proposals will be accepted at the main TCDJFS' Customer Service Desk ONLY; there will be no exceptions made to this requirement. As a courtesy to TCDJFS, proposers should not request for proposals to be submitted to the OhioMeansJobs Reception Desk, Security Desk, or by direct request with TCDJFS' Staff as these requests will not be honored and may delay submission of the proposal. Any proposal received after the date and time specified above will not be given consideration.

All proposal submissions and associated documents in response to this RFP shall become the property of TCDJFS. It is imperative that potential providers ensure that final proposal submissions are complete prior to delivery to TCDJFS. Materials received separately from a provider's initial proposal submission will not be added to the proposal nor considered in the review and scoring process. Both the original and electronic copies of a proposal must be submitted together in the same package in order to be considered a complete proposal. Should the contractor utilize separate packages for the delivery of separate portions of the required proposal items, these will be considered as separate submissions and will be considered incomplete for further proposal consideration. Under no circumstances will a provider be permitted to alter a proposal once it has

been submitted or opened; however, TCDJFS does reserve the right to request additional information from a potential provider.

XVII. PROPOSAL REVIEW AND RATING

All proposals meeting the minimum specifications and requirements will be reviewed, evaluated and rated by a Proposal Review Team (PRT) of TCDJFS' staff designated at the discretion of TCDJFS. At any time and level of the review, TCDJFS may request clarifications and additional information as it deems necessary from the potential provider or from sources other than the written proposal at any point in the review process in order to complete the evaluation process. Responses to any request for additional information must be provided in writing within the time frame specified by TCDJFS.

Providers should not assume that the PRT members are familiar with any current or past service activities with TCDJFS. Potential providers should also not assume that PRT members are familiar with the provider, its services, or any other association with the services being proposed for provision, public or private. Proposals containing assumptions, lack of sufficient detail, poor organization, lack of proofreading, and unnecessary use of self-promotional claims will be evaluated accordingly. Any proposals not meeting the requirements of this RFP will not be scored. Proposals may be held for scoring pending receipt of required clarifications. TCDJFS and the PRT reserve the right to reject any and all proposals, in whole or in part, received in response to this request. The PRT may waive minor defects that are not material when no prejudice will result to the rights of any contractor or to the public.

Using a rating sheet developed at the discretion of TCDJFS and based upon the evaluation criteria below in conjunction with the level of relevance to TCDJFS programming, the PRT will evaluate all proposals accordingly as follows:

1. Organizational and Administrative abilities of the provider to carry out direct delivery of the proposed services and provide all other necessary program support;
2. Scope of Service being proposed and ability to meet the required parameters of the program;
3. Cost of the proposed service, including competitiveness, cost reasonability in consideration of the services provided and the projected number of TCDJFS' consumers served by such cost(s), and comparison with similar services and existing market conditions;
4. Experience of the provider, including a competent history of successful service delivery to the target population.

The PRT will read, review individually, discuss as a team, and reach consensus on the final score for each qualifying proposal. The PRT will be instructed to evaluate each proposal based on the information on the rating form. The rating form utilized by the PRT will be a standardized form

specific to this RFP and developed at the discretion of TCDJFS. The number of points available for assignment to any particular area of evaluation may vary according to a value assigned to a particular aspect of the program. The standard rating scale to be utilized in this part of the process is as follows:

<u>Ranking</u>	<u>Evaluation of Response</u>
0	Inadequate or Unacceptable
1-5	Minimal Acceptance
6-10	Fair
11-15	Good
16-20	Very Good
21-25	Excellent

TCDJFS reserves the right to invite providers to make oral presentations or participate in an in-depth interview associated with a proposal as part of the evaluation process. The interview, if necessary, may include participants from TCDJFS and/or any other agency or county staff or representatives it may appoint, as appropriate and at its own discretion. TCDJFS reserves the right to select from responding providers for an interview and may not interview all providers submitting proposals. The potential provider shall bear all costs of any scheduled interview.

The PRT will recommend to the Director of TCDJFS the qualified providers offering proposed services which will be most advantageous in assisting TCDJFS' youth TANF/CCMEP participants with obtaining the identified elements of service in order to reach the primary goal of becoming more competitive in today's workforce and achieving financial stability, as determined by the processes and requirements established in this RFP. The TCDJFS' Director shall provide preliminary approval of contract awards pending final approval by the Trumbull County Commissioners. TCDJFS reserves the right for the Director to be provided with quality assurance information regarding performance in current and past contracts with TCDJFS by proposing entities, regardless of funding source. Such quality assurance information may be utilized by the TCDJFS' Director in making a final determination of contract awards at the sole discretion of TCDJFS. TCDJFS reserves the right to evaluate the needs of the agency and prioritize services offered within the agency and subsequently the customers and population directly served by TCDJFS and then consider contract services under the funding made available through the TANF/CCMEP program.

XVIII. PROPOSAL SELECTION AND CONTRACT AWARD

Proposal selection does not guarantee award of a contract for service provision. TCDJFS will work with providers selected based on a successful proposal rating to negotiate and finalize details associated with a potential contractual agreement. Upon finalization of a contract for services, the TCDJFS' Director will recommend the award of the contract to the Trumbull County Board of Commissioners for final approval of funding. Failure of the Board of Commissioners of Trumbull County to award final approval of the contract and funding shall result in cancellation of the potential contract award.

In the event that TCDJFS and the potential provider are unable to successfully come to terms regarding the contract, TCDJFS reserves the right to terminate contract discussions with the potential provider. Should this situation occur, TCDJFS reserves the right to select another potential provider from the RFP process, or cancel or reissue the RFP, if necessary.

Upon award and execution of a contract, the services and commitments proposed by the provider in response to this RFP will become contractual obligations, in whole or in part, as determined by TCDJFS. Contract awards under this RFP shall be for a six (6) week time frame during the eight (8) week Summer Employment Program period beginning no sooner than June 11, 2018, or upon execution of a contract after this date, and ending no later than August 4, 2018 and shall offer services for a minimum of twenty (20) hours per week..

XIX. SPECIFICATIONS & REQUIREMENTS/SCOPE OF SERVICES

Throughout the life of any contract resulting from this RFP process, a selected provider will be responsible for meeting TCDJFS' needs as generally stated in this RFP and the programmatic requirements established by the TANF/CCMEP Youth program, whether specifically stated in this RFP or not.

The CCMEP Program encompasses a variety of services, benefits, and employment and training activities which are intended to enable individuals to build a foundation to find employment, succeed at work and improve their economic circumstances.

TCDJFS is required to provide opportunities for CCMEP participants to build skills which will allow them to become more employable and succeed in meeting the ultimate program goal of gaining economic success and breaking the cycle of poverty. In providing these opportunities, TCDJFS focuses on the fourteen (14) elements which will also assist TCDJFS in helping the youth achieve measurable skills gains while allowing the required performance measures established by ODJFS to be met. As such, proposing providers are asked to include the ability to provide activities related to a minimum of the identified elements in their proposed programming. Development of programming may be based on a projection to serve anywhere from one (1) to approximately sixty-five (65) youth participants over the projected six (6) week contract period at a projected weekly program time of twenty (20) hours per week; based on the final program components to be provided and upon final negotiation of contract terms with TCDJFS.

In carrying out its program delivery responsibilities, a selected provider will be required to perform all tasks proposed by the provider through this RFP process and selected for contracting by TCDJFS.

TCDJFS supports the implementation of the TANF/CCMEP program and its goals, in part, by potentially offering contract services to eligible Trumbull County recipients through the funding which is available for these services. In order for a service to be considered under this funding, the service must meet the needs of the agency and program recipients it will serve in accordance with the guidelines established by the Ohio Department of Job and Family Services.

There are fourteen (14) elements required under CCMEP to be provided to participants. The following five (5) elements are the required elements of programming which must be offered under a proposal in order to meet the minimum services under this RFP:

Adult Mentoring: Adult mentoring is a formal, one-to-one supportive relationship between a CCMEP participant and an adult mentor where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. The purpose of adult mentoring is to build positive, supportive relationships between the CCMEP participant and adults and to provide positive adult role models for CCMEP. Any proposal must include activities that will offer adult mentoring opportunities.

Career Counseling and Exploration: Providing information about in-demand industries and occupations provides CCMEP participants with career awareness about the current and emerging trends in the labor market and encourages them to begin exploring the opportunities that are available while having an avenue to seek assistance and counseling in this decision making. Any proposal must include the exploration of six (6) to ten (10) in-demand careers which includes an explanation of needed skills and education.

Entrepreneurial Skills Training: Entrepreneurial skills training is training which provides the basics of starting and operating a small business. Approaches to teaching CCMEP youth entrepreneurial skills include, but are not limited to, the following:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business;
- Enterprise development which provides support and services that incubate and help CCMEP participants develop their own business;
- Experiential programs that provide participants with experience in the day-to-day operation of a business.

Any proposal must include an introduction to and allow a basic understanding of small business operation.

Financial Literacy Education: Financial literacy education is activities to gain an understanding of basic financial information which is necessary to become self-sufficient. Any proposal must include training on basic concepts of financial literacy, including, but not limited to, budgeting, saving, paying bills, credit scores, loans and concepts of interest (rates and accumulation) and how these concepts relate to the achievement of self-sufficiency.

Leadership Development: Leadership development is opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors. The purpose of leadership development activities is to develop skills and attitudes that are important in all areas of life. It provides encouragement and support to CCMEP participants, developing skills, and instilling confidence as they transition to move further into adulthood. Any proposal must include a segment offering these concepts and the building of character.

The following are remaining elements which may be included in a proposal for services at the discretion of the proposer:

Comprehensive Guidance and Counseling: Comprehensive guidance and counseling is a process of helping CCMEP participants make and implement informed education, occupation, and life choices. It includes career and academic counseling, drug and alcohol counseling, mental health counseling, and referral to other programs when necessary. This element is not required as a program component but may be offered at the discretion of the proposer.

TCDJFS implements flexibility and planning on the local level in an effort to meet the needs of eligible customers receiving services through the TANF/CCMEP program. Eligible recipients of services must meet the eligibility criteria as established by the applicable Ohio Administrative Code regulations, Ohio Department of Job and Family Services' (ODJFS) program guidelines, and Trumbull County, as applicable. All proposals for programs submitted must conform to the eligibility guidelines outlined in these regulations and guidelines. Any potential provider who has the ability to provide the requested services which will meet the needs of the recipients in the required capacity may submit a proposal. A particular provider's overall capacity to accept referrals for service provision will be determined at the time of contract award should the PRT determine that the proposing entity is organizationally sound during the evaluation process.

In carrying out its program delivery responsibilities, a selected provider will be required to perform all tasks associated with the service proposed, and outlined through this RFP process and the subsequent resulting contract executed with TCDJFS, including but not limited to any necessary scheduling, coordination, delivery and tracking of services provided (attendance) to the population served as determined by program guidelines and recipient eligibility.

XX. PROGRAM PARAMETERS

Proposed services should be accessible to eligible recipients through provision at a facility in which the geographic location that is considered to be generally central to all residents of Trumbull County, Ohio. Programming must include all mandatory elements and provide a minimum of six (6) weeks of programming throughout the identified program period with classroom and/or program time scheduled for a projected twenty (20) hours during each week unless a holiday should interrupt regularly scheduled services.

Providers will be expected to effectively provide the proposed programming in a professional manner. Providers will be expected to have measurable program outcomes in place for service provision, ongoing program evaluation and improvement. It is imperative that the provider have a means of taking and reporting daily attendance, tracking service provision and measuring outcomes and other indicators of the performance of the service(s), including but not limited to consumer satisfaction, as required by TCDJFS. Providers will also be expected to submit attendance reports and any other written reports upon request and as defined by TCDJFS.

Each proposal must address each of the following as it relates to the type of service offered under the proposal:

1. Identify the elements to be provided to participants under the proposal;
2. Identify the means by which the proposed service component will meet the definition of the required element(s);
3. Identify any additional goal(s) the service will meet;
4. Identify the connection between the program component and the ability to tie into program outcomes and measurable skills gains;
5. Detail the means by which the service will be provided, including the abilities of the provider to implement the programming;
6. Detail the means by which the provider will provide an objective assessment of the service need(s) for each individual;
7. Outline the service strategies to implement and meet the goal(s) of the proposal;
8. Project measurable outcomes;
9. Identify a means of measuring satisfaction related to service provision and goal achievement.

It is imperative that the provider have a means of tracking and measuring outcomes and other indicators of the performance of the program as required by TCDJFS. Examples of such measures might include, but are not limited to the percentage of recipients who were referred to the program, started and then completed the program, attendance reporting, referrals to additional services and outcomes of these referrals, etc.

Should any of the above parameters be found by the potential provider not to be applicable to the service offered under the proposed, the provider should address the parameter by indicating that it is not applicable to the type of service offered and include a statement explaining why it is not applicable to this type of service or the required elements.

XXI. PROPOSAL ORGANIZATION

In order to expedite and simplify the evaluation process for proposal submissions, as well as to ensure that each proposal receives the same orderly review, all proposals must be submitted according to the format as described in this section. Each Section is to be numbered accordingly and any other information thought to be relevant, but not applicable to a specific RFP Section number must be provided as an appendix and so marked as an additional Section. Each proposal must contain all specified elements without exception in order to be evaluated. Should a potential provider consider any or all parts of a particular Section not applicable to their organization, type of program offered, or proposal response, the provider must still include the Section as required and include a statement which addresses the specific portion of the Section as not applicable and provide information supporting why the Section or requirement is not applicable to the organization, program offered, or proposal response. **Binders, covers, paper clips, and staples are not permitted. Should a potential provider wish to do so, the entire completed and appropriately organized final proposal may be secured with a binder clip, rubber band, or pocket folder only prior to placing it into the envelope for delivery, at the discretion of the provider. All pages within a proposal should be organized according to the organization method below with NO foreseeable need to utilize any separation method within the proposal**

document itself. All pages within a proposal response MUST be single sided. Do not duplex any portion of the original copy of the proposal response. All paper used must be plain white, standard 8 and ½ by 11, letter size paper. The use of colored paper is NOT permitted. The use of colored ink within a proposal response document is also prohibited with the exception of the required original signatures in blue ink as designated within this Request for Proposal document. With the exception of the required signatures as designated for blue ink, all print and ink must be black. Do not use any TCDJFS' issued program forms within a proposal response. Only forms developed and utilized by the potential provider are permitted to be utilized in a proposal response. Do not, under any circumstances, utilize provider forms or samples that contain customer information from current or past service provision. Use of customer information related to TCDJFS' eligible participants in a public document is a breach of confidentiality and will result in immediate disqualification of the proposal prior to any further evaluation. Sections are to be numbered and developed according to the format below:

Section 1 – Cover Letter

Section 2 – Provider Summary

Section 3 – Project Narrative/Scope of Service

Section 4 – Provider/Staff Qualifications

Section 5 – Program Budget/Cost of Service

Section 6 – Budget Narrative

Section 7 – Program Forms

Section 8 – Additional Required Information

1. Cover Letter: Each proposal shall include a project name, statement of services to be provided, projected number to be served, and a total program cost, along with a statement that the bidder has read and understands all requirements set out in the Request for Proposal document and agrees that it can meet all required assurances and will comply with all conditions, requirements, and specifications of the Request for Proposal as well as any resulting contract awarded and executed for service delivery. If the proposal is a collaboration of multiple agencies, a cover letter for each agency must be included. The cover letter must be signed by a representative authorized to enter into contractual obligations, and include the title or position this individual holds within the agency or organization. An original cover letter signed in **blue** ink must be attached to the original copy and included as previously described in electronic form. Any proposal which is unsigned at the time of submission will be considered incomplete and as such will not be evaluated.

2. Provider Summary: This summary shall include the agency or organization name, address, telephone number, FAX number, and electronic mail (e-mail) contact, including the address,

telephone number, and FAX number for any headquarters office and the name and location (street address, city, state) of the local office at which the proposed services would be provided, with business days and service hours. The name of the contract contact person, telephone number, and e-mail address, if applicable, should be included. It should also include the names and titles of any individuals authorized to negotiate and/or execute a contractual agreement with TCDJFS on behalf of the provider.

The potential provider must include a description of the organization including the primary line of business or services offered by this provider, the date the agency or organization was established, a history of the agency or organization as a viable business in all locations, the programmatic and administrative experience and capabilities which qualify the provider to provide the proposed service(s), types of service(s) provided, the population served through the service(s), and the number of years that the provider has been providing service(s) similar to the proposed service(s), resulting in relevant experience. The potential provider must also include a list of all other agencies and organizations that provide funding and/or contracts for services to the agency/organization.

3. Project Narrative/Scope of Service: The narrative should be no longer than five (5) typed pages. A detailed description of the program being proposed and service(s) to be provided under the proposal and how it relates to each of the above listed parameters and the successful implementation of the program should be located in this section of the proposal. Also, in this section, describe the specific activities which will comprise the proposed service(s) which will provide each of the required elements. Please include the strengths, experience and resources of the organization as this relates to your proposal. Any competitive advantage related to the provider's ability to meet the requirements defined in this RFP should also be stated.

PLEASE NOTE: Potential providers who are unable to fulfill all or any portion of the responsibilities and requirements associated with service provision under a final executed contract through the utilization of current or proposed employees of the provider and who determine that it is necessary to have any individual outside of the organization complete such services will be determined to be in the use of a subcontractor. The use of such subcontractor to provide any or all of the requirements of service provision for services being proposed requires that the proposing entity must ensure that such services are procured within the guidelines of all current procurement procedures followed by TCDJFS and competitive standards. Examples of such services under subcontracting include, but are not limited to, direct service provision, as well as consultation services. Should any current employee of the proposing organization be qualified to perform services indicated for subcontracting, the organization must include documentation supporting the reasoning for such subcontracting as services must be performed in the most cost-effective manner available. Additionally, employees qualified to handle specified requirements of service provision under this proposal may not be paid separately for the provision of such services in addition to the compensation received as an employee of the organization. Failure of an organization to ensure compliance with all current procurement procedures followed by TCDJFS and competitive standards shall result in the proposal not receiving consideration or removal of a contract award.

As such, proposals which include the use of a subcontractor in the performance of the proposed service must include in this section a detailed description of the manner by which the subcontractor will be involved in the performance of the proposed service. All responsibilities of the

subcontractor must be clearly defined and also include the name, address, telephone number, FAX number, service days and hours and the procedure for service referrals to the subcontractor. At the discretion of the proposer, a summary of the subcontractor as described in Section 2 may be added. Please note that provision of a summary for the subcontractor is not mandatory. The proposer should consider the role of the subcontractor in service provision under a potential contract award as information may better assist the PRT in completing final evaluation of a proposal. If the subcontractor already provides services for the proposing entity and will provide the proposed services upon award of a contract under this proposal, copies of the current subcontract(s) must be included with this proposal. If the subcontractor does not currently provide services but will provide services under a contract awarded under this RFP, the subcontract must be supplied to TCDJFS immediately upon execution.

TCDJFS reserves the right to review procedures used by the provider in the procurement of subcontract services to ensure that the procedures are within the guidelines currently followed by TCDJFS and competitive standards during evaluation or at any time throughout a contract award. Determination by TCDJFS that proper procurement procedures were not followed in selection of a subcontractor at any phase of the evaluation shall result in exclusion of the provider from further contract consideration. Determination by TCDJFS that proper procurement procedures were not followed in the selection of a subcontractor at any time during the period of a contract award shall result in contract termination.

4. Provider/Staff Qualifications: An explanation of qualified staff and supervision associated with the proposed programming must be provided, as well as job descriptions for all positions addressed in the program narrative and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed program. Also include any reference information indicating any other contracting entities for which similar service(s) are being or have been provided, including name of the entity, contact information, time period of service provision, and the nature/purpose of the service provision.

Please also note that in the event that the potential provider is utilizing individual subcontracted service providers in lieu of staff in the daily operation and provision of the proposed services, these individuals MUST be treated as subcontracts under the provisions of the RFP and the proposal must reflect the requirements associated with subcontracts.

5. Program Budget/Cost of Service: A budget is required in order to ensure the accuracy of all costs included in the determination of the program/service cost and that such costs can be recognized by TCDJFS. Two (2) basic **SAMPLE** budget forms are attached to this RFP, line item budget and unit cost budget. The type of budget proposed under this RFP is to be determined at the sole discretion of the provider and may be negotiated prior to final contract award. These forms, a similar format, or a format developed by the proposer may be used in the development of a program budget, however it is the responsibility of the proposer to ensure that the program budget submitted in response to this RFP is accurate and appropriately reflects all costs associated with implementation of the proposed program. **Please note that the attached forms are samples only and not the required format for use in submitting a response to this RFP.** Should the proposer be proposing multiple services to be provided under the proposed program at different service costs, multiple budget explanations must be provided. Any and all anticipated costs related to

implementation of the proposal should be included in the budget. The provider must take into consideration in advance any adjustments in rate throughout the proposed contract period for any applicable cost included in developing the program budget. Adjustments not projected during budget development will not be honored by TCDJFS at a later request date. TCDJFS does not reimburse/pay for mileage costs above the standard mileage rate currently established by the Internal Revenue Service which may be subject to change throughout the contract period. The cost of the program and number to be served are key factors in the evaluation of the proposal.

Direct/Programmatic Costs: Staff salaries and benefits associated with program delivery. This means costs for time actually spent providing the service either in direct or telephone contact with the individual or time spent making collateral contacts. Staff must deliver verifiable, direct contact with participants/consumers, agencies, employers and others directly related to provision of services. This includes, but is not limited to, assessments, classroom activity, home calls, employer site visits or actual service provision as related to the specified service. The employee must have the appropriate credentials to deliver the identified services.

Costs for supplies directly related to the provision of programmatic services which are direct expenses for goods and services purchased for the program. This would include costs associated with space, utilities, staff travel, and costs necessary to operate the program. Consumable supplies are allowable however costs related to these items will be monitored by TCDJFS and must be directly related to the number of participants being served under the program and must have a life of one (1) year or less in consideration of the potential program period under this RFP. TCDJFS will not consider or approve any budgetary items or proposed purchases under this RFP which are considered to be capital outlay, purchase of equipment, cell phones or related charges, or expenditures on staff training or development.

Indirect/Administrative Costs: This means costs for the supportive activities that are not billed or reported as time spent providing or arranging services. Activities related to supportive services include duties which support a specific service, program or function for the organization as a whole but cannot be linked to both a particular service and a particular individual. These costs may be included in the budget however the costs related to such supportive services, i.e. staff time, etc., must be shown as related directly to the service delivery of the proposed activity and must be clearly documented and related to the budget as a percentage of time in performance of duties related to service delivery of the proposed activity. Positions include, but may not be limited to, clerical support staff, supervisors, administrative staff, fiscal staff and quality assurance evaluators. Indirect cost allocation **is not** acceptable for this contract proposal.

TCDJFS will evaluate a provider as a vendor or a sub-recipient of the Federal funds proposed for the support of contracts awarded under this RFP. The final decision of the type of contractual agreement entered into following this determination is the sole discretion of TCDJFS based upon information and direction offered by ODJFS.

Upon determination of a sub-recipient or vendor relationship by TCDJFS, TCDJFS shall have the discretion to determine appropriate cost payment principles. Contracts which are determined by relationship to be based on principles of reimbursement will be based on actual cost of program deliverables associated with operation of the program only. The detailed budget must reflect only

costs associated directly with the implementation of the proposed program or service. Each cost for the proposed program must be specified according to the type of work.

For providers deemed by TCDJFS to require utilization of a line item budget, the provider will be required to remain within the original budgetary amount for each line item approved by TCDJFS in the original contractual agreement unless otherwise formally modified or amended through written request by the provider and approval by TCDJFS. TCDJFS shall have sole discretion in the approval of formal requests for modification and/or amendment of a contractual agreement. Line Item adjustments of this nature will not become effective until such modification or amendment is fully executed by both parties. TCDJFS will not be responsible for any loss of funding suffered by the provider as a result of miscalculation or over expenditure of line item allocations.

Unit costs derived for any particular activity(ies)/service(s) in the proposal should include the projected hours per individual participant or service associated with actual service delivery, as applicable. **Group participation** is allowable in appropriate services; however if a line item budget is not being proposed, costs associated with group services must be appropriately related to a group setting. Services must provide activities that ultimately promote the primary goal of financial stability while allowing the individual to complete participation in this program. Activities/services which are performed in a group setting should be evaluated thoroughly for costs associated with such services, and costs related to providing this type of service should be proposed accordingly. Group service costs must be proposed based upon the costs of providing the service to specified numbers of individuals (i.e. one cost for the first number of participants and a different charge for an additional number of participants in identified increments). Should an individual participant cost be proposed for group services rather than a group cost (i.e. in situations where not all participants fall under the TCDJFS' contract), the budget must provide a breakdown of the total cost versus the number of individuals who may be served in that group setting in order to justify the final unit rate. For a **unit cost of service**, the provider must clearly indicate how the cost was determined, regardless of the determined relationship type. Agencies or organizations utilizing a **standardized schedule(s) of fees for service(s), or public sector rates** must provide a breakdown of the costs involved in determining the fee(s)/cost(s). TCDJFS is required to request this information in order to ensure that appropriate cost payment principles are met. Regardless of line item versus unit cost of service, detail of the costs associated with the budget is imperative to the ability of the PRT to effectively evaluate the cost of the service as it is being proposed. Partnerships or organizations which operate programs and/or services which receive funding from other sources must be prepared to submit a cost allocation plan. Failure of a proposer to appropriately support the identified rate in the budget may result in any particular service being excluded from consideration under a contract award.

TCDJFS reserves the right to determine the necessity for a proposed program to utilize a unit cost of service versus a line item budget schedule for cost reimbursement/payment purposes based on sub-recipient or vendor service capacity. As such, all requested information as detailed above must be provided in order to ensure that a contract and program budget may be appropriately executed upon award.

Regardless of the use of a unit of cost versus a line item budget, under no circumstances are administrative costs permitted to exceed ten percent (10%) of the total cost **expended** under a

contractual agreement. All administrative costs must be clearly documented and accounted for with specific charges related to indirect services. Administrative versus programmatic costs may be determined at the sole discretion of TCDJFS in the negotiation of budget items for an awarded contract.

TCDJFS reserves the right to determine all allowable and/or unallowable costs in a program proposal. Costs for program operation must be in compliance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards which are found in the Office of Budget Management Code of Federal Regulations.

TCDJFS reserves the right to determine costs which are deemed to be reasonable, necessary, and prudent in a submitted budget plan and may elect to accept all or part of the costs. In the event that a portion of the cost associated with the budget for a service is deemed by TCDJFS to be outside of the scope of service cost, TCDJFS reserves the right to request removal of such cost from the budget. In the case of a unit cost of service, removal of a cost will result in recalculation of the cost associated with a specified service. TCDJFS reserves the right to negotiate adjustments with contractors to their proposal budget and resulting line item(s) or unit cost(s) should TCDJFS determine, for any reason, that an adjustment is necessary. TCDJFS also reserves the right to negotiate a lower unit cost with any entity selected for a preliminary contract award. Should a successful applicant fail to accept the negotiated adjustments as part of the contractual agreement, cancellation of the contract award may result.

A fiscal review may be conducted prior to negotiation to ensure fiscal integrity. Funding for any program(s) or service(s) under this RFP is contingent upon the solvency of the requesting organization. Organizations and partnerships must be able to operate independently of any funding authorized under local, state or federal guidelines.

6. Budget Narrative: The potential provider must also provide an individual written narrative for each specified cost identified in the budget indicating clearly how the cost is related to the program provision. The purpose of the narrative is to accurately reflect all costs involved with program provision and how those costs lead to the end resulting line item or unit rate and final proposed cost. Detail is imperative in determining that the costs associated with the proposal are appropriate. Proposers who reduce all costs to a unit rate of service must give a clear definition of each unit of service for the program being proposed. Examples of a unit can be, but are not limited to, per hour, per group/class, per participant, etc. Administrative costs must be documented and directly linked to goods and services of defined supportive services staff which can be supported through documentation and cannot exceed ten percent (10%) of the total contract amount expended. Failure of a potential provider to document the administrative costs requested will result in removal of these costs from the budget by TCDJFS prior to contract execution thus potentially resulting in a potential reduction in unit rate or line item amount.

7. Program Forms: Copies of any additional information or forms pertinent to the operation of the program. This might include, but is not limited to, service provision/attendance forms to be utilized to record and document the provision of direct or indirect services under the proposed program, forms to record progress of recipient(s), and program quality assurance forms for monitoring and evaluation of performance and quality of service(s). Potential proposers are not

permitted to use TCDJFS' issued program forms within a proposal. Only forms developed and utilized by the potential provider are permitted to be utilized in a proposal. Under no circumstances are potential providers permitted to utilize any provider forms or samples, regardless of origin, in a proposal which contain customer information related to TCDJFS' eligible participants from current or past service provision. Use of customer information related to TCDJFS' eligible participants in a public document is a breach of confidentiality and will result in the proposal not being evaluated. Should this section be found by the potential provider not to be applicable to the type of service offered the provider should include a statement indicating this.

8. Additional Required Information: Additional required information must be included in the proposal is as follows. **The information for each required section must be clearly identified in the proposal submission. DO NOT assume that documentation provided will automatically support more than one required section. EACH SECTION OF REQUIRED INFORMATION MUST BE ADDRESSED, VERIFIED AND IDENTIFIED SEPARATELY FROM ALL OTHERS EVEN IF THIS RESULTS IN THE SAME INFORMATION BEING DUPLICATED.** Proposers are cautioned that it is not acceptable to reference another section of the required information as supporting documentation even if it means that the same document is being placed in the proposal multiple times. **Submitting a statement indicating to reference another section of the RFP will be viewed as not submitting any documentation to meet that required information.** Should any information requested in this section be found by the potential provider not to be applicable, the provider must still address all sections and should include a statement and any necessary supporting documentation indicating why a particular section is not applicable. Failure of a proposer to sufficiently document all Additional Required Information may result in the proposal failing the Preliminary Evaluation and as such not being evaluated by the PRT for a contract award.

- A. Verification of your agency's or organization's Employer Identification Number (EIN) and current legal status as registered with the Internal Revenue Service (public non-profit, private non-profit, private for-profit, corporation, government, or other specified) **PLEASE NOTE THAT A SIGNED W-9 FORM DOES NOT MEET THIS REQUIREMENT;**
- B. Articles of Incorporation as filed with the Secretary of the State of Ohio or a statement indicating the provider's current status;
- C. Verification that the business at the location of service provision within the Trumbull County vicinity has been viable for a minimum of two years prior to the date a response to this RFP is submitted;
- D. A copy of the provider's current Certificate of Workers' Compensation Insurance;
- E. A copy of the provider's current liability insurance policy coverage for professional and commercial general liability and, if the operation of an automobile is necessary to the proposed service delivery, an automobile policy;

- F. A copy of the organization's most recent independent annual audit report or compiled financial statements, including the name, address and telephone number of a contact in the company's principal financing or banking organization must be provided. A copy of any management letters related to the most recent audit and a copy of the most recent 990 report, if applicable;

If no audit information is available, the provider must supply equivalent financial statements certified by the provider to accurately reflect the provider's current financial status. If financial statements are provided under this requirement, the statements must have been completed by a Certified Public Accountant;

For partnerships and sole proprietorships, a copy of all reports from 2015 and 2016 federal income tax filing must be provided as well as financial statements, including the name, address and telephone number of a contact in the company's principal financing or banking organization must be provided. In the event that 2016 federal income tax filings have not yet been completed, the organization must provide a copy of all reports from 2014 and 2015 federal income tax filing as well as verification of an approved extension for the filing of the 2016 federal taxes in addition to the remaining information described above;

If a proposer is not in compliance with current law in obtaining an audit and/or certified financial statements, a response addressing this non-compliance is required in addition to any financial information provided or not provided;

- G. A formal letter with an original signature by the individual who is legally authorized to enter into a binding contract on behalf of the provider and who is also signing the cover letter in submission of the proposal certifying that by submission of the proposal, the organization nor its principals are presently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving federal funds or participating in this proposal transaction or any resulting contract award by any federal department or agency. No reproduction, electronic or otherwise, shall substitute for the original required signature noted above;
- H. A formal letter with an original signature by the individual who is legally authorized to enter into a binding contract on behalf of the provider and who is also signing the cover letter in submission of the proposal certifying that by submission of the proposal, there is no current unresolved finding for recovery under Federal Regulations or the Ohio Revised Code and that the organization will not become subject to such an unresolved finding for recovery prior to the award of a contract as a result of a response to this RFP. In the instance where a prospective proposer is unable to certify to any of these statements, the prospective proposer shall attach an explanation of this. No reproduction, electronic or otherwise, shall substitute for the original required signature noted above;
- I. A formal letter with an original signature by the individual who is legally authorized to enter into a binding contract on behalf of the provider and who is also signing the

cover letter in submission of the proposal certifying that by submission of the proposal, the organization, its principals nor any associated subcontractor has been the subject of any formal claim for breach of contract, adverse regulatory or governmental action (federal, state, or local) with respect to performance of services similar to those being bid. In the instance where a prospective proposer is unable to certify to any of these statements, the prospective proposer shall fully explain the details as described in Section XIII. of this RFP. Additionally, the letter must disclose any pending or threatened court actions and/or claims against the provider, parent company or subsidiaries or otherwise indicate that there are no such current actions and/or claims. No reproduction, electronic or otherwise, shall substitute for the original required signature noted above;

- J. The required subcontractor letter as outlined in Section XIV. Bid Preparation and Conditions;
- K. A fully executed Standard Affirmation and Disclosure Form as required by Executive Order 2011-12K Banning the Expenditure of Public Funds on Offshore Services. A copy of this form for execution and submission with any response to this RFP along with a copy of the Executive Order describing its requirements is included in this Bid package.

XXII. REBUTTAL PROCEDURE

Any potential, or actual, provider objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such rebuttal must comply with the following guidelines:

- A. A rebuttal must be filed by a prospective or actual proposer objecting to the award of a contract resulting from this RFP. The rebuttal shall be in writing and shall contain the following information:
 - 1. The name, address, and telephone number of the individual or organization issuing the rebuttal;
 - 2. The name of the RFP being rebutted;
 - 3. A detailed statement of the legal and factual grounds of the rebuttal, including copies of any relevant documents;
 - 4. A request for ruling by TCDJFS;
 - 5. A statement as to the form of relief requested by TCDJFS;
 - 6. Any other information the individual or organization issuing the rebuttal believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely rebuttal shall be considered by TCDJFS, if it is received by TCDJFS' Fiscal Office within the following periods:

1. A rebuttal based on alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. on the closing date for receipt of proposals, as specified in Section V., Anticipated RFP Timeline, of this RFP. Postmarking by the due date does not substitute for actual receipt of the rebuttal.
 2. If the rebuttal is related to the announced intent to award or not to award a contract, the rebuttal shall be filed no later than 3:00 p.m. of the eighth (8th) calendar day after the issuance of formal letters sent to all responding providers regarding the intent to make the award or not make the award. The date on the TCDJFS' letters to responding providers is the date used to determine if a rebuttal regarding the intent is submitted by the end of the rebuttal period.
- C. An untimely rebuttal may be considered at the sole discretion of TCDJFS if TCDJFS determines that the rebuttal raises issues significant to the department's procurement system. An untimely rebuttal is one received by TCDJFS' Fiscal Office after the time periods set forth in Item B of this Section.
- D. All rebuttals must be filed at the following location:
- Fiscal Administrator
TCDJFS/Fiscal Office
280 North Park Avenue
Warren, Ohio 44481
- E. When a timely rebuttal is filed, a contract award shall not proceed until a decision on the rebuttal is issued or the matter otherwise resolved, unless the Director of TCDJFS determines that a delay will severely disadvantage the department and the population it services. The provider originally awarded a contract shall be notified of the receipt of the rebuttal.
- F. TCDJFS' Fiscal Office, in conjunction with its Legal Counsel, shall issue written decisions on all timely rebuttals and shall notify any provider who filed an untimely rebuttal as to whether or not the rebuttal will be considered.