

REQUEST FOR BID

FOR

TITLE XX SOCIAL SERVICES

FOR

**HOME HEALTH AIDE,
HOMEMAKER,
CHORE,
AND
ADULT PROTECTIVE
SERVICES**

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

**280 North Park Avenue
Warren, Ohio 44481
(330) 675-2000**

August 1, 2022

**TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES’
REQUEST FOR BID
FOR
TITLE XX SOCIAL SERVICES
FOR
HOMEHEALTH AIDE, HOMEMAKER, CHORE, AND
ADULT PROTECTIVE SERVICES**

I. INTRODUCTION AND PURPOSE

The Trumbull County Department of Job and Family Services (TCDJFS) releases this Request for Bid (RFB) for the purpose of soliciting Title XX Social Services to be provided to eligible elderly and disabled adult residents of Trumbull County, Ohio in order to enable these elderly and disabled adults to restore, maintain or improve their capabilities for self-support, self-care and independent living. Bids will be accepted from agencies, organizations, and/or service providers (public, private or public non-profit, private for-profit, corporation or government entities) interested in providing Title XX Social Services under the service categories of Home Health Aide, Homemaker, Chore, and Adult Protective Services.

TCDJFS is seeking potential providers/contractors/bidders/entities (throughout the remainder of this RFB document, these terms may be used interchangeably to generally mean a responding agency, organization, and/or service provider as referenced above) with demonstrated knowledge of the needs of the programs of service and the population to be served through these programs. Bids will be accepted from such agencies, organizations and service providers interested in providing the described services. Bids submitted by potential providers in response to this RFB must demonstrate qualifications and experience, organizational strengths and capacities, and their administrative preparedness for responding to evolving or emergent needs. **Should any potential bidder wish to bid to provide services in more than one of the above-named categories, all services may be named in the same bid, but addressed separately as defined in the “Program Parameters” Section and the “Scope of Service” in the bidder’s response. In the event that multiple services will be performed utilizing different implementation methods, this must be addressed in the bidder’s response separately for each service as it applies and is defined in this RFB.** Through responding to this RFB, each respondent must use their best business expertise to assess the level of effort each proposed program would require and offer their rates and/or prices accordingly.

II. ISSUING OFFICE

This RFB is released by and the subsequent contract will be with TCDJFS who will administer and provide local supervision of contracted activities. No award under this RFB is final until approval and authorization by a majority vote of the Trumbull County Commissioners.

This Request for Bid does not in itself offer work nor does it commit TCDJFS or the Trumbull County Board of Commissioners to fund any bids submitted. TCDJFS reserves the right to cancel or reissue the RFB 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 bid or on the entire bid. Should any potential provider solicit to provide more than one (1) service category following the criteria outlined in this request, TCDJFS also reserves the right to combine multiple bid service categories into one (1) contractual agreement. 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 selection of a bidder's service. In addition, TCDJFS shall have the right to reject any or all bids, or any parts of a bid submitted, to waive any informalities or irregularities in any bid received, and to determine the best responsive, responsible bidder(s) in accordance with the methods and criteria established. Any waiver offered will in no way modify the RFB documents or excuse the provider from full compliance with its specifications upon award of a contract.

The RFB, 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. All bids shall be reviewed and rated by a team designated by TCDJFS. TCDJFS may elect to determine the provision of Title XX services and subsequent award of a contract(s) 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. TCDJFS reserves the right to award multiple contracts for any service outlined in this RFB, as well as to contract with any service provider for services and projects not included in this RFB, at its discretion. Awarding of contracts will be contingent upon the allocation of funding received by TCDJFS for the Federal Fiscal Year 2023 and may be awarded for all or any portion of the twelve (12) month time period beginning as early as October 1, 2022 and ending as late as September 30, 2023, at the sole discretion of TCDJFS. Should TCDJFS elect not to award a contract under this RFB, 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.

III. ANTICIPATED RFB TIMELINE

ACTION	DATE
RFB Release to Potential Contractors through Tribune Chronicle Public Notice (July 31, 2022), TCDJFS' Web Site and TCDJFS' Lobby Posting -RFB becomes active, 11:00 a.m. -Q & A Period Opens -Inquiries for RFB clarification accepted	August 1, 2022
Q & A Period Closes, 12:00 p.m. - No further inquiries for RFB clarification will be accepted	August 12, 2022
TCDJFS provides Final Question & Answer Document on Designated Websites (estimated)	August 15, 2022
Deadline for Bid to be Received by TCDJFS, 3:30 p.m.	August 23, 2022
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Bid opening and beginning determination of Bid responsiveness to move to Evaluation Phase	August 24, 2022
Bid Distribution to Evaluation Teams (estimated)	August 31, 2022
Bid Review Completed (estimated)	September 13, 2022
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 Bid 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 twelve (12) month period of time between October 1, 2022 and September 30, 2023 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	September 30, 2023

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 RFB.**

IV. TECHNICAL ASSISTANCE/QUESTIONS & ANSWERS

Bids received in response to this RFB are to consider any information communicated by TCDJFS in the final “TCDJFS’ FFY23 RFB AND RFP Q&A DOCUMENT” issued following the end of the assigned Question & Answer (Q & A) period or further clarification posted on the internet site on the worldwide web associated with this RFB, for reference by all potential providers, and found at <http://hs.co.trumbull.oh.us/> and accessed by choosing the link indicating “News & Events.” **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 RFB.**

Bidders are to base their RFB responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFB for a 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 RFB.

Potential contractors may ask clarifying questions regarding this RFB throughout the assigned Q & A period only, as outlined in Section III. To ask a question, potential providers must provide the question during the follow-up Q & A period, in writing by e-mail (verbal questions or questions submitted in writing via any other source will not be accepted), using the subject line “TCDJFS’ TITLE XX RFB QUESTION” directly to the TCDJFS’ Fiscal Electronic Mailbox: Trumbull_fiscal@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 RFB. Questions regarding this RFB must pertain to issues of RFB clarity and include the following references: 1. Relevant section of the RFB; 2. Heading for the provision under question; 3. Page number of the RFB where the provision can be found; 4. Name of the representative of the potential provider posing the question, the company name, and business phone number. TCDJFS is under no obligation to acknowledge questions and may, at its option, disregard any questions submitted through the Q & A process which do not appropriately reference the above information in accordance with these instructions. TCDJFS will not respond to questions which are not directly associated to a provision of the RFB and its technical writing requirements, relating to program development, about existing or past contracts, are determined to be requests for public information, or are 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 indicated for this RFB. Potential providers will not receive personalized or individual responses. Clarifying questions asked and the TCDJFS’ responses to them will comprise the “TITLE XX Q & A SECTION” for this RFB located within the “TCDJFS’ FFY23 RFB AND 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.

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 RFB that is obtained or gathered through a source other than the Q & A process described in this RFB. Reliability should be placed only on written statements issued by the issuing department.

Should providers experience technical difficulties accessing the TCDJFS’ website where the RFB related documents are published, they may contact the TCDJFS’ Fiscal Office at Trumbull_fiscal@jfs.ohio.gov.

V. TIME FRAMES AND AVAILABILITY OF FUNDS

TCDJFS is seeking to contract funds with one (1) or more service providers to provide any one (1) or more of the services identified in Section X. Service provision for a contract awarded under this

RFB must be able to begin immediately upon full execution and approval of the contract, but not earlier than October 1, 2022 through no later than September 30, 2023 with awarded contract period(s) determined at the sole discretion of TCDJFS. TCDJFS shall determine final funding award(s) based on available funding and anticipated demand for services in any amounts totaling up to approximately Seventy-Five Thousand dollars (\$75,000.00) for the combination of all services available for bid under this solicitation; and may be awarded for any one (1) or more contracts throughout the entire available contract period. Award of funds under this RFB does not guarantee the consistency of demand for any services throughout the period of any contract granted and as such does not guarantee the use of all funds made available under such contract. This RFB 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, to award more than one (1) contract, reduce the amount of available funding, or to cancel the RFB process at any time should funding become unavailable or for any other reason at the discretion of TCDJFS. 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 RFB process, costs of bid preparation or any interview process, or for expenses incurred or work completed prior to the date of complete execution and approval of a contract with any bidder. Potential providers are to be advised that TCDJFS may, at its sole discretion, negotiate with all technically qualifying providers for a revised cost bid based upon the selection of programs/services and providers and the available funding for programs to be contracted under this RFB. All providers must agree to abide by all Local, State and Federal regulations applicable to the use of these funds. Bidders must also agree to meet any and all Local, State or Federal reporting and audit guidelines as required under the vendor or subrecipient relationship established through the execution of any agreement.

Upon the availability of Title XX funding in addition to the original amount designated during the term of this RFB, and at the discretion of the agency, TCDJFS reserves the right to modify an awarded contract to increase the contract value, or to award funds to another proposing provider. 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, lack of referrals, or change in need for service provision. 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.

VI. BID PREPARATION AND CONDITIONS

Bids submitted in response to this RFB must comply with the specifications stated herein. Responses must provide a concise description of qualifications, capabilities, and experience to satisfy the requirements of the RFB. Emphasis should be placed on the compliance with the RFB

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

In carrying out its program delivery responsibilities, a selected provider will be expected to design, develop, implement, train, etc. in the performance of all aspects and tasks related to the services bid, outlined in a response and selected by TCDJFS for a contract under this RFB. The provider will be solely responsible for the implementation of the service(s) and further contract requirements, should a contract be awarded.

All costs related to the bid must be included at the time the bid is submitted. Providers who will be proposing to utilize a subcontractor(s) for any part of the implementation of the service(s) must clearly define the subcontractor(s), and the tasks and responsibilities of each entity in the performance of services the bid. 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 current or potential employees of the provider; and who determine that it is necessary to have any individual(s) or entity(ies) outside of the organization complete such services will be determined to be in use of a subcontractor relationship to appropriately provide said services. Potential providers who determine that it is necessary to utilize a subcontractor in order to perform any or all of the required services and as such, propose to include the utilization of a subcontractor(s) in the implementation of said services 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. Should any current employee of the bidding 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 RFB may not be paid separately for the provision of such services in addition to the compensation received as an employee of the organization. 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).

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 or monitoring period. Determination by TCDJFS that proper procurement procedures were not followed in the selection of a subcontractor(s) at any phase of the evaluation shall result in exclusion of the provider from further award consideration. Failure to ensure compliance with current procurement procedures followed by TCDJFS and competitive standards shall result in the

bid not receiving consideration, potential removal of a contract award, or potential contract termination during the period of a contract.

VII. BACKGROUND

Title XX Social Services are an important component offered to the elderly and disabled adult population served through TCDJFS. Their needs range from assistance with the completion of tasks within the home to oversight of personal affairs due to physical or mental inability to complete these types of tasks independently. Title XX Social Services are viewed as services which potentially offer assistance to TCDJFS' customers for the restoration, maintenance or improvement of their capabilities for self-support, self-care and independent living in order for these customers to remain independent and self-sufficient through the use of the available services.

The State of Ohio offers designated funds to TCDJFS to administer Title XX programming. TCDJFS utilizes the flexibility offered by the State to evaluate and determine services which will best meet the specific needs identified for the elderly and disabled population at a local level with the identified services reported in the local Title XX County Social Service Plan (CSSP) on a biennial basis. To support the elderly and disabled adult, low-income population in their attempts to remain independent and self-sufficient, every effort is given by TCDJFS' staff based on current levels of funding to prioritize these services designated as vital to this population for provision under available Title XX funding as these services help to provide those individuals with assistance which will ensure the desired capability for self-support, self-care and independent living in this population.

TCDJFS is charged with the responsibility of obtaining these services at the lowest, most cost-effective rate available compared to existing market conditions with the greatest benefit received from the service.

VIII. OVERVIEW AND OBJECTIVES OF THE PROJECT

Under any contract resulting from a response to this RFB, a contractor will deliver services as defined in their response and as required under program guidelines and requirements established for by rule as well as TCDJFS' policy and procedure, in whole or in part at the sole discretion of TCDJFS; and as defined in any resulting contractual agreement. Any services provided must focus on the following primary areas, as related to the Title XX Services:

- A. Assist TCDJFS with meeting the needs of the eligible, low-income elderly and disabled population within Trumbull County and successful implementation of the program;
- B. Assist TCDJFS with providing support services to these customers which will help them to restore, maintain or improve their capabilities for self-support and self-care essential to retaining the desired independent living.

Services are to specifically support the individuals in receipt of these services with the primary goal of helping to ensure the improvement, success, and well-being of Trumbull County elderly and disabled individuals in improving their residential circumstances and independence in both the short and the long-term, with the purpose of enhancing the capability of TCDJFS to meet the needs and demands of this population.

IX. PROVIDER'S LIBRARY

As previously noted, the purpose of this RFB is to provide services which will help to ensure the improvement, success, and well-being of Trumbull County elderly and disabled adult individuals in improving their residential circumstances and independence in both the short and the long-term, with the purpose of 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 <http://emanuals.jfs.ohio.gov/> or www.jfs.ohio.gov. These sites contain a multitude of information, key documents, fact sheets etc. available for reference.

X. SPECIFICATIONS & REQUIREMENTS/SCOPE OF SERVICES

TCDJFS implements flexibility and planning on the local level in an effort to meet the needs of eligible customers receiving services through the various Title XX Social Service Programs. TCDJFS supports the implementation of the Title XX program and its goals, in part, by offering contract services to Trumbull County eligible recipients through funding which is available for these services. Services must fall within the guidelines of the current Trumbull County Title XX CSSP and TCDJFS' Statement of Title XX Policy and the Statement of Priorities and Policies for each Title XX service. Recipients of these 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, Trumbull County Title XX CSSP, and TCDJFS' Statement of Title XX Policy and the Statement of Priorities and Policies for each Title XX service, as applicable. All bids for programs submitted must serve the identified population outlined in accordance with these regulations and guidelines. Any potential provider who has the ability to complete the requested service throughout the life of any contract resulting from this RFB process and can meet the identified needs of the recipients and TCDJFS as generally stated in this RFB and Title XX programmatic requirements and in accordance with the Title XX Statement of Policy and the Statement of Priorities and Policies for each service category, as released by TCDJFS, in the required capacity, whether specifically stated in this RFB or not, may submit a bid.

Title XX Social Service programs encompass a wide variety of service needs and activities which are intended to enable elderly and disabled adults to restore, maintain and improve their capabilities for self-support, self-care and independent living by providing supportive services which are specifically geared to meet these goals and work toward continued independence. TCDJFS elects to provide opportunities for individuals in need to meet these goals through contract services based on priority of needs determined for Trumbull County residents. Bidders must ensure services are

reliable, accessible to eligible recipients, flexible, and allow participants to have their specified needs met appropriately while promoting the primary goal of continued independence and self-support, regardless of the specific service.

Eligibility for all Title XX services is determined by TCDJFS with payment/reimbursement provided only for documented services provided to eligible consumers. Demand for services and the number of referrals cannot be guaranteed as referral is made by TCDJFS based on the specific evaluation of the needs and concerns of individuals. As such, bids for service provision should be based on each provider's ability to complete services. All services subject to the terms of an awarded contract must be trackable and reportable to TCDJFS.

Service categories prioritized for Trumbull County recipients are as follows:

Home Health Aide (as included in Health Related Services): In or out of home services or activities that assist individuals or families to attain and maintain favorable health for eligible elderly individuals whose life would be in danger without this service; eligible elderly individuals who without this service would not be able to remain in their own home; eligible elderly individuals with a chronic or debilitating medical problem which limits the individual's ability to adequately provide their own personal care.

Homemaker Services (as included in Home Based Services): In home services or activities provided to individuals or families to assist with household or personal care activities that improve or maintain adequate family well-being for eligible elderly individuals.

Chore Services (as included in Home Based Services): In home services or activities provided to individuals or families to assist with household or personal care activities that improve or maintain adequate family well-being for eligible elderly individuals unable to handle simple household tasks necessary for them to remain in their own homes.

Protective Services for Adults: Services or activities (inclusive of additional and separate Homemaker, Home Health Aide, Chore and/or Chore Services) that prevent or remedy abuse, neglect, or exploitation of adults who are unable to protect their interest for any incapacitated person who is 60 years of age or older, who is in need of Protective Services for Adults as defined in Amended Substitute House Bill #694 of the Ohio Revised Code and the Title XX Comprehensive Social Services Plan, and who resides in an independent living arrangement.

XI. PROGRAM PARAMETERS

Each bid must address each of the following as it relates to the type of service offered under the bid. If a provider's bid will cover the provision of multiple Title XX services, these services may be grouped together in the same bid, however, in the event that the provider plans to utilize more than one (1) service implementation strategy based on the multiple services being bid, the provider must complete items three (3) and four (4) separately for each service utilizing an alternative method of implementation:

1. Identify the service(s) to be provided to participants under the bid;

2. Outline the abilities of the provider;
3. Detail the means by which the provider will assess individuals for service need;
4. Detail the means by which the service will be provided;
5. Identify a means of measuring satisfaction related to service provision.

Should any of the above parameters be found by the potential provider not to be applicable to the service offered under the bid, 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.

Providers will be expected to effectively perform the services bid in a professional manner. It is imperative that the provider have a means of tracking and reporting services provision and measuring outcomes and other indicators of the performance of the service(s), including but not limited to the number of recipients who were referred to the program and then received services, referrals to additional services and outcomes of those referrals, customer satisfaction, etc. as required by TCDJFS. Providers will be expected to have measurable program outcomes and satisfaction measures in place for service provision, ongoing program evaluation and improvement.

XII. BID ORGANIZATION

In order to expedite and simplify the evaluation process for bid submissions, as well as to ensure that each bid receives the same orderly review, all bids 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 RFB Section number must be provided as an appendix and so marked as an additional Section. Each bid 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 bid 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 bid 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 bid 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 bid should be organized according to the organization method below with NO foreseeable need to utilize any separation method within the bid document itself. All pages within a bid response MUST be single sided. Do not duplex any portion of the original copy of the bid 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 bid response document is also PROHIBITED with the exception of the required original signatures in blue ink as designated within this Request for bid 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 bid response. Only forms developed and utilized by the potential provider are permitted to be utilized in a bid 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 bid 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 bid shall include a statement with the following information:
 - A. Statement of services to be provided, projected number to be served or number of units to be provided (s applicable to the bid/budget preparation), and total program cost;
 - B. The bidder has read and understands all requirements set out in the Request for Bid document;
 - C. The bidder agrees that it can meet all required assurances and will comply with all conditions, requirements, and specifications of the Request for Bid as well as any resulting contract awarded and executed for service delivery;
 - D. The bidder has the administrative experience and service capabilities to qualify the bidder to provide the offered services;
 - E. The bidder can meet the required timeline for the delivery and completion of the services identified in the Request for Bid upon any resulting award;
 - F. The cover letter must include an original signature, in **blue** ink, signed by a representative legally authorized to enter into binding obligations on behalf of the provider and include the title or position this individual holds within the company or organization. No reproduction, electronic or otherwise, shall substitute for the original required signature noted above. Any bid which is submitted without an appropriate, original signature at the

time of submission will be considered incomplete and as such will not be considered or evaluated.

If the bid is a collaboration of multiple agencies, a cover letter for each agency must be included. Each original cover letter must be signed in **blue** ink by a representative authorized to enter into contractual obligations, include the title or position this individual holds within the agency or organization, and must be attached to the original copy and included as described below in electronic form. Any bid 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 bid 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.

If the proposal is a collaboration of multiple agencies, a Provider Summary must be included for each agency. The intent for contractual responsibilities must be clearly identified so that TCDJFS may appropriately evaluate the proposal.

Bids which include the utilization of a subcontractor(s) in the performance of the proposed service(s), as defined in Section VI., must include in this section a letter from the selected subcontractor(s), signed in blue ink by the person authorized to legally bind the subcontractor to service provision, indicating the following 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, title/position, phone number, fax number, and e-mail contact of a person who is authorized to legally bind the subcontractor to contractual obligations;
- C. A detailed description of the responsibilities of and the manner by which the subcontractor will be involved in the performance of the proposed service(s), including procedures for service referrals and service days and hours (if known);

- D. A commitment to do the work if the proposing provider is selected;
- E. A statement that the subcontractor has read and understands the RFB, the nature of the work proposed under the RFB and by the potential provider, and the requirements of this RFB, and the requirements of any potential sub-award.

If the subcontractor already provides services for the proposing entity and will provide the proposed services upon award of a contract under this RFB, copies of the current subcontract(s) must be included with this bid. If the subcontractor has been procured and does not currently provide services but will provide services under a contract awarded under this RFB, the subcontract must be supplied to TCDJFS immediately upon execution.

Bids which include the utilization of a subcontractor(s) which have not yet been properly procured, must include a letter clearly indicating that a subcontractor has not yet been properly procured and that upon proper procurement and prior to execution of any awarded agreement, the above letter will be provided.

3. Scope of Service: The narrative should be no longer than three (3) typed pages, regardless of the number of multiple service categories being bid. The provider must clearly indicate each program of service which is being bid by the provider. The potential provider must provide any information regarding the agency or organization or specific activities which will be utilized in implementing each service being bid and how the provider will meet each of the above listed parameters found in Section XI. in order to successfully provide the services being bid. Bids which include the use of a subcontractor in the performance of the proposed service must clearly identify in this section any responsibilities which will be assigned to the subcontractor. Please include the strengths, experience and resources of the agency or organization as this relates to your bid. Any competitive advantage related to the provider's ability to meet the requirements defined in this RFB should also be stated.

4. Provider/Staff Qualifications: An explanation of qualified staff and supervision associated with the bid services 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.

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 service cost and that such costs can be recognized by TCDJFS.

Basic **SAMPLE** line item and unit cost budget forms are attached to this RFB. The type of budget proposed under this RFB is to be determined at the discretion of the provider and may be negotiated prior to final contract award. Any budget format which can be directly linked to the proposed service methodology may be used in the development of a budget, however it is the responsibility of the bidder to ensure that the budget submitted in response to this RFB is accurate and appropriately

reflects any and all costs directly associated with implementation of the bid service. Should the bidder be proposing multiple services to be provided at different service costs, multiple budget explanations must be provided. 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 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. TCDJFS also does not reimburse/pay for any mileage or costs to transport TCDJFS' consumers by personal vehicle for any reason. TCDJFS does not pay/reimburse costs related to cell phones or other mobile devices.

Potential providers are strongly encouraged to complete the required budget as accurately as possible utilizing only reasonable, necessary, and prudent cost principles in order to allow for a more expeditious review and contracting process. The cost of the service and number to be served are key factors in the evaluation of the bid. Review of budgets which appear to be unnecessarily inflated related to the projected number of participants to be served and services to be provided may receive negative feedback during the review process.

Direct/Programmatic Costs: Staff salaries and benefits associated with service delivery. This means costs for time actually spent providing the service either in direct, telephone, e-mail, or other alternative contact method with the individual or time spent making collateral contacts. Staff must deliver verifiable, direct contact with consumers, agencies, and others directly related to provision of services. This includes, but is not limited to, service establishment, contact to request or cancel a service, or actual service provision as related to the specified service. The employee must have the appropriate credentials to deliver the identified service(s).

Costs for supplies directly related to the provision of 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 service. **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 service period under this RFB.** TCDJFS will not consider or approve any budgetary items or proposed purchases under this RFB 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/or 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 bid service 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 bid service. 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 bid.

TCDJFS will evaluate a provider as a vendor or a subrecipient of the Federal funds proposed for the support of contracts awarded under this RFB. 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 subrecipient or vendor relationship by TCDJFS, TCDJFS shall have the discretion to determine appropriate cost payment principles and as such, the appropriate use of a line item versus a unit cost budget. 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.

Contracts which are determined to be based on principles of reimbursement will be based on actual cost of service deliverables associated with operation of the service only. Each cost for the bid service must be specified according to type/purpose. Providers deemed by TCDJFS to require utilization of a line item budget 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 bid should include the projected hours per individual participant or service associated with actual service delivery, as applicable. 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.

Group participation is allowable in appropriate circumstances; however, costs associated with group services must be appropriately related to a group setting, whether a line item budget or a unit cost budget is being proposed. 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.

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. Detail of the costs associated with the budget is imperative to the ability of the BRT 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 bidder to appropriately support the identified rate in the budget may result in any particular service being excluded from consideration under a contract award.

Costs for program operation must follow 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 all allowable and/or unallowable costs in a program bid based on proposed service provision, number to be served and principles of being reasonable, necessary, and prudent; and may elect to accept none, all, or part of any costs. Upon determination of a necessary budget adjustment, TCDJFS may negotiate line item(s) or unit cost(s) changes accordingly. For a unit cost of service, adjustments and/or removal of a cost(s) will result in recalculation of the cost associated with a specified service. For a line item budget, adjustment and/or removal of a cost(s) will result in adjust to the line item and final budget totals. 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 RFB 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 purpose of the narrative is for the potential provider to provide an individual written narrative for each specified cost identified in the budget indicating clearly how the cost is related to the service provision and how those costs lead to the end resulting line item or unit rate and final proposed total budget. Detail is imperative in determining that the costs associated with the bid are appropriate. Bidders 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, hours, etc. 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). Please refer to Section XII. for restrictions on the use of TCDJFS' issued forms and/or customer information within a bid. 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 bid is as follows. **The information for each required section must be clearly identified in the bid 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. Bidders 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 bid multiple times. Submitting a statement indicating to reference another section of the RFB 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 bidder to sufficiently document all Additional Required Information may result in the bid failing the Preliminary Evaluation and as such not being evaluated by the BRT 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 has been viable at the location of service provision within the Trumbull County vicinity for a minimum of two (2) years prior to the date a response to this RFB is submitted. **PLEASE NOTE** that this request is not intended to eliminate potential providers from responding to the RFB should they be able to meet the requirements of the program services requested. Should a potential bidder not currently be doing business within Trumbull County but has viable service provision established in another area, and has the ability to secure a location for service provision as required under this RFB, any potential bidder may verify the location of current service provision to meet this criteria while including an additional statement or supporting documentation to reflect that a potential location at which services may be provided as required within the general guidelines of the RFB can be secured if awarded a contractual agreement;
- 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 2020 and 2021 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 2021 federal income tax filings have not yet been completed, the organization must provide a copy of all reports from 2019 and 2020 federal income tax filing as well as verification of an approved extension for the filing of the 2021 federal taxes in addition to the remaining information described above;

If a bidder 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 fully executed TCDJFS' "Provider Disclosures and Attestation" document along with the mandatory fully executed Standard Affirmation and Disclosure Form as required by Executive Order 2011-12K Banning the Expenditure of Public Funds on Offshore Services. Copies of both forms for execution and submission with any response to this RFB are included in this bid package.
- H. Verification of current registration with the System for Award Management (SAM) maintained by the United States general services administration including the organization's active assigned Unique Identity ID #.

XIII. BID SUBMISSION INFORMATION

One (1) original, complete, signed bid (as described in Section XII., Sections 1 through 8) must be submitted in conjunction with an electronic copy, supplied on a USB flash drive, clearly identified for the bidder and this bid submission; and containing the sections of the RFB 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 bidder, as outlined in Section XII., an additional document numbered as Document Five (5) containing this information shall be added. All Sections contained within the original bid 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 all required signatures. 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 bids along with the mandated electronic copy must be submitted by 3:30 p.m. on Tuesday, August 23, 2022 to:

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

Bids 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 bids incorrectly addressed or for bids 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 bid receipt. Bids 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 bid before the deadline. No confirmation of mailed bids can be provided. Hand delivered bids will be accepted by established appointment only during regular business hours from 8:30 a.m. to 4:15 p.m., except holidays; regardless of restrictions associated with public access to the TCDJFS' building related to Covid-19 restrictions as of the date of release of this RFB. There will be no exceptions made to this requirement. For hand delivery, the bidder must request an appointment no later than twenty-four (24) hours in advance by e-mailing Trumbull_fiscal@jfs.ohio.gov using the subject line "TCDJFS' Title XX Bid Submission Appointment Request." **Requests 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 submission request directly related to this RFB. Requests which do not meet the twenty-four (24) hour advance request timeline will also not be honored.** Confirmation of the delivery time will be issued in writing via e-mail response. Walk-in deliveries will not be accepted. Any bid received after the date and time specified above will not be given consideration.

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

XIV. BID REVIEW AND RATING

All bids meeting the minimum specifications and requirements will be reviewed, evaluated and rated by a Bid Review Team (BRT) 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 deemed necessary from the potential provider or from sources other than the written bid 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 BRT members are familiar with the provider, its services, current or past service activities with TCDJFS, or any other association with the services being proposed for provision, public or private. Bids containing assumptions, lack of sufficient detail, poor organization, lack of proofreading, and unnecessary use of self-promotional claims will be evaluated accordingly. Any bids not meeting the requirements of this RFB will not be scored. Bids may be held for scoring pending receipt of required clarifications. TCDJFS and the BRT reserve the right to reject any and all bids, in whole or in part, received in response to this request. The BRT 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 BRT will evaluate all bids 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 BRT will read, review individually, discuss as a team, and reach consensus on the final score for each qualifying bid. The BRT will be instructed to evaluate each bid based on the information on the rating form. The rating form utilized by the BRT will be a standardized form specific to this RFB 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 bid 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 bids. The potential provider shall bear all costs of any scheduled interview.

The BRT will recommend to the Director of TCDJFS the qualified providers offering proposed services which will be most advantageous in assisting TCDJFS' Title XX consumers with obtaining the maximum benefit from the proposed services in order to reach the primary goal of continued independence and self-support, regardless of the specific service, as determined by the processes and requirements established in this RFB. 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 Title XX program.

XV. BID SELECTION AND CONTRACT AWARD

Bid selection does not guarantee award of a contract for service provision. TCDJFS will work with providers selected based on a successful bid 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 RFB process, or cancel or reissue the RFB, if necessary.

Upon award and execution of a contract, the services and commitments proposed by the provider in response to this RFB will become contractual obligations, in whole or in part, as determined by TCDJFS. Contract awards under this RFB shall be for any time during the twelve (12) month period beginning no sooner than October 1, 2022, or upon execution of a contract after this date, and ending no later than September 30, 2023.

XVI. COMMUNICATION PROHIBITIONS

If interested parties have a need to communicate regarding this RFB, they must contact TCDJFS utilizing one of the mechanisms provided for in Section IV. Of this RFB. Potential contractors are cautioned that communication attempts which do not comply with these instructions will not be answered.

From the issuance date of this RFB until an actual contract is awarded to a service provider, there may be no communications concerning the RFB between any potential provider that expects to submit a bid 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 RFB, or the selection of the contractor. Any attempts to make prohibited communications by potential contractors may result in the disqualification of those contractors' bids.

The only exceptions to this prohibition are as follows:

- A. Communications conducted in accordance with the Q & A process as detailed in Section IV. in accordance with the timeline found in Section III.;
- B. As necessary in direct association with any pre-existing contractual or business relationship between TCDJFS and contractor which could submit a bid in response to this RFB;
- C. As part of any contractor interview process or bid clarification process initiated by TCDJFS, which TCDJFS deems necessary in order to make a final selection.

* **Important Note:** If it becomes necessary to revise any part of this RFB, revisions, amendments, or any documents related to it will be posted and accessible to all interested contractors through the original website dedicated for this RFB. 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 RFB 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.

XVII. PROVIDER DISCLOSURES

All potential providers, in submitting a response to this RFB, must acknowledge and execute the “PROVIDER DISCLOSURES AND ATTESTATION” form which is attached to this RFB package. Full execution also requires attachment of the mandated “Executive Order 2011-12K Banning the Expenditure of Public Funds on Offshore Services” as well as any additional disclosures identified in the “DISCLOSURE AND ATTESTATION” required under response to this RFB.

XVIII. CONFLICT OF INTEREST

Should there be any known existing relationship between any employee of a bidder and any employee of TCDJFS or Trumbull County who is involved in the procurement of these services, such relationship must be disclosed during the RFB process.

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 bid related to this RFB 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.

XIX. 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 bid in response to this RFB, 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 RFB, without notifying TCDJFS immediately of any such finding. TCDJFS reserves the right to not evaluate any bid 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.

XX. 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 RFB 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 bid 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 bid 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 bid submitted in response to this RFB. 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 bid 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.

XXI. CLAIMS AND COURT ACTIONS

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 bid; however, failure to disclose this information may be cause for TCDJFS to reject a bid, suspend a contract award, or terminate a contract awarded and executed under this RFB.

XXII. REBUTTAL PROCEDURE

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

- A. A rebuttal must be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFB. 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 RFB 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 RFB or any other event preceding the closing date for receipt of bids which are apparent or should be apparent prior to the closing date for receipt of bids shall be filed no later than 3:00 p.m. on the closing date for receipt of bids, as specified in Section III. of this RFB. 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.

**TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES’
REQUEST FOR BID
FOR
TITLE XX PROGRAM SERVICES**

PROVIDER DISCLOSURES AND ATTESTATION

An original signature by an individual who is legally authorized to enter into a proposal for service provision and who is also signing the cover letter in submission of the proposal is required on page 3 of 3 of this form to acknowledge disclosure and attestation of the following:

Potential providers must indicate none or disclose and provide an attached detail for the following:

1. Any identified conflict of interest related to relationships between any TCDJFS’ or Trumbull County employees involved in the procurement of the services in this RFB as described in Section XVIII. of the RFB document. 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 award, or terminate an award under this RFB;
 _____ NONE _____ DISCLOSURE ATTACHED
2. Any 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 RFB as described in Section XIX. of the RFB document. 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;
 _____ NONE _____ DISCLOSURE ATTACHED
3. Any formal claim for breach of contractor adverse regulatory or governmental action (federal, state, or local) with respect to performance of services similar to those being bid by the organization, its principals nor any associated subcontractor as described in Section XX. of the RFB document. 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 XX. of this RFB;
 _____ NONE _____ DISCLOSURE ATTACHED
4. Any pending or threatened court actions and/or claims against the provider, parent company, subsidiaries, or potential subcontractor(s). 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 award, or terminate an award under this RFB;
 _____ NONE _____ DISCLOSURE ATTACHED
5. Funds awarded under this RFB must 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 (as included in this RFB). A fully executed form is required for submission with any response to this RFB.
 _____ REQUIRED DISCLOSURE ATTACHED
5. Disclosure of any subcontractor with the required letter as described and outlined in Sections VI. and XII. of this RFB.
 _____ NONE _____ DISCLOSURE/LETTER ATTACHED

Potential providers must reflect positive attestation to the following statements and/or certifications:

1. By submission of the bid, the company and/or organization nor its principals are presently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving federal funds or participating in this bid transaction or any resulting award by any federal department or agency;
2. Agree and maintain, at their expense, at all times throughout the term and performance of any 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. Upon execution of a bid award, the bidder will be required to furnish a Certificate of Worker's Compensation Insurance and 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;
3. Federal dollars will not be used for lobbying;
4. 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;
5. 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;
6. Will adhere to an Indemnification clause including the Trumbull County Department of Job and Family Services, the Trumbull County Commissioners, and the employees and assigns of both throughout the performance of any services awarded under this bid request;
7. 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, any contractor 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;
8. Will adhere to any determination made by TCDJFS regarding the vendor or subrecipient nature of the awarded contractual relationship and as such, be willing to adhere to all federal, state, or local financial review/audit guidelines and requirements;
9. Will adhere to all program and funding requirements pursuant to federal, state, and local laws, rules and regulations;
10. Will maintain sufficient capability to operate and provide services until all services are complete; 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 services;
11. Will provide, upon request for monitoring purposes, a copy of the organizations most recent independent annual audit or compiled financial statements.

In submitting a response to this RFB, all bidders provide assurance that if an award is subsequently offered to provide services, the provider can and will fully execute the following forms and assurances:

- A. Non-Collusion Affidavit;
- B. Personal Property Delinquent Tax Affidavit duly signed by the provider, as required by Section 5719.042 of the Ohio Revised Code, associated with any award;
- 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. Provide a W-9 form with the remittance address to which any payment for products and services is to be issued so that the provider is a current vendor with the Trumbull County Auditor.

TCDJFS will enter into contracts only to educational institutions, agencies, organizations, and service providers which provide reasonable assurance through the signed Cover Letter as outlined in Section XII. of the RFB document and through this executed statement 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 allowing for the bid products and services to be provided as requested.

SIGNATURE

DATE

PRINTED NAME

POSITION/TITLE

PROPOSING ORGANIZATION



JOHN R. KASICH
GOVERNOR
STATE OF OHIO

Executive Order 2011-12K

Governing the Expenditure of Public Funds for Offshore Services

WHEREAS, State of Ohio officials and employees must remain passionately focused on initiatives that will create and retain jobs in the United States in general and in Ohio in particular, and must do so especially during Ohio's continuing efforts to recover from the recent recession.

WHEREAS, allowing public funds to pay for services provided offshore has the potential to undermine economic development objectives in Ohio.

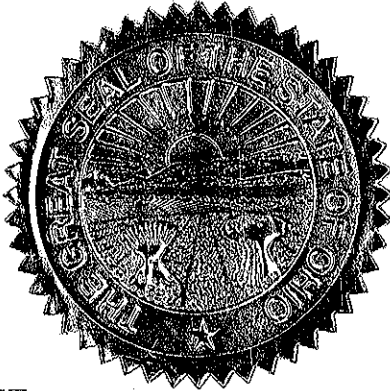
WHEREAS, the expenditure of public funds for services provided offshore may deprive Ohioans and other Americans of critical employment opportunities and may also undermine efforts to attract businesses to Ohio and retain them in Ohio, initiatives in which this State has invested heavily.

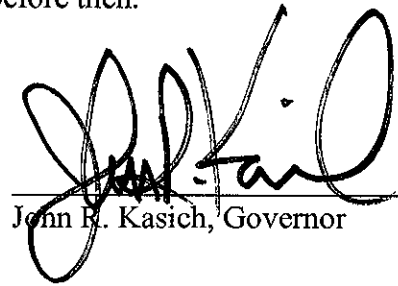
NOW THEREFORE, I, John R. Kasich, Governor of the State of Ohio, by virtue of the authority vested in me by the Constitution and the laws of this State, do hereby order and direct that:

1. No State Cabinet Agency, Board or Commission ("Executive Agency") shall enter into any contract which uses any public funds within its control to purchase services which will be provided outside the United States. This Executive Order applies to all purchases of services made directly by an Executive Agency and services provided by subcontractors of those providing services purchased by an Executive Agency.
2. This Executive Order will be personally provided, by the Director, Chair or other chief executive official of each Executive Agency, to the Chief Procurement Officer or other individual at that entity responsible for contracts for services.
3. The Department of Administrative Services, through Ohio's Chief Procurement Officer, shall have in place, by July 1, 2011, procedures to ensure all of the following:
 - a. All agency procurements officers (APOs), or the person with equivalent duties at each Executive Agency, have standard language in all Executive Agency contracts which:
 - i. Reflect this Order's prohibition on the purchase of offshore services.

- ii. Require service providers or prospective service providers to:
 - 1. Affirm that they understand and will abide by the requirements of this Order.
 - 2. Disclose the location(s) where all services will be performed by any contractor or subcontractor.
 - 3. Disclose the locations(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up or stored.
 - 4. Disclose any shift in the location of any services being provided by the contractor or any subcontractor.
 - 5. Disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contracts.
 - b. All APOs confirm that all quotations, statements of work, and other such proposals for services affirm this Order's prohibition on the purchase of offshore services and include all of this Order's disclosure requirements.
 - i. Any such proposal for services lacking the affirmation and disclosure requirements of this Order will not be considered.
 - ii. Any such proposal where the performance of services is proposed to be provided at a location outside the United States by the contractor or any subcontractor will not be considered.
 - c. All procurement manuals, directive, policies, and procedures reflect the requirements of this Order.
 - d. All APOs have adequate training which addresses the terms of this Order.
4. Nothing in this Order is intended to contradict any state or federal law. In addition, this Order does not apply to:
- a. Services necessary to support the efforts of the Department of Development to attract jobs and business to the state of Ohio;
 - b. Academic, instructional, educational, research or other services necessary to support the international missions of Ohio's public colleges and universities; or
 - c. Situations in which the Director of the Department of Administrative Services, or the Director's designee, shall determine that it is an emergency or that it is necessary for the State to waive some or all of the requirements of this Order. The Director shall establish standards by which Executive Agencies may request a waiver of some or all of the requirements of this Order and by which such requests will be evaluated and may be granted.
5. Executive Order 2010-09S is hereby rescinded.

I signed this Executive Order on June 21, 2011 in Columbus, Ohio and it will expire on my last day as Governor of Ohio unless rescinded before then.





John R. Kasich, Governor

ATTEST:

Jon Husted, Secretary of State

STANDARD AFFIRMATION AND DISCLOSURE FORM

EXECUTIVE ORDER 2011-12K

Banning the Expenditure of Public Funds on Offshore Services

All of the following provisions must be included in all invitations to bid, requests for proposals, state term schedules, multiple award contracts, requests for quotations, informal quotations and statements of work. This information is to be submitted as part of the response to any of the procurement methods listed.

CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:

By the signature affixed to this response, _____ affirms, understands and will abide by the requirements of Executive Order 2011-12K issued by Ohio Governor John Kasich. If awarded a contract, _____ becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is attached and is available at the following website:

<http://www.governor.ohio.gov/Portals/0/pdf/executiveOrders/EO%202011-12K.pdf>.

The _____ shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the _____ not responsive and no further consideration will be given to the response _____ offering will not be considered. If the _____ will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

(Address)

(City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address)

(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

By signing below, I hereby certify and affirm that I have reviewed, understand, and will abide by the Governor's Executive Order 2011-12K. I attest that no funds provided by TCDJFS for this project or any other agreement will be used to purchase services provided outside the United States or to contract with a subcontractor who will use the funds to purchase services provided outside the United States. I will promptly notify TCDJFS if there is a change in the location where any of the services relating to this project will be performed. If I am signing this on behalf of a company, business, or organization, I hereby acknowledge that I have the authority to make this certification on behalf of that entity.

Signature Date

Entity Name Address (Principal place of business)

Printed name of individual authorized City, State, Zip
to sign on behalf of entity

Youth Program RFP Budget & Instructions

Vendor Name: _____

Program Name: _____

Program Period:

Funds Requested

Category	Basis	Total Amount
Staff Positions		

Fringes (Describe)

Other Contract Costs (Describe)

Wages		
Rent		
Supplies		
Travel		
Communications		
Equipment Lease		
Allowances		
Utilities		

Other Participant Costs (Describe)

Subcontracts – If any (Describe)

LINE ITEM BUDGET

ORGANIZATION:

PROJECT NAME:

CONTRACT START DATE:

CONTRACT END DATE:

NUMBER OF PARTICIPANTS:

COST/PARTICIPANT: \$ _____

STAFF NAME/POSITIONS	RATE	HRS	WKS	ADMIN	PROGRAM	TOTAL
TOTAL WAGES						\$
STAFF FRINGES	BASIC RATE	AMT/ MO.	MO. IN USE	ADMIN	PROGRAM	TOTAL
TOTAL FRINGES						\$
OTHER CONTRACT COSTS	BASIC RATE	AMT/ MO.	MO. IN USE	ADMIN	PROGRAM	TOTAL
OTHER PARTICIPANT COSTS						\$
SUBCONTRACTS – IF ANY(DESCRIBE)						
TOTAL OTHER COSTS						\$
TOTAL CONTRACT COSTS						\$

RECAP OF BUDGET ITEMS

		ESTIMATED COSTS
I.	<u>STAFF COSTS</u>	
	A. SALARIES	0
	B. PAYROLL RELATED EXPENSES	0
	C. CONSULTATION FEES	0
	TOTAL STAFF COSTS	0
II.	<u>OPERATIONAL COSTS</u>	
	A. TRAVEL	0
	B. CONSUMABLE SUPPLIES	0
	C. OCCUPANCY	0
	D. INSURANCE	0
	E. INDIRECT COSTS	0
	F. OTHER - MISCELLANEOUS (Itemize)	0
	TOTAL OPERATIONAL COSTS	0
III.	<u>EQUIPMENT COSTS</u>	
	A. EQUIPMENT SUBJECT TO DEPRECIATION	0
	B. SMALL EQUIPMENT PURCHASES	
	C. LEASED AND RENTED EQUIPMENT	0
	TOTAL EQUIPMENT COSTS	0
	TOTAL PROGRAM BUDGET FOR SERVICE(S) UNDER CONTRACT	0

II. A. TRAVEL

AGENCY VEHICLE EXPENSE:

- a. Gasoline & Oil
- b. Vehicle Repair
- c. Vehicle License
- d. Vehicle Insurance
- e. Other

Mileage Reimbursement @ _____ mile

Conference, Meeting, Etc.

Purchased Transportation

TOTAL TRAVEL

TRAVEL
0

II. B. CONSUMABLE SUPPLIES

Food

(Less) USDA

Kitchen Supplies

Office Supplies

Cleaning Supplies

Medical Supplies

Program Supplies

Other (Specify) POSTAGE

TOTAL CONSUMABLE SUPPLIES

CONSUMABLE SUPPLIES
0

II. C. OCCUPANCY COSTS

• Rental @ \$ _____ per square foot _____

• Usage allowance/depreciation @ _____ % rate of original acquisition cost of \$ _____ by Program Square Footage Percentage (Program Square Footage) _____ 0 divided by Provider Square Footage _____

= _____ %

- Maintenance and Repairs
- Utilities* (*If not included in rent): Heat & Light _____
Telephone _____
Water _____

0
0
0
0
0

TOTAL OCCUPANCY COSTS

II. D. INSURANCE COSTS

- Liability
- Property
- Accident

0
0
0
0

TOTAL INSURANCE COSTS

II. E. INDIRECT COSTS

DIRECT STAFF COSTS	DIRECT STAFF TOTAL	PERCENT INDIRECT COST APPLICABLE TO CONTRACT	INDIRECT COST FOR CONTRACTED SERVICE
0		#DIV/0!	

II. F. OTHER - MISCELLANEOUS

- Identify Miscellaneous Costs:
CERTIFICATION FEES/NATIONAL DUES

- TOTAL MISCELLANEOUS COSTS

0
0

III. A. EQUIPMENT SUBJECT TO DEPRECIATION

(Depreciation of any Item or Group of Items Exceeding a Cost of \$500)

Equipment to be Depreciated	New or Used	Date Purchased	Quantity	Total Actual Cost	Salvage Value	Amount to be Depreciated	Useful Life	Chargeable Annual Costs	% Use for Program	Applicable Annual Depreciation
TOTAL EQUIPMENT DEPRECIATION CHARGES										0

III. B. SMALL EQUIPMENT PURCHASES

(Equipment Costing Under \$500)

ITEM	QUANTITY	TOTAL COST	PERCENT TO PROGRAM	NET CHARGE
TOTAL SMALL EQUIPMENT PURCHASED				

III. C. LEASED AND RENTED EQUIPMENT

ITEM OF EQUIPMENT	MODEL & YEAR	QUANTITY	LEASED & RENTED EQUIPMENT CHARGE	PERCENTAGE TO PROGRAM	NET CHARGE
				100%	0
				100%	0
TOTAL LEASED & RENTED EQUIPMENT					0

TOTAL INCOME FOR BUDGET PERIOD

A. INCOME FOR SERVICES UNDER CONTRACT:

- 1. Fees from Private consumers
- 2. Fees Generated by Contract for Receipts
- 3. Other Federal Support of Contracted Services

- 4. State, County, or Municipal Allocations
- 5. Contributions

- 6. Other Title XX Contracts
- 7. Miscellaneous

TOTAL INCOME FOR SERVICE(S) UNDER CONTRACT

B. INCOME FOR OTHER SERVICES PROVIDED BY AGENCY OR UNIT UNDER CONTRACT

- 1. From Private Consumers
- 2. Federal Monies (Grants and Contracts)
- 3. State, County, or Municipal Allocations
- 4. Contributions
- 5. Miscellaneous

TOTAL OTHER SERVICES INCOME

TOTAL AGENCY INCOME (Section A + B)
