

**REQUEST FOR PROPOSAL**

**FOR**

**TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) /**

**COMPREHENSIVE CASE MANAGEMENT AND**

**EMPLOYMENT PROGRAM (CCMEP)**

**SERVICES**

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

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

**August 8, 2023**

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

**I. INTRODUCTION AND PURPOSE**

The Trumbull County Department of Job and Family Services (TCDJFS) releases this Request for Proposal (RFP) for the purpose of soliciting services providing any one (1) or more of the program elements specified in this RFP document to execute TCDJFS’ responsibility to provide programming to TANF/CCMEP eligible fourteen (14) to twenty-four (24) year old youth who are residents of Trumbull County, Ohio with the goal of helping to prepare the participants for skilled employment as part of the emerging workforce while assisting TCDJFS in providing training and activities which will meet the performance measures and required skills gains established for the funding associated with this program. TCDJFS is accepting proposals from educational institutions, agencies, organizations, and/or service providers (public, private, non-profit, for-profit, corporation or government entities) interested in developing and implementing training and activities which are designed to directly provide required training elements of the program to participants while assisting TCDJFS in meeting the performance measures and required skills gains established for the funding associated with this program.

TCDJFS is seeking potential providers/contractors/proposers/entities (throughout the remainder of this RFP document, these terms may be used interchangeably to generally mean a responding educational institution, agency, organization, and/or service provider as referenced above) with demonstrated knowledge of and proven success in providing services to the population served through this program in order to in order to definitively meet the designated goals related to program success. Proposals will be accepted from such educational institutions, agencies, organizations and service providers interested in developing and providing the described programming. Proposals submitted by potential providers in response to this RFP must demonstrate qualifications and experience, organizational strengths and capacities, and their administrative preparedness for responding to evolving or emergent needs. **Any potential provider must propose to provide, at a minimum, one (1) of the elements designated under this RFP with the option to propose to provide additional elements designed by the provider specifically for the population to be served under any resulting contractual award with the ultimate goal provide services which maximize the positive outcomes for the youth participants. Proposals must include element(s) identified by TCDJFS to be considered for a contractual award.** Through responding to this RFP, each respondent must use their best business expertise to assess the level of effort each proposed program would require and offer their rates and/or prices accordingly.

## **II. ISSUING OFFICE**

This RFP 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 RFP is final until approval and authorization by a majority vote of the Trumbull County Commissioners.

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

The RFP, the evaluation of responses, and the awarding of any contract(s) associated with this process shall be done within the guidelines of all current procurement procedures followed by TCDJFS. All proposals shall be reviewed and rated by a team designated by TCDJFS. TCDJFS may elect to determine the provision of TANF/CCMEP services and subsequent award of a contract(s) for those services and any program elements outlined in this RFP 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 program elements outlined in this RFP, as well as to contract with any service provider for projects and services not included in this RFP, at its discretion. Awarding of contracts will be contingent upon the allocation of funding received by TCDJFS for the Federal Fiscal Year 2024 and may be awarded for all or any portion of the twelve (12) month time period beginning as early as October 1, 2023 and ending as late as September 30, 2024, at the sole discretion of TCDJFS. Should TCDJFS elect not to award a contract under this RFP, regardless of reason, there shall be no liability on the part of TCDJFS. Upon award of a contract, TCDJFS also reserves the right to adjust or terminate any contract award at a future date based upon the discretion of TCDJFS.

## **III. ANTICIPATED RFP TIMELINE**

<b>ACTION</b>	<b>DATE</b>
RFP Release to Potential Contractors through Tribune Chronicle Public Notice (August 6, 2023), TCDJFS' Web Site and TCDJFS' Lobby Posting -RFP becomes active, 10:00 a.m. -Q & A Period Opens -Inquiries for RFP clarification accepted	August 8, 2023
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Q & A Period Closes, 12:00 p.m. - No further inquiries for RFP clarification will be accepted	August 23, 2023
TCDJFS provides Final Question & Answer Document on Designated Websites (estimated)	August 24, 2023
Deadline for Proposal to be Received by TCDJFS, 2:30 p.m.	September 5, 2023
Proposal opening and beginning determination of proposal responsiveness to move to Evaluation Phase	September 6, 2023
Proposal Distribution to Evaluation Teams (estimated)	September 8, 2023
Proposal Review Completed (estimated)	September 19, 2023
Notification Letters and Contract Negotiations Begin (estimated) - Award of contracts is subject to notification by ODJFS of the availability of funds - Letters will be sent to all respondents indicating whether their proposal was accepted for award of a contract	Undetermined
Approval of Contracts (estimated) - Trumbull County Board of Commissioners must approve all contracts	Undetermined— Upon Contract Execution
Implementation of Contracted Services (estimated) - Upon notification of all contractual and funding approvals - TCDJFS may award contracts for any twelve (12) month period of time between October 1, 2023 and September 30, 2024 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, 2024

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

#### **IV. TECHNICAL ASSISTANCE/QUESTIONS & ANSWERS**

Proposals received in response to this RFP are to consider any information communicated by TCDJFS in the final “TCDJFS’ FFY24 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 RFP, for reference by all potential providers, and found at <https://www.co.trumbull.oh.us/jfs> and accessed by choosing the link indicating “Public Notices/RFPS.” **It is the responsibility of all potential providers to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding this RFP.**

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

Potential contractors may ask clarifying questions regarding this RFP 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’ TANF/CCMEP RFP QUESTION” directly to the TCDJFS’ Fiscal Electronic Mailbox: [Trumbull\\_fiscal@jfs.ohio.gov](mailto: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 RFP.** Questions regarding this RFP must pertain to issues of RFP clarity and include the following references: 1. Relevant section of the RFP; 2. Heading for the provision under question; 3. Page number of the RFP 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 RFP 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 RFP. Potential providers will not receive personalized or individual responses. Clarifying questions asked and the TCDJFS’ responses to them will comprise the “TANF/CCMEP Q & A SECTION” for this RFP located within the “TCDJFS’ FFY24 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 RFP that is obtained or gathered through a source other than the Q & A process described in this RFP. Reliability should be placed only on written statements issued by the issuing department.

Should providers experience technical difficulties accessing the TCDJFS’ website where the RFP related documents are published, they may contact the TCDJFS’ Fiscal Office at [Trumbull\\_fiscal@jfs.ohio.gov](mailto: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 fourteen (14) designated program elements found in Section X. Service provision for a contract awarded under this RFP must be able to begin immediately upon full execution and approval of the contract, but not earlier than October 1, 2023 through no later than September 30, 2024 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 Four Hundred Thousand dollars (\$400,000.00); and may be awarded for any one (1) or more contracts throughout the entire available contract period. Award of funds under this RFP does not guarantee the consistency of demand for any proposed 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 RFP and the granting of any contract(s) for services is contingent upon the availability of Federal, State and/or Local funds allocated for the reimbursement/payment of the provision of said services for the said potential contract period and the continued authorization of funds under current legislation. TCDJFS reserves the right to determine the amount of funds to be allocated to an awarded contract as well as the number of individuals to be referred and served under a contract award, to award more than one (1) contract, reduce the amount of available funding, or to cancel the RFP 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 RFP 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 proposer. Potential providers are to be advised that TCDJFS may, at its sole discretion, negotiate with all technically qualifying providers for a revised cost proposal based upon the selection of programs/services and providers and the available funding for programs to be contracted under this RFP. All providers must agree to abide by all Local, State and Federal regulations applicable to the use of these funds. Proposers must also agree to meet any and all Local, State or Federal reporting and audit guidelines as required under the vendor or subrecipient relationship established through the execution of any agreement.

Upon the availability of TANF/CCMEP funding in addition to the original amount designated during the term of this RFP, and at the discretion of the agency, TCDJFS reserves the right to issue an increased initial award, 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. PROPOSAL PREPARATION AND CONDITIONS**

Proposals submitted in response to this RFP must comply with the specifications stated herein. Responses must provide a concise description of qualifications, capabilities and experience to satisfy the requirements of the RFP. Emphasis should be placed on the compliance with the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. Any contractor deemed not responsible, or submitting a proposal deemed by TCDJFS to be not responsive to the terms of the RFP or to have failed to comply with the stated specifications and minimum requirements will result in the proposal being eliminated from consideration for funding and shall not be awarded a resulting contract. Any or all aspects of a selected proposal may become obligations of a contract should contract acquisition action proceed. These obligations will be at the discretion of TCDJFS. Should a successful proposer fail to accept the selected obligations as part of the contractual agreement, cancellation of the contract award may result.

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 programming proposed outlined in a response and selected by TCDJFS for a contract under this RFP. The provider will be solely responsible for the implementation of the proposed program and further contract requirements, should a contract be awarded.

All costs related to the proposal must be included at the time the proposal is submitted. Providers who will be proposing to utilize a subcontractor(s) for any part of the implementation of the proposed program must clearly define the subcontractor(s), and the tasks and responsibilities of each entity in the performance of programming under the proposal. Potential providers who are unable to fulfill all or any portion of the responsibilities and requirements associated with program 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 program 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 programming must ensure that such services are procured within the guidelines of all current procurement procedures followed by TCDJFS and competitive standards. This includes, but is not limited to, direct service provision as well as consultation services. 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 RFP 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; 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 proposal not receiving consideration, potential removal of a contract award, or potential contract termination during the period of a contract.

## **VII. BACKGROUND**

Across Ohio, the low-income population generally encounters additional barriers to achieving economic success. Ohio has established a new framework to help the emerging workforce prepare for and find skilled employment and to break the cycle of poverty for this population. This new program is an integrated approach which combines the Temporary Assistance to Needy Families (TANF) program and the Workforce Investment and Opportunity Act (WIOA) program in order to maximize the outcomes of the youth being served. CCMEP is designed to assist participants between the ages of fourteen (14) and twenty-four (24) with building a career pathway which will guide them in achieving goals directly related to employment in their chosen career, thereby increasing financial earning potential and/or obtaining certification or credentials to further meet their goals.

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

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

## **VIII. OVERVIEW AND OBJECTIVES OF THE PROJECT**

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



Assist TCDJFS with providing education and training services for eligible fourteen (14) to twenty-four (24) year old TANF/CCMEP participants enrolled in the program by providing programming which specifically focuses on the identified program elements. Successful implementation of this programming through the provision of these activities will provide a foundation for the youth to further build their goals and establish success as they emerge into the workforce and work toward achieving self-sufficiency.

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

## **IX. PROVIDER'S LIBRARY**

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

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

<http://jfs.ohio.gov/owd/CCMEP/Services-Matrix.stm>

<http://jfs.ohio.gov/owd/CCMEP/CCMEP-Fact-Sheet.stm>

<https://emanuals.jfs.ohio.gov/pdf/pdf-books/ComprehensiveCaseManagementandEmploymentProgramManual.pdf>

## **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 TANF/CCMEP program. TCDJFS supports the implementation of the TANF/CCMEP program and its goals, in part, by potentially offering contract services to Trumbull County eligible recipients through the funding which is available for these services. 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, and Trumbull County, as applicable. All proposals for programs submitted must serve the population outlined in these regulations and guidelines. Any potential provider who has the ability to provide the requested services which will meet the needs of the recipients in the required capacity may submit a proposal. In order for a service to be considered under this funding, the service must meet the needs of the agency and program recipients it will serve in accordance with the guidelines established by the Ohio Department of Job and Family Services. Throughout the life of any contract resulting from the RFP process, the selected provider will be responsible for meeting TCDJFS' needs as generally stated in this RFP and the programmatic requirements established by the TANF/CCMEP program, whether specifically stated in this RFP or not.

The CCMEP Program encompasses a variety of services, benefits, and employment and training activities which are intended to enable individuals to build a foundation to find employment, succeed at work and improve their economic circumstances. TCDJFS is required to provide opportunities for CCMEP participants to build skills which will allow them to become more employable and succeed in meeting the ultimate program goal of gaining economic success and breaking the cycle of poverty. In providing these opportunities, TCDJFS focuses on the fourteen (14) elements which will also assist TCDJFS in helping the youth achieve measurable skills gains while allowing the required performance measures established by ODJFS to be met. Using the fourteen (14) elements of CCMEP as a basis for program development, proposing providers are required to include the ability to provide activities related to a minimum of at least one (1) of the identified elements in their proposed programming, but may provide any combination of as many of the fourteen (14) elements as programming will support based on the development of programming by the provider. Services must provide activities that ultimately promote the primary goal of financial stability while allowing the individual to complete participation in this program.

Potential providers should note that the provision of any of the fourteen (14) elements under a contract award is based on referral by TCDJFS and will NOT include recruitment activities and/or pre-referral activities such as, but not limited to, intake, assessment, and development or updating of the Individual Opportunity Plan related to CCMEP services. As such, these services and/or related costs should not be included in any proposal submitted.

Programming may be based on a projection to serve anywhere from one (1) to approximately two hundred (200) fourteen (14) to twenty-four (24) year old youth participants determined to be eligible and referred to the contractor by TCDJFS over the projected twelve (12) month contract period. Demand for services and the number of referrals cannot be guaranteed as the individual participation requirements and subsequent referral determined by TCDJFS is based on the specific needs of each identified program participant and may vary between one (1) and thirty (30) hours per week. As such, development of programming should be based on each potential provider's ability to provide the individual element(s) over the projected twelve (12) month contract period at a minimum projected weekly program time availability of thirty-five (35) hours per week on a flexible day and evening schedule primarily on an in-person basis only, through provision at a facility in which the geographic location is considered to be generally central and therefore accessible to all residents of Trumbull County, Ohio; but with an option to be provided virtually or through other alternative methods should in-person services not be possible due to circumstances beyond the control of TCDJFS which restrict in-person services. A particular provider's overall

capacity to accept referrals for service provision will be determined at the time of contract award. All services subject to the terms of an awarded contract must be trackable and reportable to TCDJFS, including but not limited to any necessary scheduling, coordination, delivery and tracking of services provided (attendance), etc.

The following are the fourteen (14) elements of the CCMEP program which may be incorporated into proposed programming:

**Activities that help youth prepare for and transition to post-secondary education and training:** Any activity that can be defined to help CCMEP participants prepare for and transition to post-secondary education and training.

**Adult Mentoring:** Adult mentoring is a one-to-one supportive relationship between a CCMEP participant and an adult mentor based on trust. The purpose of adult mentoring is to build positive, supportive relationships between the CCMEP participant and adults and to provide positive adult role models for CCMEP. Adult mentoring must:

- Last at least twelve (12) months and may take place both during the CCMEP program and following exit from the program;
- Be a formal relationship between a CCMEP participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee;
- Include a mentor who is an adult other than the assigned CCMEP case manager.

While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis. High-quality adult mentoring programs include an adult role model who builds a working relationship with a youth and who fosters the development of positive life skills in the youth. Mentoring may include workplace mentoring where the local program matches a youth with an employer or employee of a company.

**Alternative secondary school services or dropout recovery services:** Alternative school is a school which offers specialized, structured curriculum inside or outside the public school system which may provide work/study and/or academic intervention for students with behavior problems, physical/mental disabilities, who are at-risk of dropping out.

**Career counseling and labor market information services:** The use of labor market information about in-demand industries and occupations when providing CCMEP participants with career awareness and career exploration services and career counseling. Providing information about in-demand industries and occupations in the local area provides CCMEP participants with career awareness about the current and emerging trends in the labor market and encourages them to begin exploring the opportunities that are available while having an avenue to seek assistance and counseling in this decision making. Any proposal including this element should include the exploration of a minimum of six (6) to ten (10) in-demand careers which includes an explanation of needed skills and education.

**Comprehensive guidance and counseling:** Comprehensive guidance and counseling is a process of helping CCMEP participants make and implement informed education, occupation, and life choices. It includes career and academic counseling, drug and alcohol counseling, mental health counseling, and referral to other programs when necessary. This element provides individualized counseling to participants with the purpose of promoting growth in each youth's educational, personal, social and employability skills with the goal of providing counselor-directed learning opportunities that will help the youth to achieve success through academic, career, personal, and social development. This does not include referrals to other service providers. In the event that outside referrals are deemed necessary, coordination with TCDJFS would be required.

**Education/training:** This CCMEP service describes how workforce preparation activities, basic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation or career pathway. This education and training would be offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation. Education and training under this element are required to occur concurrently and contextually with workforce preparation activities and training for a specific occupation or occupational cluster for the purpose of educational and career advancement. Youth participants are not required to master basic skills before moving on to learn career-specific technical skills.

**Entrepreneurial Skills Training:** Entrepreneurial skills training is training which provides the basics of starting and operating a small business. Any proposal must include an introduction to and allow a basic understanding of small business operation. Approaches to teaching CCMEP youth entrepreneurial skills include, but are not limited to, the following:

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

Additional skills developed under this element include, but are not limited to:

- Taking initiative;
- Creatively seeking out and identifying business opportunities;
- Developing budgets and forecasting resource needs;
- Understanding various opportunities for acquiring capital and the trade-offs associated with each option; and
- Communicating effectively and marketing oneself and one's ideas.

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

- Support the ability of youth participants to create household budgets, initiate savings plans and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
- Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit;
- Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed decisions;
- Educate participants about identity theft, ways to protect themselves from identity theft, and how to resolve cases of identity theft and in other ways under their rights and protection related to personal identity and financial data;
- Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;
- Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings;
- Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including where possible, timely and customized information, guidance, tools and instructions.

**Follow-up services:** Follow-up services are activities after completion of participation in CCMEP to monitor the participants' success during their transition to employment and further education and to provide assistance as needed for successful transition. The types of services and the duration of the services must be determined based on the needs of the CCMEP participant and therefore, the type and intensity of follow-up services may differ for each participant. All youth participants must receive some form of follow-up services at least one (1) time every thirty (30) days for a minimum of twelve (12) months following exit from regular CCMEP programming. These critical services provided following a youth's exit from the program may include, but not be limited to:

- Leadership development and supportive service activities;
- Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
- Assistance in securing better paying jobs, career pathway development, and further education or training;
- Work-related peer support groups;
- Adult mentoring; and/or
- Services necessary to ensure the success of youth participants in employment and/or post-secondary education.

**Leadership Development:** Leadership development is opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors. The purpose of leadership development activities is to develop skills and attitudes that are important in all areas of

life. It provides encouragement and support to CCMEP participants, developing skills, and instilling confidence as they transition to move further into adulthood. Leadership development opportunities to be provided during non-school hours may include, but not be limited to:

- Exposure to post-secondary education opportunities;
- Community services and learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and team work training, including team leadership training;
- Training in decision-making, including priorities and problem solving;
- Citizenship training, including life skills training such as parenting and work behavior training;
- Civic engagement activities which promote quality of life in a community; and
- Other leadership activities that place the youth in a leadership role such as serving on youth leadership committees.

Positive social behaviors are outcomes of leadership opportunities. Benefits of leadership development may include, but not be limited to:

- Positive attitude development;
- Self-esteem building;
- Openness to work with individuals from diverse backgrounds;
- Maintaining healthy lifestyles;
- Maintaining positive social relationships with responsible adults and peers, and contributing to the well-being of one's community;
- Maintaining a commitment to learning and academic success;
- Avoiding delinquency;
- Postponing parenting or responsible parenting;
- Positive job attitudes and work skills; or
- Keeping informed in community affairs.

**Occupational skills training:** Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual task and technical functions required by certain occupational fields of entry, intermediate, or advance levels and results in a certificate of attainment. Occupational skills training shall include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with state and local in-demand industry sectors or occupations. Such training must:

- Be outcome-oriented and focused on occupational goals specified in the Individual Opportunity Plan (IOP);
- Be of sufficient duration to impart the skills needed to meet the occupational goal; and
- Result in attainment of a recognized post-secondary credential.

**Paid and unpaid work experience:** Work experience is planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences may be paid (through reimbursement to an employer) or unpaid. Work experience helps CCMEP participants understand proper workplace behavior and what is necessary in order to attain or retain employment. They are designed to enable CCMEP participants to gain exposure to the working world and its requirements. Work experiences can service as a stepping stone to unsubsidized employment and is an important step in the process of developing a career pathway for CCMEP

participants. A work experience may take place in the private for-profit sector, or the public sector. Labor standards apply to any work experience where an employer/employee relationship exists, as defined by the Fair Labor Standards Act or any other applicable State law exists. Work experiences provide youth participants with opportunities for additional career exploration and skill development and may include:

- Summer employment opportunities and other employment opportunities throughout the year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and
- On-the-job training opportunities.

**Supportive services:** Supportive services are services necessary to enable an individual to participate in CCMEP and to secure and retain employment. Services provided under this element may include but not be limited to:

- Access to drug and alcohol abuse counseling or linkage to other community services;
- Assistance with access to health care;
- Assistance with access to transportation;
- Assistance with access to child care or other dependent care expenses;
- Assistance with access to housing;
- Assistance with uniforms and work-related tools;
- Assistance with educational testing; and
- Reasonable accommodations for youth with disabilities.

**Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies:** These strategies must lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or a recognized post-secondary school credential.

## **XI. PROGRAM PARAMETERS**

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

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

9. For proposers who are currently providing the proposed service (whether to TCDJFS or any other entity), provide statistical data on service enrollment for each entity as well as success rates, such as but not limited to, time period of service, the number served, number exited successfully versus unsuccessfully, etc.;
10. Identify a means of measuring satisfaction related to service provision and goal achievement.

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

Providers will be expected to effectively provide the proposed programming in a professional manner. Providers will also be expected to submit attendance reports and any other written reports upon request and as defined by TCDJFS.

It is imperative that the provider have a means of tracking and reporting participation, tracking service provision and measuring outcomes and other indicators of the performance of the service(s), including but not limited to the percentage of recipients who were referred to the program, started and completed or failed to complete the program, attendance reporting including those who participate on schedule versus those who do not, 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 in place for service provision, ongoing program evaluation and improvement.

## **XII. PROPOSAL ORGANIZATION**

In order to expedite and simplify the evaluation process for proposal submissions, as well as to ensure that each proposal receives the same orderly review, all proposals must be submitted according to the format as described in this section. Each Section is to be numbered accordingly and any other information thought to be relevant, but not applicable to a specific RFP Section number must be provided as an appendix and so marked as an additional Section. Each proposal must contain all specified elements without exception in order to be evaluated. Should a potential provider consider any or all parts of a particular Section not applicable to their organization, type of program offered, or proposal response, the provider must still include the Section as required and include a statement which addresses the specific portion of the Section as not applicable and provide information supporting why the Section or requirement is not applicable to the organization, program offered, or proposal response. **Binders, covers, paper clips, and staples are not permitted. Should a potential provider wish to do so, the entire completed and appropriately organized final proposal may be secured with a binder clip, rubber band, or pocket folder only prior to placing it into the envelope for delivery, at the discretion of the provider. All pages within a proposal should be organized according to the organization method below with NO foreseeable need to utilize any separation method within the proposal document itself. All pages within a proposal response MUST be single sided. Do not duplex any portion of the original copy of the proposal response. All paper used must be plain white, standard 8 and ½ by 11, letter size paper. The use of colored paper is NOT permitted. The**



**use of colored ink within a proposal response document is also PROHIBITED with the exception of the required original signatures in blue ink as designated within this Request for Proposal document. With the exception of the required signatures as designated for blue ink, all print and ink must be black.** Do not use any TCDJFS' issued program forms within a proposal response. Only forms developed and utilized by the potential provider are permitted to be utilized in a proposal response. Do not, under any circumstances, utilize provider forms or samples that contain customer information from current or past service provision. Use of customer information related to TCDJFS' eligible participants in a public document is a breach of confidentiality and will result in immediate disqualification of the proposal prior to any further evaluation. Sections are to be numbered and developed according to the format below:

Section 1 – Cover Sheet

Section 2 – Project Narrative/Scope of Service

Section 3 – Provider/Staff Qualifications

Section 4 – Program Budget/Cost of Service

Section 5 – Budget Narrative

Section 6 – Program Forms

Section 7 – Additional Required Information

1. Cover Sheet: Each bid shall include the Cover Sheet **included with this RFP document**. The completed cover sheet 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 sheet 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.

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.

2. Project Narrative/Scope of Service: This section should be no longer than five (5) typed pages, regardless of the number of elements proposed for service provision. This section is to provide a detailed description of the program being proposed and service(s) to be provided under the proposal. Information provided in this section may include, but not be limited to:

- Description of the specific activities comprising the proposed service(s) which will provide each required element proposed for provision;
- Description of the methodology to be used for the in-person services to be provided under a potential contract award as well as alternative service provision methods, should TCDJFS determine this necessity;
- How the provider will meet the parameters found in Section XI. To successfully provide the proposed program elements;
- Any information regarding the agency or organization associated with the ability of the provider to perform the services being proposed including strengths, experience and resources of the agency or organization as this relates to the proposal;
- Any competitive advantage related to the provider's ability to meet the requirements defined in this RFB;
- Proposals which include the use of any individual who is not an employee of the provider in the daily operation and provision of the proposed service(s) and as such is defined as a subcontractor must clearly identify in this section any responsibilities which will be assigned to the subcontractor.

3. Provider/Staff Qualifications: This section is to demonstrate an acceptable level of staff experience and capabilities in the performance of the proposed programming and should include, but not be limited to, the following:

- An explanation the job duties of each position associated with the proposed service(s);
- Information to support that the program employs qualified staff and supervision to provide the proposed programming;
- Any authorized reference information from 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.

4. Program Budget/Cost of Service: A budget is required in order to ensure the accuracy of all costs included in the determination of the program/service cost and that such costs can be recognized by TCDJFS.

Basic **SAMPLE** line item and unit cost budget forms are attached to this RFP. The type of budget proposed under this RFP 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 program budget, however it is the responsibility of the proposer to ensure that the program budget submitted in response to this RFP is accurate and appropriately reflects any and all costs directly associated with implementation of the proposed program or service only. Should the proposer be proposing multiple services to be provided under the proposed program 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 program budget. Adjustments not projected during budget development will not be honored by TCDJFS at a later request date. TCDJFS does not reimburse/pay for mileage costs above the standard mileage rate currently established by the Internal Revenue Service which may be subject to change throughout the contract period. 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 program and number to be served are key factors in the evaluation of the proposal. 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 program 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 participants/consumers, agencies, employers and others directly related to provision of services. This includes, but is not limited to, assessments, classroom

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

TCDJFS will not provide any type of incentives or payments directly to consumers under contracts awarded through this RFP.

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 proposed activity and must be clearly documented and related to the budget as a percentage of time in performance of duties related to service delivery of the proposed activity. Positions include, but may not be limited to, clerical support staff, supervisors, administrative staff, fiscal staff and quality assurance evaluators. Indirect cost allocation **is not** acceptable for this contract proposal.

TCDJFS will evaluate a provider as a vendor or a subrecipient of the Federal funds proposed for the support of contracts awarded under this RFP. The final decision of the type of contractual agreement entered into following this determination is the sole discretion of TCDJFS based upon information and direction offered by ODJFS. Upon determination of a 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 program deliverables associated with operation of the program only. Each cost for the proposed program 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 proposal 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 services; 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 PRT to effectively evaluate the cost of the service as it is being proposed. Partnerships or organizations which operate programs and/or services which receive funding from other sources must be prepared to submit a cost allocation plan. Failure of a proposer to appropriately support the identified rate in the budget may result in any particular service being excluded from consideration under a contract award.

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

organization. Organizations and partnerships must be able to operate independently of any funding authorized under local, state or federal guidelines.

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

6. Program Forms: Copies of any additional information or forms pertinent to the operation of the program. This might include, but is not limited to, service provision/attendance forms to be utilized to record and document the provision of direct or indirect services under the proposed program, forms to record progress of recipient(s), and program quality assurance forms for monitoring and evaluation of performance and quality of service(s). Please refer to Section XII. for restrictions on the use of TCDJFS' issued forms and/or customer information within a proposal. 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.

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

- A. Verification of your agency's or organization's Employer Identification Number (EIN) and current legal status as registered with the Internal Revenue Service (public non-profit, private non-profit, private for-profit, corporation, government, or other specified) **PLEASE NOTE THAT A SIGNED W-9 FORM DOES NOT MEET THIS REQUIREMENT;**
- B. Articles of Incorporation as filed with the Secretary of the State of Ohio or a statement indicating the provider's current status;
- C. Verification that the business 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 RFP is submitted. **PLEASE NOTE** that this request is not intended to eliminate potential providers from responding to the RFP should they be able to meet the requirements of the program services requested. Should a potential proposer 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 RFP, any potential proposer 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 RFP 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. For organizations whose income meets the mandatory threshold, 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.

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.

Should the responding provider not be required for financial audit based on not meeting the required income threshold, the provider should indicate exemption from this requirement;

- G. A copy of all reports from 2021 and 2022 federal income tax filing must be provided. In the event that 2022 federal income tax filings have not yet been completed, the organization must provide a copy of all reports from 2020 and 2021 federal income tax filing as well as verification of an approved extension for the filing of the 2022 federal taxes in addition to the remaining information described above;
- H. 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 2019-12D Banning the Expenditure of Public Funds on Offshore Services. Copies of both forms for execution and submission with any response to this RFP are included in this Proposal package;
- I. 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 Entity ID # and CAGE code OR proof that application for the registration was completed within the RFP submission period with active registration confirmed prior to execution of a contract award.

### **XIII. PROPOSAL SUBMISSION INFORMATION**

One (1) original, complete, signed proposal (as described in Section XII., Sections 1 through 7) must be submitted in conjunction with an electronic copy, supplied on a USB flash drive, clearly identified for the proposer and this proposal submission; and containing the sections of the RFP separated into four (4) single documents in PDF format and labeled as follows: Document One (1) containing Sections 1, 2, and 3; Document Two (2) containing Sections 4 and 5; Document Three (3) containing Section 6; and Document Four (4) containing Section 7. Should any additional sections be added by the proposer, 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 proposal must be included on the electronic copy according to the indicated Document/Section format and must be verified to be of size able to be sent as an e-mail attachment once converted to the correct PDF format. **Please note that the documents contained on the electronic copy MUST be identical to the original document provided, including 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 proposals along with the mandated electronic copy must be submitted by 2:30 p.m. on Tuesday, September 5, 2023 to:

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

Proposals may be mailed or hand-delivered directly to the issuing department as listed above. Contractors assume the risk of method of dispatch chosen. TCDJFS will not be responsible for proposals incorrectly addressed or for proposals delivered to any location other than the TCDJFS' location specified above. TCDJFS assumes no responsibility for delays caused by any delivery



service. Postmarking by the due date will not substitute for actual proposal receipt. Proposals may **not** be delivered by facsimile transmission or other telecommunication or electronic means. It is the responsibility of any potential provider to ensure that TCDJFS has received the complete proposal before the deadline. No confirmation of mailed proposals can be provided. 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](mailto:Trumbull_fiscal@jfs.ohio.gov) using the subject line "TCDJFS' TANF/CCMEP Bid Submission Appointment Request" and including three (3) potential dates and times a minimum of two (2) hours apart in the body of the e-mail 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 proposal submissions and associated documents in response to this RFP shall become the property of TCDJFS. It is imperative that potential providers ensure that final proposal submissions are complete prior to delivery to TCDJFS. Both the original and electronic copies of a proposal must be submitted together in the same package in order to be considered a complete proposal. Should the contractor utilize separate packages for the delivery of separate portions of the required proposal items, these will be considered as separate submissions and will be considered incomplete for further proposal consideration. Any materials received separately from a provider's initial proposal submission will not be added to the proposal nor considered in the review and scoring process. Under no circumstances will a provider be permitted to alter a proposal once it has been submitted or opened; however, TCDJFS does reserve the right to request additional information from a potential provider.

#### **XIV. PROPOSAL REVIEW AND RATING**

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

Providers should not assume that the PRT members are familiar with 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. Proposals containing assumptions, lack of sufficient detail, poor organization, lack of proofreading, and unnecessary use of self-promotional claims will be evaluated accordingly. Any proposals not meeting the requirements of this RFP will not be scored. Proposals may be held for scoring pending receipt of required clarifications. TCDJFS and

the PRT reserve the right to reject any and all proposals, in whole or in part, received in response to this request. The PRT may waive minor defects that are not material when no prejudice will result to the rights of any contractor or to the public.

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

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

The PRT will read, review individually, discuss as a team, and reach consensus on the final score for each qualifying proposal. The PRT will be instructed to evaluate each proposal based on the information on the rating form. The rating form utilized by the PRT will be a standardized form specific to this RFP and developed at the discretion of TCDJFS. The number of points available for assignment to any particular area of evaluation may vary according to a value assigned to a particular aspect of the program. The standard rating scale to be utilized in this part of the process is as follows:

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

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

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

## **XV. PROPOSAL SELECTION AND CONTRACT AWARD**

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

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

Upon award and execution of a contract, the services and commitments proposed by the provider in response to this RFP will become contractual obligations, in whole or in part, as determined by TCDJFS. Contract awards under this RFP shall be for any time during the twelve (12) month period beginning no sooner than October 1, 2023, or upon execution of a contract after this date, and ending no later than September 30, 2024.

## **XVI. COMMUNICATION PROHIBITIONS**

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

From the issuance date of this RFP until an actual contract is awarded to a service provider, there may be no communications concerning the RFP between any potential provider that expects to submit a proposal and any employee of TCDJFS, or any other individual within or outside of the TCDJFS' office regardless of their employment status, who is in any way associated with TCDJFS,

involved in the development of the RFP, or the selection of the contractor. Any attempts to make prohibited communications by potential contractors may result in the disqualification of those contractors' proposals.

The only exceptions to this prohibition are as follows:

- A. Communications conducted in accordance with the Q & A process as detailed in Section 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 proposal in response to this RFP;
- C. As part of any contractor interview process or proposal clarification process initiated by TCDJFS, which TCDJFS deems necessary in order to make a final selection;

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

## **XVII. PROVIDER DISCLOSURES**

All potential providers, in submitting a response to this RFP, must acknowledge and execute the "PROVIDER DISCLOSURES AND ATTESTATION" form which is attached to this RFP 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 RFP.

## **XVIII. CONFLICT OF INTEREST**

Should there be any known existing relationship between any employee of a proposer and any employee of TCDJFS or Trumbull County who is involved in the procurement of these services, such relationship must be disclosed during the RFP 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 proposal related to this RFP or the awarding of contracts. No individual or contractor seeking a contract shall solicit any TCDJFS' employee to violate any conduct requirements for employees. At no time will any

potential contractor attempt to influence any employee of TCDJFS to violate any Federal Procurement Regulation, the Ohio Revised Code, Trumbull County Procurement Policy, or TCDJFS' Procurement Policy. TCDJFS' employees or contractors who violate applicable sections of the Ohio Revised Code may be prosecuted for criminal violations.

## **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 proposal in response to this RFP, the potential contractor warrants that it is not now, and will not become, subject to an "unresolved" finding for recovery under Federal Regulations or the Ohio Revised Code prior to the award of any contract arising out of this RFP, without notifying TCDJFS immediately of any such finding. TCDJFS reserves the right to not evaluate any proposal from a provider whose name, or the name of any subcontractors submitted by the provider, appears on the website of the Federal Government or Auditor of State of Ohio as having an "unresolved" finding for recovery.

## **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 RFP has resulted in any "formal claims" for breach of those contracts. For the purposes of this disclosure, "formal claims" means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. If any such claims are disclosed, the provider shall fully explain the details of those claims, including the allegations regarding the alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration or mediation regarding those claims, including the terms of any settlement. TCDJFS reserves the right to use its sole discretion in considering the background details to determine whether a proposal will be disqualified from consideration for this reason. TCDJFS will consider such factors, including but not limited to, its determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the provider's performance of the proposed services, and the best interests of TCDJFS.

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

behavior that led to the claims could have on the provider's performance of the proposed services, and the best interests of TCDJFS.

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

## **XXII. REBUTTAL PROCEDURE**

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

- A. A rebuttal must be filed by a prospective or actual proposer objecting to the award of a contract resulting from this RFP. The rebuttal shall be in writing and shall contain the following information:
  - 1. The name, address, and telephone number of the individual or organization issuing the rebuttal;
  - 2. The name of the RFP being rebutted;
  - 3. A detailed statement of the legal and factual grounds of the rebuttal, including copies of any relevant documents;
  - 4. A request for ruling by TCDJFS;
  - 5. A statement as to the form of relief requested by TCDJFS;
  - 6. Any other information the individual or organization issuing the rebuttal believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely rebuttal shall be considered by TCDJFS, if it is received by TCDJFS' Fiscal Office within the following periods:
  - 1. A rebuttal based on alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. on the closing date for receipt of proposals, as specified in Section III.
  - 2. of this RFP. Postmarking by the due date does not substitute for actual receipt of the rebuttal.
  - 3. 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.

**FEDERAL FISCAL YEAR 2024**  
**TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES'**  
**TANF/CCMEP SERVICES' REQUEST FOR PROPOSAL**

**SECTION 1 – COVER SHEET**

**I. PROVIDER INFORMATION**

1. Agency/Provider/Organization Name: \_\_\_\_\_
2. Primary Office Information:
  - a. Address: \_\_\_\_\_
  - b. Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
  - c. Business E-mail: \_\_\_\_\_
3. Service Location:
  - a. Address: \_\_\_\_\_
  - b. Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
4. Business Days and Hours: \_\_\_\_\_
5. Primary Contract Contact:
  - a. Name: \_\_\_\_\_ Title: \_\_\_\_\_
  - b. Telephone Number: \_\_\_\_\_
  - c. E-mail Address: \_\_\_\_\_
6. ALL Individuals Authorized to Negotiate and/or Execute Contractual Documents:
  - a. Name: \_\_\_\_\_ Title: \_\_\_\_\_
  - b. Name: \_\_\_\_\_ Title: \_\_\_\_\_
  - c. Name: \_\_\_\_\_ Title: \_\_\_\_\_
  - d. Name: \_\_\_\_\_ Title: \_\_\_\_\_
7. Primary Business or Services Offered by Provider: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Date Provider Established: \_\_\_\_\_
9. Number of Years Providing Service(s) Similar to Those Proposed: \_\_\_\_\_



## 10.Current Service Locations:

a. Address: \_\_\_\_\_

b. Address: \_\_\_\_\_

c. Address: \_\_\_\_\_

d. Address: \_\_\_\_\_

11.All Other Current Funding Sources or Contracts for Services:

a. Name: \_\_\_\_\_ Source: \_\_\_\_\_ Amount: \_\_\_\_\_

b. Name: \_\_\_\_\_ Source: \_\_\_\_\_ Amount: \_\_\_\_\_

c. Name: \_\_\_\_\_ Source: \_\_\_\_\_ Amount: \_\_\_\_\_

d. Name: \_\_\_\_\_ Source: \_\_\_\_\_ Amount: \_\_\_\_\_

e. Name: \_\_\_\_\_ Source: \_\_\_\_\_ Amount: \_\_\_\_\_

f. Name: \_\_\_\_\_ Source: \_\_\_\_\_ Amount: \_\_\_\_\_

g. Name: \_\_\_\_\_ Source: \_\_\_\_\_ Amount: \_\_\_\_\_

h. Name: \_\_\_\_\_ Source: \_\_\_\_\_ Amount: \_\_\_\_\_

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## 12.Organization History Summary:

a. History of Organization: \_\_\_\_\_

- b. Description of Administrative Experience and Capabilities Qualifying the Provider to Provide the Services Being Bid: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. Current Service Provision (Type of Service, Length of Time Provided, Population Served):
- i. Type: \_\_\_\_\_ Length: \_\_\_\_\_ Population: \_\_\_\_\_
- ii. Type: \_\_\_\_\_ Length: \_\_\_\_\_ Population: \_\_\_\_\_
- iii. Type: \_\_\_\_\_ Length: \_\_\_\_\_ Population: \_\_\_\_\_
- iv. Type: \_\_\_\_\_ Length: \_\_\_\_\_ Population: \_\_\_\_\_
- v. Type: \_\_\_\_\_ Length: \_\_\_\_\_ Population: \_\_\_\_\_
- vi. Type: \_\_\_\_\_ Length: \_\_\_\_\_ Population: \_\_\_\_\_

## II. PROPOSAL INFORMATION

### 1. Service(s) Bid for Provision:

- ☐ Activities to help youth prepare for and transition to post-secondary education and training
- ☐ Adult Mentoring
- ☐ Alternative secondary school services or dropout recovery services
- ☐ Career counseling and labor market information services
- ☐ Comprehensive guidance and counseling
- ☐ Education/training
- ☐ Entrepreneurial Skills Training
- ☐ Financial Literacy Education
- ☐ Follow-up services
- ☐ Leadership Development
- ☐ Occupational skills training
- ☐ Paid and unpaid work experience
- ☐ Supportive services
- ☐ Tutoring, study skills training, and instruction

2. Project Name: \_\_\_\_\_
3. Projected Number of Youth to be Served: \_\_\_\_\_
4. Budget Description:
- ☐ Unit Cost      ☐ Line-Item      Total Cost: \_\_\_\_\_
5. Is this Bid a Collaboration of More than 1 Organization? ☐ Yes      ☐ No
- a. If YES, provide the name of the organization(s):
- i. #1: \_\_\_\_\_
- ii. #2: \_\_\_\_\_
- iii. #3: \_\_\_\_\_
- b. If YES, indicate that the additional organizations have also completed the Contract Bid Sheet and it is included:
- i. #1: ☐ Yes
- ii. #2: ☐ Yes
- iii. #3: ☐ Yes
6. Will any subcontractor(s) be used in the performance of the proposed service(s), as defined in Section VI. of the RFB document? ☐ Yes      ☐ No
- If YES, is the required subcontractor letter defined in XII. Bid Organization; Section 1 – Cover Sheet is included: ☐ Yes      ☐ No
7. Bidder has read and understands all requirements set out in the Request for Bid Document: ☐ Yes      ☐ No
8. 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 delivery: ☐ Yes      ☐ No
9. Bidder has the administrative experience and service capabilities to qualify the bidder to provide the offered services: ☐ Yes      ☐ No
10. Bidder can meet the required timeline for delivery and completion of the services identified in the Request for Bid upon any resulting award:
- ☐ Yes      ☐ No

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ORIGINAL SIGNATURE (blue ink)

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DATE

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PRINTED NAME

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POSITION/TITLE

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PROPOSING ORGANIZATION

## 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:

NUMBER OF PARTICIPANTS:

CONTRACT END DATE:

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						\$

## BUDGET FACE SHEET

COUNTY	SERVICE PROGRAM
PROVIDER	CONTRACT PERIOD
ADDRESS	BUDGET PERIOD
TELEPHONE	

SERVICE CODE (if appl.)	UNIT OF SERVICE (description)	TOTAL COST BY SERVICE CODE/UNIT	TOTAL PROGRAM UNITS	UNIT COST	UNITS UNDER CONTRACT	AMOUNT UNDER CONTRACT

## RECAP OF BUDGET ITEMS

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



## I.A. SALARIES

[illegible]

**I.B. PAYROLL RELATED EXPENSES**

		% RATE	PAYROLL RELATED EXPENSES
SOCIAL SECURITY			
WORKERS COMPENSATION/UNEMPLOYMENT INSURANCE			
RETIREMENT EXPENSES			
HOSPITALIZATION INSURANCE PREMIUM			
OTHER (identify)			
TOTAL PAYROLL RELATED EXPENSES			

**I.C. CONSULTATION FEES**

TYPE	FUNCTION PERFORMED	FEES	ESTIMATES OF USE TO CONTRACT SERVICES	CONSULTATION
TOTAL CONSULTATION FEES				

## 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

## 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

## 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) \_\_\_\_\_

divided by Provider Square Footage \_\_\_\_\_

= \_\_\_\_\_ %

• Maintenance and Repairs

• Utilities\* (\*If not included in rent): Heat & Light \_\_\_\_\_

Telephone \_\_\_\_\_

Water \_\_\_\_\_

TOTAL OCCUPANCY COSTS


## II. D. INSURANCE COSTS

• Liability

• Property

• Accident

TOTAL INSURANCE COSTS


## II. E. INDIRECT COSTS

DIRECT STAFF COSTS	DIRECT STAFF TOTAL	PERCENT INDIRECT COST APPLICABLE TO CONTRACT	INDIRECT COST FOR CONTRACTED SERVICE

## II. F. OTHER - MISCELLANEOUS

• Identify Miscellaneous Costs:

CERTIFICATION FEES/NATIONAL DUES

TOTAL MISCELLANEOUS COSTS


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										

### 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
TOTAL LEASED & RENTED EQUIPMENT					

## 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

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4. State, County, or Municipal Allocations

5. Contributions

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6. Other Title XX Contracts

7. Miscellaneous

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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)


**TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES'**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**TEMPOARARY ASSISTANCE TO NEEDY FAMILIES (TANF) /**  
**COMPREHENSIVE CASE MANAGEMENT AND EMPLOYMENT PROGRAM (CCMEP)**  
**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 RFP as described in Section XVIII. of the RFP 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 RFP;  
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 RFP as described in Section XIX. of the RFP 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 RFP 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 RFP;  
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 RFP;  
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 2019-12D governing the expenditure of Public Funds on Offshore Services (as included in this RFP). A fully executed form is required for submission with any response to this RFP.  
REQUIRED DISCLOSURE ATTACHED
5. Disclosure of any subcontractor with the required letter as described and outlined in Sections VI. and XII. of this RFP.  
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;

12. Will complete criminal records checks on all employees and volunteers assigned to work with or transport children by obtaining a nationwide and local conviction record transcript from a specified law enforcement agency(ies) and shall not utilize an employee or volunteer who has a conviction involving moral turpitude, physical or sexual abuse or crimes against children;

**In submitting a response to this RFP, 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 RFP document and through this signed 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



**MIKE DEWINE**

GOVERNOR  
STATE OF OHIO

**Executive Order 2019-12D**

Governing the Expenditure of Public Funds for Offshore Services

**WHEREAS**, the retention and creation of jobs in the State of Ohio is fundamental to the future prosperity of all Ohioans: and

**WHEREAS**, the use of public funds for services provided outside the United States potentially undermines economic development; and

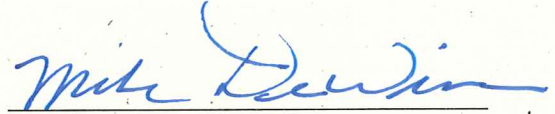
**WHEREAS**, it shall be the policy of my Administration to prohibit the expenditure of public funds for services provided outside the United States;

**NOW THEREFORE**, I, Mike DeWine, Governor of the State of Ohio, by virtue of the authority vested in me by the Constitution and 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 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 continue to maintain procedures to ensure all of the following:
  - a. All agency procurement 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 location(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 the 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, directives, 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 to attract jobs and business to 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.

I signed this Executive Order on March 4, 2019 in Columbus, Ohio and it will expire ten (10) calendar days after my last day as Governor of Ohio unless rescinded before then.



Mike DeWine, Governor

ATTEST:

Frank LaRose, Secretary of State



**DEPARTMENT OF ADMINISTRATIVE SERVICES/OHIO DEPARTMENT OF  
JOB AND FAMILY SERVICES**

**STANDARD AFFIRMATION AND DISCLOSURE FORM**

**EXECUTIVE ORDER 2019-12D**

**Banning the Expenditure of Public Funds on Offshore Services**

This form must be completed and signed by every bidder, offeror, applicant, grantee, or vendor seeking to do business with Ohio Department of Job and Family Services. This form must either be submitted as part of the response to any invitation to bid, request for proposals, state term schedule, multiple award contract, request for quotations, informal quotations, and statement of work or submitted during the negotiation of a business relationship but prior to the execution of an agreement.

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**CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:**

By the signature affixed to this response, the Signee affirms, understands and will abide by the requirements of Executive Order 2019-12D issued by Ohio Governor Mike DeWine. If awarded an agreement, the Signee becomes the Contractor/Grantee and affirms that both the Contractor/Grantee and any of its subcontractors/subgrantees shall perform no services requested under this Agreement outside of the United States. The Executive Order is attached and is available at the following website: <https://governor.ohio.gov/wps/portal/gov/governor/media/executive-orders/2019-12d>

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

1. Principal location of business of Contractor/Grantee:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

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

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

2. Location where services will be performed by Contractor/Grantee:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

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

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

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

\_\_\_\_\_  
(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/Grantee:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

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

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

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(Address, City, State, Zip)

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(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 2019-12D, I attest that no funds provided by ODJFS for this project 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 ODJFS 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 to sign  
on behalf of entity

\_\_\_\_\_  
City, State, Zip