

Community Contracts and Programs

WELCOME

Innovative Out-of-School Time Youth Programs Bidders' Conference



Tuesday, May 9, 2023 ~ 1 PM

PLEASE NOTE:

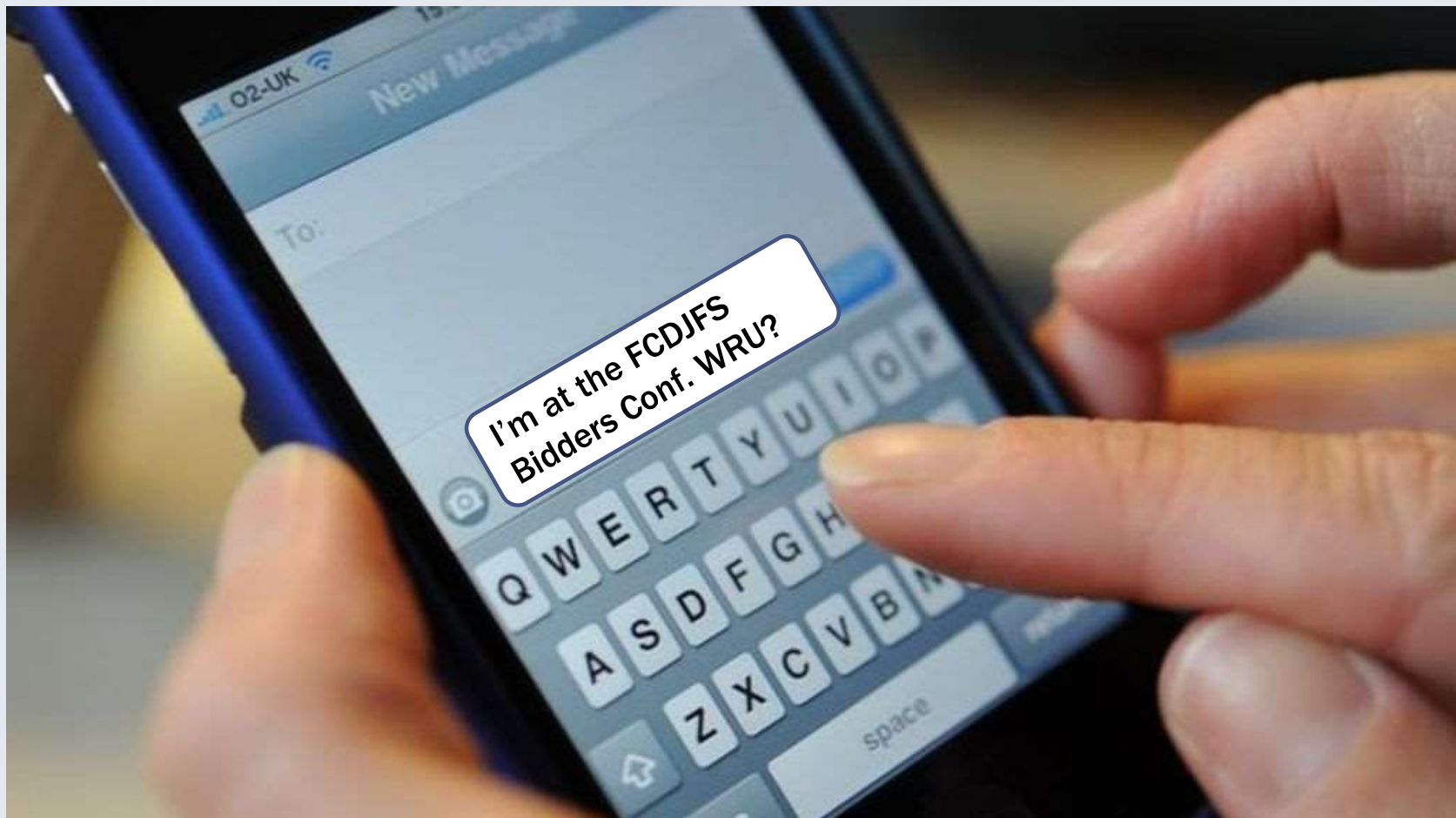
Registration Sign-In

- Use the electronic sign-in sheet in the chat to sign-in to the conference

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Be a Good Neighbor

Phone/Text a Friend!



Welcome & Introduction of Presenters

A hand-drawn graphic on a piece of white lined paper. The text "SCHOOL'S" is written in a simple, rounded, black font at the top. Below it, the word "OUT!" is written in a much larger, bold, black font with a cross-hatched texture. The exclamation point is also large and textured. At the bottom, the phrase "WE'RE IN!" is written in a simple, rounded, black font. The entire graphic is set against a light blue background with horizontal lines.

SCHOOL'S
OUT!
WE'RE IN!

Goals Of The Day

At the End of this Session Bidders should have a General Overview of the Innovative Out-of-School Time Youth Programs RFP Including:

- Essential Program Components
- Bidder Responsibilities
- Submission Requirements
- Questions Clarified

We will **NOT** Go Over the Entire RFP Today

Bidders are Responsible for Thoroughly Reading the RFP

Out-of-School Time Youth Programs



[https://jfs.franklincountyohio.gov/partner-information.](https://jfs.franklincountyohio.gov/partner-information)

RFP Objectives

Support programs for low income youth age 5 to 13 across Franklin County that:

- Give youth the opportunity to participate in activities designed to improve academic achievement
- Promote positive youth development
- Provide a supportive, safe and nurturing environment where youth feel comfortable and confident
- Foster meaningful and frequent feedback with parents to promote shared responsibility for youth development and learning
- Engage and pursue partnerships with local school district(s)/school(s) to expand on and reinforce concepts taught in the classroom

Bidders' May Submit Proposals for:

- **Summer Learning** (only)
- **Afterschool**(only)
- **Year-round Programming**
(Summer Learning & Afterschool)

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Program Periods

OST Program	Program Period
Afterschool (only)	September 2023 – May 2024
Summer Learning (only)	June 2024 – August 2024
Year-Round (Summer Learning & Afterschool)	September 2023 – August 2024

Mandatory Letter Of Intent (MLI)

- MLIs Must be signed by the agency Executive Director/CEO
- MLIs Must list the Agency Tax Identification Number
- Mandatory Letter of Intent Must be submitted to the following email address:
- Each agency submitting a MLI will receive a receipt
- Access to e-CImpact will be granted based on the submission of the MLI

franklin-cdjfs-ccp@jfs.ohio.gov

**MLIs Due to FCDJFS
Thursday, May 11th
by 2PM**

Required Submission Format

e-CImpact

Hosted by United Way

- All RFP proposals must be completed on the e-CImpact platform.
- e-CImpact is an online contract management system hosted by the United Way of Central Ohio. Access to e-CImpact and the OST RFP will be granted upon receipt of the Mandatory Letter of Intent and confirmation of attendance at the Bidder's Conference.
- e-CImpact will only be used for the procurement process of this RFP



Temporary Assistance for Needy Families

- **Funding Source for OST Programs**
- **Income Eligibility: 200% or below the Federal Poverty Level**
- **Providers are responsible for collecting eligibility information**
 - **Social security numbers**
 - **Household composition/demographics**
 - **Income/benefits**
 - **Citizenship**
 - **Residency**
- **Overview provided in the RFP**

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Program Guidelines

Participant Ages

Summer Learning

- Meet TANF requirements
- Ages 5 - 13
- Youth age 5 must have completed kindergarten

Afterschool

- Meet TANF requirements
- Ages 5 - 13
- Youth age 5 must be attending kindergarten

Program Guidelines

Program Operations: Program Period

Summer Learning

- June through early August when school is out of session
- A minimum of 8 weeks of programming must be offered

Afterschool

- September through May coinciding with the academic year
- 30 weeks of programming must be offered

Program Guidelines

Program Operations: Hours of Operation

Summer Learning

- Operate Monday – Friday
- Operate six hours per day
- Between 7 AM – 6 PM
- Before and After Care Programs are NOT funded by FCDJFS and therefore CANNOT be counted as program hours or included in the budget

Afterschool

- Operate Monday – Friday
- 7 to 10 hours of weekly programming
- Programming must occur during out of school hours
- 75% of program hours must occur Monday – Friday

Program Guidelines

Supervision: Staff Ratios

Summer Learning

- **1:10 ratio required**
- **All youth must be supervised at all times**
- **1 additional staff person must be present at all times in case of emergencies**
- **Volunteers cannot count in staff ratios**

Afterschool

- **1:18 ratio required**
- **All youth must be supervised at all times**
- **1 additional staff person must be present at all times in case of emergencies**
- **Volunteers cannot count in staff ratios**

Program Guidelines

Nutritious Meals

Summer Learning

- Provide lunch and a snack daily FCDJFS recommends the use of a Summer Feeding Service Program (SFSP)
 - Unless the bidder can provide justification for the use of a different program or option

Afterschool

- Provide a daily snack or dinner
- FCDJFS recommends use of a Child and Adult Feeding Program (CACFP)
 - unless the bidder can provide justification for the use of a different program or option

Program Guidelines

Physical Activity

Summer Learning

- Incorporate at least 10 hours of physical activity in programming each week
- Outdoor activities encouraged

Afterschool

- Incorporate physical activity into weekly programming



Program Guidelines

Parent Engagement

Summer Learning

- Offer opportunities for parent engagement in youth's activities

Afterschool

- Offer activities to increase parent engagement in youth learning and access to school processes



Program Guidelines

Academic Enrichment

Summer Learning

- Implement evidenced-based math and reading enrichment curriculum
- Offer enrichment a minimum of 4 days per week

Afterschool

- Implement evidenced-based enrichment that:
 - increases engagement in school and learning
 - improves academic performance
 - encourages educational excellence



Program Guidelines

Target Program Areas

Summer Learning

- Programs must address a minimum of one (1) of the following areas:
 - artistic expression
 - character building
 - career interest and exploration
 - community involvement/service learning
 - cultural awareness
 - financial literacy
 - good nutrition and healthy lifestyle
 - home economics/domestic skills
 - mental health
 - life skills
 - technology skills
 - social emotional learning
 - social issues relevant to youth
 - violence prevention

Afterschool

- Programs must address a minimum of three (3) of the following areas:
 - artistic expression
 - character building
 - career interest and exploration
 - community involvement/service learning
 - cultural awareness
 - financial literacy
 - good nutrition and healthy lifestyle
 - home economics/domestic skills
 - mental health
 - life skills
 - technology skills
 - social emotional learning
 - social issues relevant to youth
 - violence prevention

- Narrative Questions for Afterschool and/or Summer Learning
- Budget for Afterschool and/or Summer Learning
- Required Documents
- Program Attachments

Answer each question, provide all required documents and program attachments , do not leave anything blank !

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Proposal Components

- FCDJFS will only accept proposals from individuals or organizations that demonstrate the capacity to provide the services described in this RFP
- The Narrative Questions and Supporting Documentation should demonstrate the Bidder's ability to meet the minimum qualifications outlined in the RFP:
 - Bidder's capacity to perform work described in the RFP
 - Proficiency in OST programming
 - Aptitude to carryout the requirements defined in the RFP
- The Budget should demonstrate a link between the proposed costs and the program's activities and outcomes
 - Bidder must be prepared to defend and demonstrate that the costs to be incurred are reasonable and necessary

Proposal Components

Required Documents

- Board of Directors
- Letter of authorization
- Written accounting system policies and procedures
- Financial audit
- Certificate of professional liability insurance
- Certificate of continued existence/certificate of good standing from the Ohio Secretary of State
- Worker's compensation certificate
- Table of Organization for your agency
- Delinquent personal property tax affidavit (FCDJFS will provide)
- Conflict of interest disclosure form (FCDJFS will provide)
- W-9 form
- FCDJFS risk assessment
- FCDJFS internal controls questionnaire
- Federally Negotiated Indirect Cost Rate Agreement (if applicable)

Proposal Components

Program Attachments

- Outline of program activities
- Current brochure/promotional material for marketing
- Program license(s) (if applicable)
- Job descriptions for all positions
- Resumes and licenses (if applicable) for existing program staff
- Evaluation tool(s)
- Table of Organization for the project
- Employee criminal background check policy
- Child abuse and neglect reporting
- Incident reporting procedures
- Discipline policy
- Emergency medical procedures
- Medication distribution policy
- Child pick up procedures
- Transportation policy
- Field trip procedures

PROPOSAL SUBMISSION PROCESS

Electronic Submission

- Access to e-CImpact will be granted following confirmation of agency receipt of the Mandatory Letter of Intent
- Agencies will receive notification from the United Way when access is granted.
- Once your agency has access to e-CImpact you will be required to complete the submission of your proposal in the system
- The system is designed for both direct data entry and uploading
- We suggest Bidders draft a word document of their narrative prior to electronic submission



Submission Reminders

- The Completed Proposal MUST be Submitted Electronically via United Way's e-CImpact platform
- **NO LATER THAN 12 PM (noon) Wednesday, May 31, 2023**
- e-CImpact will NOT Accept Proposals After the Stated Deadline
- Proposals WILL NOT be Accepted by Any Other Means Unless Otherwise Notified by FCDJFS
- Proposals NOT Received by the Specified Timeline will NOT be Accepted
- **NO EXTENSIONS OF TIME WILL BE GRANTED**

COMMUNICATION PROHIBITION

From the release date of the RFP until the notification period, there must be no communications concerning the RFP between any Bidder and any employee of FCDJFS or any other individual regardless of his/her employment status who is in any way involved in the development of the RFP or the selection process.

COMMUNICATION PROHIBITION

- The only exceptions to this prohibition are:
 - As necessary, in the case of any pre-existing business relationship between FCDJFS and a Bidder that could potentially respond to this RFP, in order to conduct that business
 - As part of an interview necessary for FCDJFS to make a selection decision
 - Any Bidder that attempts any communications prohibited by this RFP may be disqualified for consideration by FCDJFS

**PRE-BIDDERS'
CONFERENCE
QUESTIONS & ANSWERS**

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Q & A

Which documents are part of the LOI. Is the LOI only page 3 in the **REQUIRED DOCUMENTS: FORMS AND CHECKLISTS** document?

- **ANSWER: The LOI form is located on page 3 of the Required Documents Packet**

Q & A

Does the afterschool or summer program have to be licensed under ODJFS in order to participate in this funding?

- **ANSWER:** It is the Bidder's responsibility to determine if their summer learning program should be licensed with the Ohio Department of Job and Family Services (ODJFS) or the Ohio Department of Education (ODE).

Q & A

We would like to apply for the OST Youth Programs grant. We provide overnight camp to youth during the 8 weeks of summer to nearly 9,000 youth. Each group of youth gets 1 week of 24/7 camp. Do we qualify to apply for the grant?

- **ANSWER: This RFP is for summer learning programs offered between the hours of 7am and 6pm**

Q & A

Unallowable costs: "Costs to rent equipment or space owned by the funded agency"

If the organization owns the building can they charge to the budget the costs to maintain the space for the program such as overhead costs (utilities, cleaning, phone, etc.)?

- **ANSWER: Maintenance and Utilities are allowable cost. The percentage charged should be based on program and space usage.**

RECAP

- **To submit a proposal:**
 - Must have attended today's Bidders' Conference
 - Need to submit the Mandatory Letter of Intent Form
- **Mandatory Letters of Intent are due by Friday July 9, 2021 by 2 PM**
 - Signed by the agency's Executive Director
 - List Agency Tax ID #
- **Post Bidders Conference Questions are due Monday, July 12, 2021 by 2 PM**
 - Answers provided on Thursday, July 15, 2021
- **Proposals Must be submitted via the e-CImpact platform, unless otherwise notified by FCDJFS**
- **Proposals are due by Monday, July 26, 2021 by 12 PM (noon).**

Deadlines & Schedules

	Deadlines		General Information
	Date	Time	
RFP Release	Tuesday, April 25, 2023	By the close of business	RFP documents posted on the FCDJFS Website https://jfs.franklincountyohio.gov/partner-information
Pre-Bidders Conference Question Submission	Thursday, May 4, 2023	2:00 PM	Email questions to franklin-cdjfs-ccp@jfs.ohio.gov Questions will be answered at the Bidders' Conference
Bidders' Conference	Tuesday, May 9, 2023	1:00 PM	https://franklincountyohio.zoom.us/j/95742152753
Mandatory Letter of Intent Due	Thursday, May 11, 2023	2:00 PM	Forms may be submitted to the following email address: franklin-cdjfs-ccp@jfs.ohio.gov
Post Bidders' Conference Question Submission Period	Thursday, May 11, 2023	2:00 PM	Email questions to franklin-cdjfs-ccp@jfs.ohio.gov Post Bidders Conference Q&A will be posted to the website: (https://jfs.franklincountyohio.gov/partner-information) by Wednesday, May 17, 2023
Innovative OST Youth Program Proposals Due	Wednesday, May 31, 2023	12:00 PM (noon)	Proposals and Budgets MUST be submitted electronically through the e-CImpact platform unless otherwise authorized by FCDJFS

**For Questions &
Technical Assistance
Please Contact Us at
FRANKLIN-CDJFS-CCP@JFS.OHIO.GOV**

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THANK YOU!

