



Department of Job and Family Services
REQUEST FOR PROPOSALS (25-14-RFP-04 SYW)
 For
SUMMER YOUTHWORKS
March 2014

Dear Prospective Bidder:

Franklin County Department of Job and Family Services (FCDJFS) is accepting proposals from organizations that will operate Summer YouthWorks Program for Franklin County youth ages 14 to 24 who are a member of an Temporary Assistance for Needy Families (TANF) eligible household.

Franklin County Department of Job and Family Services will have approximately \$2.5M of TANF dollars to purchase summer youth employment services for the Franklin County Summer YouthWorks Programs for the time period beginning May 1, 2014 and ending October 31, 2014. Under this RFP, awarded providers will have the option of a second subaward agreement for the 2015 Summer YouthWorks Program.

Schedule

RFP Issued	Thursday March 6, 2014
Submission of questions for Bidders Conference	Tuesday, March 11, 2014 12 PM, Noon
Bidders' Conference	Thursday , March 13, 2014 2:00 pm FCDJFS Northland Village (Rear Entrance) 1721 Northland Park Avenue Columbus, Ohio 43229
<u>MANDATORY</u> LETTER OF INTENT	Friday, March 14, 2014 4:00 PM
Deadline for Submission of Applications	Thursday, March 27, 2014, 4:00 PM
Intent to Notify	Friday, April 11, 2014 (estimated)
Intent to Award	Tuesday May 13, 2014 (estimated)

An electronic copy of the RFP, Required Documents: Forms and Checklists, TANF Training Manual Programs, Budget form and User Guide and the ODJFS Family Assistance Letter #133 can be obtained at <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm> or by sending an e-mail request to dssrpf@fcdjfs.franklincountyohio.gov. The documents will be posted no later than Friday, March 7, 2014

Copies of the RFP and any related documents will not be made available at the Bidders' Conference – please bring your own copy.

The Franklin County procurement policy stipulates that FCDJFS staff is prohibited from conducting conversations with individual bidders regarding the RFP between the date of the RFP's release and the date of the application submission deadline.

Thank you,

Anthony S. Trotman, Director

**FRANKLIN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
 REQUEST FOR PROPOSALS (RFP)
 FOR
 SUMMER YOUTHWORKS PROGRAMS (25-14-RFP-04 SYW)
 MARCH 2014**

TABLE OF CONTENTS

I. Purpose.....	3
II. Temporary Assistance to Needy Families Eligibility (overview).....	3
III. Procurement Schedule.....	4-5
Bidders' Conference	
Mandatory Letter of Intent (overview)	
Schedule (overview)	
Bidders' Q & A	
IV. Communication Prohibition.....	5
V. Roles and Responsibilities.....	6-7
VI. Scope of Work/Minimum Program Requirements	8-10
VII. Program Models.....	10-11
VIII. Proposal Format Overview	11-12
IX. Proposal Submission Overview.....	13
X. Proposal Review Process	13-14
XI. Notification of Intent to Negotiate	15
XII. Considerations.....	16
XIII. Additional Information Requests	16
XIV. Protest Process.....	16

**FRANKLIN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
REQUEST FOR PROPOSALS (RFP) For
SUMMER YOUTH EMPLOYMENT PROGRAMS
March 2014**

I. PURPOSE

The Franklin County Summer YouthWorks Program is a TANF funded summer youth employment program designed to serve youth between fourteen (14) and twenty-four (24) years of age. The program affords youth the opportunity to gain valuable work experience while earning a paycheck to help meet basic needs. Summer employment enables youth to develop a work history and have a current reference from an employer. By providing these opportunities and skills it is our intent to assist the youth and their families to break the cycle of poverty and place them on a path towards self-sufficiency.

II. TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

TANF is a federal block grant; under the TANF structure the federal government allows states to operate their own programs. Ohio uses a portion of these funds for its Prevention, Retention and Contingency Plan (PRC). Under the TANF/PRC plan Franklin County is able to provide programming for youth. In order for a youth to participate in the Summer Camp Program the youth's assistance group's (AG) income must be at or below 200% of the Federal Poverty Guideline and the following must be verified:

- **Residency** – the youth's assistance group's (family) must reside in Franklin County
- **Household Composition**- A minor child must be residing with his/her parent, a relative caretaker, legal guardian or legal custodian (for the purposes of TANF eligibility, legal custody can only occur through court order)
 - A minor child may be temporarily absent from the home for up to six months if there is a plan for reunification in place through Franklin County Children Services.
- **Social Security Numbers**- All AG members must supply social security numbers or apply for a social security number. Verification must be provided.
- **Citizenship**- A member of the AG must be a citizen of the United States or a qualified alien as defined in OAC 5101:1-2-30. Verification of qualified alien status must be provided.
- **Income**- Verification of income for the last thirty days before the time of application- the total gross income, both earned and unearned for all of the AG members, must be included. For youth programs income eligibility may be established through verification of the youth's participation in the Free and Reduced Lunch program operated through the schools.

The Summer YouthWorks TANF Registration Form, and TANF Training Manual for Summer Youth Employment Programs and Federal Poverty Guidelines

Each youth participant must be deemed to be TANF eligible. While FCDJFS is the final determiner of that eligibility, successful bidders will be responsible for providing a completed TANF Registration Form for youth participants. The training manual provides detailed information on TANF eligibility standards for participation and instructions for completing the form. Income eligibility is measured by the Poverty Guideline; the guideline outlines the maximum income allowable per family size per month. Due to the extent of the information contained within the TANF Training Manual for Youth Programs, the document is not contained within the Required Documents. The manual is available as an accompanying document and can be found at <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>.

Bidders selected to provide services under this RFP will be required to attend a TANF Eligibility Training Session.

III. PROCUREMENT SCHEDULE

3.1 Bidders' Conference: FCDJFS will hold a Bidders' Conference on Thursday, March 13, 2014, from 2:00pm until approximately 4:00pm at FCDJFS Northland Village located at 1721 Northland Park Avenue, Columbus, Ohio (the entrance is in the rear of the building). The purpose of the Bidders' Conference is to review the requirements of this RFP, Provide an Overview of Compliance and Monitoring and to respond to participants' questions regarding any aspects of the RFP. Although attendance at the Bidders' Conference is not required, **potential Bidders are highly encouraged to attend**. The Bidders' Conference is the most effective opportunity for the Bidder to gain an understanding of the focus and priorities of the RFP and to ensure that the Bidder completely understands the submission requirements and processes.

3.2 Mandatory Letter of Intent:

The Mandatory Letter of Intent is due to FCDJFS by 4:00pm on Friday, March 14, 2014. This must be submitted no later than the day after the bidders' conference. The Mandatory Letter of Intent **will authorize you to submit a proposal** but **does not commit the Bidder to submit** an application. The Mandatory Letter of Intent allows FCDJFS to effectively plan for the maximum number of proposals to be received and reviewed. Proposals will not be considered if a Mandatory Letter of Intent was not received. See Summer YouthWorks Program Required Documents: Forms and Checklists -posted at the following: <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>.

3.3 Electronic Question & Answer Period; RFP Clarification Opportunity:

Bidder may submit questions regarding this RFP during the established question period. Questions to this RFP must reference the relevant part of this RFP (section number and heading). FCDJFS may, disregard any questions that do not appropriately reference the RFP section. Participation is optional but is highly encouraged.

The questions must be submitted via email to dssrfp@fcdjfs.franklincountyohio.gov. The subject line of the email must state: Q&A 25-14-RFP-04 SYW. The following are the two question submission dates for this RFP.

Q&A Period	Submission Deadline Date and Time	Final Response Posting Date and Time
Pre-Bidders' Conference Q&A	Tuesday, March 11, 2014, By 12 PM, Noon (Responses provided at Bidders Conference)	Friday March 21, 2014
Post-Bidders' Conference Q&A	Tuesday March 18,2014 By 12 PM, Noon	

All documents posted at: <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>
Clarifying questions asked and FCDJFS' responses to them comprise the "25-14-RFP-04 SYW Q&A Document" (Q & A Document) for this RFP. FCDJFS responses to all questions submitted via email meeting the criteria listed above will be posted at <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm> for reference by all potential Bidders. **FCDJFS will not send personalized or individual e-mail responses.**

Proposals submitted in response to this RFP are to take into account any information contained in the Q & A Document.

If any changes are made to the RFP as a result of the Q&A, an addendum to the RFP will be posted on the Franklin County website: <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>.

It is the responsibility of all Bidders and potential Bidders to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding the RFP.

3.4 Schedule

Event	Date	Time	Comment
RFP Release	Thursday, March 6, 2014	n/a	RFP documents posted at website below http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm .
Pre-Bidders' Conference Q&A, Submission Deadline	Tuesday, March 11, 2014	By 4pm	Email questions to dssrfp@fcdjfs.franklincountyohio.gov
Bidders' Conference	Thursday, March 13, 2014	2:00pm	FCDJFS Northland Village 1721 Northland Park Avenue (South/Rear Entrance)
Mandatory Letter of Intent Deadline	Friday, March 14, 2014	By 4:00pm	Submit at the Bidders' Conference or via email to dssrfp@fcdjfs.franklincountyohio.gov or by fax 614-233-2092
Post Bidders' Conference Q&A, Submission Deadline	Tuesday March 18, 2014	By 12pm, Noon	Email questions to dssrfp@fcdjfs.franklincountyohio.gov
Q&A Responses Posted	Friday March 21, 2014	By 4pm,	Q&A Responses posted website below: http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm .
Proposal Packet, Submission Deadline	Thursday, March 27, 2014	By 4 pm	Submission instructions can be found in Required Documents–Summer YouthWorks (Proposal Packets accepted at West (Employee) Entrance Only)
Review & Selection Process, Negotiations	March 28- April 10, 2014	n/a	This is an estimated timeline
Commissioners' Approval (General Session)	Tuesday May 13, 2014	n/a	Tentative Date

IV. COMMUNICATION PROHIBITION

From the release date of the RFP until a subaward is in effect, 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. The only exceptions to this prohibition are as follows:

- 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;

Bids submitted by a Bidder that has a pre-existing business relationship as an FCDJFS vendor or subrecipient and that attempts any communications prohibited by this Section may be disqualified for consideration for this RFP by FCDJFS.

V. ROLES AND RESPONSIBILITIES

5.1 Subrecipient Responsibilities: Successful bidders will be responsible for the following activities:

- Comply with all *applicable* rules and regulations governing the source of funding for this program
- Comply with Procurement Requirements – see Article II Section A of the Subaward Boilerplate
- Comply with Compliance Requirements – see Article II Section B of the Subaward Boilerplate
- Comply with all Labor Standards and Child Labor Laws
- Comply with all guidance and program rules concerning this allocation as set forth by ODJFS in Family Assistance Letter #133 and any subsequent documents provide all program services within the subaward agreement terms
- Follow all rules and regulations governing the implementation and provision of program services
- Comply with Ohio Revised Code 2151.86 relating to Criminal Records Checks.
- Participant Recruitment, Enrollment and Eligibility Screening
 - Collection and completion of registration and enrollment forms
 - Collection of documents necessary to verify eligibility and income
 - Collection of appropriate releases and other program forms (medication, transportation, etc)
- Maintenance of documentation of the delivery of program services
 - Work Readiness attendance and completion
 - Collection and Maintenance of Time and Attendance records
 - Collection and Maintenance of all Worksite Agreements
 - Collections and Maintenance of all Participant Worksite Assignments and Schedules
 - Maintenance of Program Schedules Collection and Maintenance of all Pre & Post Employment Evaluations and Surveys as determined by ODJFS
 - Collection and reporting of participant and program data as determined by ODJFS
- Provide youth participant with assistance completing their registration on the OhioMeansJobs website. Documentation of that registration must be maintained in the program/participant file.
- Comply with all child labor laws and regulations referenced at <http://www.dol.gov/dol/topic/youthlabor/>.
- Collection and Maintenance of fiscal data as required by FCDJFS
 - Maintain and Report all participant payroll records and expenses
 - Maintain and Report to FCDJFS fiscal data and all related program expenditures, (expenditure report format provided)
 - Maintain fiscal records in accordance with generally accepted accounting practices
- Submit invoices and reports according to the guidelines established by FCDJFS
- Permit site and monitoring visits by FCDJFS staff or the agency's designees in order to monitor files, financial records and program implementation

5.2 FCDJFS Responsibilities:

- Provide ongoing technical assistance related to, but not limited to, overall program implementation, eligibility, and allowable activities and expenses
- Review all documentation and approve participants' eligibility
- Act as the final authority regarding eligibility questions and the handling of grievances
- Review, and process invoices for payments
- Monitor all programs at least once during the course of the subaward. Monitoring will include, but may not be limited to, the following requirements:
 - Programmatic Monitoring
 - Verify the contracted scope of service has been implemented
 - Observe youth participation, attendance and supervision
 - Review participant files
 - Monitor and review program performance in relationship to stated program goals
 -
 - Fiscal monitoring
 - Payroll monitoring, including paycheck distribution
 - Review of any expenditures attributed to this funding
 - Documentation of and adherence to internal controls

5.3 Partnership agreements, Subcontracts, and Professional Fees and Contracted Services:

A partnership agreement is needed when the Bidder's proposal includes one or more entities in the provision of the program or services.

A subcontract agreement is applicable when a Bidder submits a proposal but later deems it necessary to involve additional entities in the provision/operation of the program. Because this is done post-subaward agreement approval, subcontract agreements are subject to federal procurement requirements. Each subcontract must be procured in accordance with The Franklin County Purchasing Department's Manual of Procedures or the Bidder (Subrecipient's) procurement requirements, whichever are more restrictive, and be approved prior to the award of a subcontract by FCDJFS.

Professional Fees and Contracted Services are services for which the Bidder has an established service agreement or plans to engage in a service agreement with a non-staff individual or entity for the provision of a specified service.

All agreements (partnership, subcontract, professional fee and/or contracted service) must include:

- A description of the services to be rendered, rate of pay, estimate of time required, total amount of the agreement, time period of the agreement, termination provisions and any other descriptive information regarding the services to be provided.
- A clear definition of the role that each entity will assume in implementation of the program/service
- The name and contact information of the authorized representative in order to confirm the details of the relationship

Once the Bidder's proposal has been recommended and approved for funding all agreement types are subject to the same terms, conditions and covenants contained in the subaward agreement for the Subrecipient (Bidder). The Subrecipient is responsible for all applicable monitoring and compliance of their subcontracted agreements. Additionally, the subrecipient is required to secure the following documentation that verifies that the partner/subcontractor is in no way excluded from receiving federal, state or local funds: (a) System for Award Management (<https://www.sam.gov/portal/public/SAM>); and (b) The Auditor of the State of Ohio Findings for Recovery Database (<http://auditor.state.oh.us/OnlineServices/FFR/default.htm>)

All partnership agreements, professional fees and contracted services costs must be accounted for in the Bidder's/Subrecipient's budget as Professional Fees or Contracted Services. The Subrecipient must submit a copy of any/all partnership agreements at the time of the submission of the proposal and subcontract agreements no later than (30) thirty days after the effective date of the agreement. No payment shall be made without an agreement on file at FCDJFS. The Subrecipient is responsible for making direct payment for such services to the partner or subcontractor. No partnership or subcontract agreement shall in any case relieve the Subrecipient of any duty, obligation, or liability undertaken by the Subrecipient pursuant to its subaward agreement

VI. SCOPE OF WORK/ MINIMUM PROGRAM REQUIREMENTS

FCDJFS will only accept proposals from individuals or organizations that demonstrate the capacity to provide the services described in this RFP. For the purpose of this RFP, the term "Bidder" shall be defined as an individual or entity that may submit or has submitted a proposal in pursuit of this opportunity. The term "Subrecipient" is used in reference to the Bidder selected through this RFP that has a subaward agreement with FCDJFS to provide the services described in this RFP.

In order to be considered for funding under this RFP, FCDJFS requires that Bidders must meet the minimum requirements:

- **Bidders must have a minimum of three (3) years experience operating and administering successful summer youth employment programs**
- Bidders must demonstrate the existence of relationships or ready access to business partners that will serve as the worksites for the youth participants
- Meet the program requirements (Section 6.1 through 6.11)
- Complete the Summer YouthWorks Program Overview form, contained within the Summer YouthWorks Program Required Documents: Forms and Checklists, posted at <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>
- Adhere to the Proposal Format and Submission Requirements (Sections VIII and IX)
- Submit all the Required Documents, Forms, Checklists, contained in the Summer YouthWorks Program Required Documents: Forms and Checklists, posted at <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>

Each Bidder must complete the Program Overview which serves as the program/proposal narrative for this RFP. The Program Overview asks specific questions regarding agency operations, past experience with providing summer youth employment programs, and what programming is being proposed for Summer 2014. Please answer each question listed in the Program Overview completely so that the reviewers have a clear understanding of the processes and services that you will offer this summer. For the complete Program Overview see Summer YouthWorks Program Required Documents: Forms and Checklists Required Documents. posted at <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>. **All summer youth employment programs must meet/address the following scope of service requirements:**

6.1 Target Populations and Programs:

Franklin County seeks both proven and innovative strategies for successful summer youth employment programs that serve the diversity of the youth populations and needs throughout all of Franklin County. While the primary effort is to serve as many TANF Eligible youth as capacity allows FCDJFS is seeking programs that pay special attention to the following populations and programs:

- Youth who are part of a family receiving Ohio Works First (OWF)
- Teen parents (inclusive of ages 20-24)
- Youth parents who are child support obligors
- Adjudicated youth
- Youth in Foster Care (ages 14 – 17 years of age or 18 years of age if they are a full-time student in secondary school)
- Programs that target the zip codes and/or school districts outside of the Columbus City limits
- Programs that will agree to collaborate with various Franklin County Agency initiatives for summer employment projects.
- Programs that leverage and/or expand the capacity of other community based services and programs (i.e. summer camps, summer feeding programs, etc)

6.2 Eligible Participants:

Only youth who meet the following TANF eligibility criteria may be served under this program:

- The applicant family must be a resident of Franklin County
- The applicant family must have a family gross income that is at or below 200% of the federal poverty level
- The participating youth must be a citizen of the United States or a qualified alien as defined in OAC 5101:1-2-30. Verification of qualified alien status must be provided
- The applicant family must provide social security numbers for all household members or provide verification of the application for a social security number
- The participating youth must fall into one of the following categories:
 - Youth ages 14-17, as long as the youth is a minor child in a needy family and is in school.(youth may be 18 if they are a full-time student in secondary school);
 - Youth ages 18- 24 , as long as they are in a needy family that also has a minor child;
 - Youth ages 18-24, that have a minor child and are considered needy. (youth may be a non-custodial parent as long as they are considered "needy" and have a minor child);
 - Youth in temporary or permanent custody of a Franklin County Children Services Agency who are placed in a licensed foster care setting, that are between the ages 14 – 17 years of age or 18 years of age if they are a full-time student in secondary school.

6.3 Program Capacity

Bidders must have the capacity to serve a minimum of 100 youth

6.4 Program Operations:

- All programs must operate within the timeframe specified of May 1 – October 31, 2014
 - For the time period of May 1 – May 15, 2014 the only allowable services and expenses are outreach, recruitment and worksite development activities.
- Programs proposing to serve youth ages 14-17 (18 if still enrolled full-time students in a secondary school) must have a program model that offers 200 hours of employment. (This is based on an average of 25 hours a week for 8 weeks)
- Program proposing to serve youth ages 18-24 must have a program model that offers 300 hours of employment. (this is based on 25 hours a week for 12 weeks)
- Programs do not have to adhere to the average number of hours per week or number of weeks but they must provide the minimum total hours of employment
- Program hours do include Work Readiness/Training hours required and any additional hours proposed by the bidder

Based on enrollment, participation, and available funding, programs may be extended beyond the stated program hours. This determination will be made by FCDJFS and amended agreements will be negotiated upon mutual agreement of both parties

6.5 Work Readiness and Employment Related Training:

- Programs must provide a minimum of 8 hours of work readiness training
- Work Readiness/Soft skills training must include, but is not limited to: how to write a resume and cover letter, tips for interviewing and job etiquette.
- Training components must also include utilization of the tools and resources available through Ohio Means Jobs website virtual backpack. See page 4 of the ODJFS Family Assistance Letter #133 for a listing of the tools and resources
- Under this RFP, youth participants may be paid for training hours
- Programs serving out-of school youth ages 18-24 should demonstrate how they plan to connect youth to unsubsidized employment opportunities beyond the summer employment program.

6.6 Participant Wage Subsidy

- Bidders must pay each youth participant a wage subsidy of \$10.00 per hour
- Payroll related costs are an allowable cost
- Health insurance is not an allowable cost
- Employers should not include the youth or the youth's wages on their quarterly unemployment compensation reports (see page 6 of the ODJFS Family Assistance Letter #133)

6.7 Data Collection Requirements (this list is not an exhaustive list)

- Successful bidders will be required to adhere to all reporting requirements issued by ODJFS/FCDJFS. These final requirements were not available at the time of the release of this RFP but will be communicated as soon as they are available. At a minimum, providers must collect and provide details on the following items:
 - Basic demographic information on participants such as age, race, ethnicity, grade, school district, zip code, etc.
 - The number of youth enrolled, placed, and retained
 - The number of youth unable to obtain or maintain employment, that quit or are terminated from employment;
 - The number of youth acquiring unsubsidized employment beyond the program period; inclusive of industry, wage at hire and hours per week
 - General information on each worksite such as industry, type (public or private), work assignments and ages of youth accepted
 - Attendance records for each participant

6.8 Program Reporting Requirements:

Successful bidders will be required to adhere to all reporting requirements issued by ODJFS/FCDFJS. These final requirements were not available at the time of the release of this RFP but will be communicated as soon as they are available. At a minimum, providers must collect and provide the following reports:

- Programs must complete a pre and post employment assessment in the format provided by the Ohio Department of Job and Family Services (ODJFS) (final requirements will be shared when made available from ODJFS)
- Programs must complete all reporting required by FCDJFS and ODJFS (final reporting requirements will be shared as soon as they are available from ODJFS)
- Programs must provide certificates of completion to all youth who meet the assigned standard of completion of 90% of the scheduled work hours.

6.9 Transportation/Support Services:

Programs are required to address transportation issues/barriers and service location(s). Transportation allowances may be approved in cases where it can be shown that a hardship exists and that it would be impossible for the youth to attend training/employment prior to their first paycheck without assistance. Support services payments are not an entitlement. The bidder must explain and justify the rationale and the cost of these services.

6.10 Worksite Monitoring:

The bidders are required to monitor all worksites throughout the contracted period. This includes the signing and verification of all required documents. Also, included in monitoring is the oversight of workplace safety, adequate supervision, compliance with worksite agreements and identification of any issues impacting participant attendance and performance. Bidders are required to adhere to all child labor laws. An overview of child labor laws can be referenced at <http://www.dol.gov/dol/topic/youthlabor/>.

6.11 Youth Participant Payroll Schedules

- Bidders are required to complete the youth participant payroll schedule contained in Required Document Forms and Checklist: Attachment A
- FCDJFS will allow for the invoicing of youth payroll expenses at a minimum every two (2) weeks
- Payroll must reflect the most precise projections as possible for each submission
- Awarded Providers will be required to reconcile payroll projections to assure accuracy of actual expenses

VII. PROGRAM MODELS

This RFP consist of two program models: Traditional Work Experience Programs and Work-Based Learning Programs. Bidders must adhere to these program models. Bidders may propose to utilize one or both program models. Proposals must clearly articulate which model(s) will be used.

7.1 Traditional Work Experience Program

A quality work experience program will include a formal agreement with the worksite to provide the following:

- Well defined and challenging work assignments with a description of the skills required and skills to be developed
- Activities to help the intern develop critical thinking, problem solving, creativity and communication skills
- Written performance goals and objectives
- Ongoing performance feedback (formal and informal) by the worksite supervisor to ensure the intern understands the impact of work they perform
- A mentor or coach at the worksite

7.2 Work-Based Learning Program

A quality work-based learning program will:

- Ensure youth develop a specific industry/technical skill(s) for use in high demand/growth industries in Central Ohio (**Service Learning programs/projects do not qualify under this model**)
- Provide activities to help the intern develop critical thinking, problem solving, creativity and communication skills
- Ensure the completion of a project, product, service, etc. utilizing the newly developed skill
- Provide for an evaluation of the project, product, or service results by the client/customer/end-user
- Ongoing performance feedback (formal and informal) by the worksite supervisor to ensure the intern understands the impact of work they perform

7.3 Foundational Workplace Competencies

Both models will ensure the development/mastery of the following workplace competencies:

- Dependability/Reliability - demonstrated through timely attendance and punctuality
- Initiative - the ability to begin and complete task, initiate interaction for future task, etc.
- Communication - positive oral/non-verbal skills; ability to speak clearly and listen attentively
- Quality of Work –interns performance results meet or exceed employer expectations, intern evaluates their own work and incorporates learning/feedback, demonstrates a willingness to learn
- Response to Supervision – the practice of positively accepting direction and constructive feedback

FCDJFS encourages that youth be connected with worksites and/or work assignments which will prepare them for high demand jobs in growth sectors. The growth industries for Central Ohio are:

- Science & Technology
- Business and Professional Services
- Logistics & Distribution
- Finance and Insurance
- Education and Health Services
- Creative Arts, Entertainment, Leisure/Tourism
- Construction

VIII. PROPOSAL FORMAT OVERVIEW

The Proposal Packet must contain the content and all necessary attachments and required documents for the following sections:

- Proposal Checklist and Table of Contents
- Program Overview
- Program Attachments
- Program Budget
- Required Documents Checklists and Table of Contents
- All Required Forms and Documents

8.1 Proposal Packet Table of Contents: A proposal packet checklist has been developed to assist Bidders in the submission of all proposal components. Bidders must provide correlating page numbers for each category. Page numbers will assist reviewers as they evaluate proposals. See Summer YouthWorks Program Required Documents: Forms and Checklists Required Documents, posted at <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>.

8.2 Program Overview: See Summer YouthWorks Program Required Documents: Forms and Checklists Required Documents, posted at <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>.

8.3 Program Budget Document and Program Budget User Guide:

Due to the extent of the information contained within the documents the Program Budget Document and Program Budget User Guide are not contained within the Summer YouthWorks Program Required Documents: Forms and Checklists Required Documents. Both are available as accompanying documents and can be found at <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>.

- When proposing a program the Bidder must prepare and submit a budget which demonstrates specifically how the funds will be spent. The Bidder **must** use the budget format provided by FCDJFS; **no other budget format will be accepted.**
 - Complete the budget form for the period specified in the RFP. **MUST BE SUBMITTED ON THE FCDJFS BUDGET DOCUMENT PROVIDED**
 - Do not leave anything blank – if something is not applicable enter N/A
 - Include the participant wages and payroll taxes information (TAB II.A.1)
 - Dates for budget must be for the period specified in the RFP
 - Provide detailed explanations/justifications/contexts for all costs *
 - Administrative costs must not exceed 15% of the total program budget
 - Budgets must comply with the specifications stated in the FCDJFS Program Budget User Guide
 - Demonstrate a link between 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
- Bidders will not be reimbursed for project overruns. The purpose of the budget is to provide an accurate representation of the actual costs that will be incurred by the Bidder to operate the proposed program. Submitted budgets must comply with the specifications stated in the FCDJFS Program Budget User Guide. It is the Bidder's responsibility to clearly identify and describe the costs included in the budget. The budget document must be completed. Proposed costs must be reasonable, allocable and allowable in accordance with applicable federal cost principles
- The budget for the proposed program must reflect efficient administration and good management practices. Costs should be appropriate and competitive for delivery of the proposed program services. Bidders should present a sound approach to budgeting for the various aspects of program management and implementation. **Budgets will be evaluated in accordance with generally accepted accounting principles (GAAP), clear support of proposed program components and cost effectiveness.**
- Unallowable Costs: Use of federal funds for prohibited purposes will result in the loss or recovery of those funds. Funds may not be utilized for the following:
 - Advancement of political or religious points of view, fundraising or lobbying.
 - Distribution of factually incorrect or deceitful information.
 - Consulting fees for salaried program personnel to perform activities related to the program.
 - Default debts of any kind.
 - Lump sum indirect or administrative costs.
 - Contributions to a contingency fund.
 - Entertainment (for example paying for entertainment or food for program staff/management).
 - Fines and penalties.
 - Interest or other financial payments.
 - Contributions made on behalf of program personnel.
 - Costs to rent equipment or space owned by the funded agency.
 - Inpatient services.
 - The purchase or improvement of land.
 - The purchase, construction, or permanent improvement of any building.
 - Satisfying non-federal fund matching requirements to receive any federal funding.
 - Contracts for compensation with advisory board members.
 - Costs associated with the proposal/bid development.

8.4 Required Documents:

Prospective Bidders are required to submit a number of documents with the proposals. A title page must be included for each document. If the document is not applicable to the Bidder, the Bidder must still include a title page and indicate the form is not applicable. See Summer YouthWorks Program Required Documents: Forms and Checklists Required Documents, posted at <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>.

Bidders that do not meet all the above-referenced qualifications will be disqualified from further consideration for this award.

IX. PROPOSAL SUBMISSION OVERVIEW:

For the proposal to be considered, the complete Proposal Packet and all copies (1 original plus 7 copies for a total of 8) and Required Documents Packet (1 original plus 1 copy for a total of 2) must be received by the Development Support Services Staff **NO LATER THAN 4:00 pm on Thursday, March 27, 2014.**

The Bidder must submit the proposal by hand delivery, courier or mail to:

Franklin County Department of Job and Family Services
Attention: Amiee Bowie, Deputy Director of Development Support Services
Development Support Services
Northland Village
1721 Northland Park Avenue
Columbus, OH 43229-1574

Proposals may NOT be submitted by facsimile or other telecommunication or electronic means.

Proposals submitted or delivered after the specified timeline will not be accepted.

Bidders assume the risk of the method of submission chosen. FCDJFS assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Hand delivered proposals may be delivered ONLY between the hours of 9:30 am and 4:00 pm Monday through Friday, excluding holidays observed by FCDJFS. PROPOSALS MUST BE DELIVERED TO DEVELOPMENT SUPPORT SERVICES STAFF LOCATED AT THE WEST (EMPLOYEE) ENTRANCE OF 1721 NORTHLAND PARK AVENUE. Bidders should be mindful to consider parking and security when delivering proposals.

Proof of delivery includes either of the following: dated receipt from FCDJFS or a dated invoice/receipt from a commercial courier.

No extensions of time will be given.

Proposals will be reviewed as received and **must be complete** at the time of submission. All proposal packets and accompanying documents will become the property of FCDJFS and will not be returned. All documents submitted to FCDJFS as part of the proposal become public information if a subaward agreement is approved and will be available for review and inspection to anyone submitting a request to do so. FCDJFS does not encourage the submission of confidential or proprietary information in response to this RFP. The submission of a proposal will be considered by FCDJFS as constituting an offer to perform the program services indicated for the stated program costs.

X. PROPOSAL REVIEW PROCESS

The review process will be conducted in three (3) parts: Technical Proposal Bid Review, Committee Proposal Review and Evaluation, and Administrative Review

10.1 Technical Proposal Review:

This review examines the bid to ensure it meets the minimum qualifications specified in the RFP. Points are assigned to major sections of the proposal packet. Proposal Packets are scored accordingly. Packets missing pages or documents or have incomplete information will have points deducted. Proposals missing complete sections of the proposal packet (i.e. program overview, budget, required documents, or program attachments) will be deemed unresponsive.

A proposal must meet the minimum conditions and required to be reviewed:

- Submission of a Mandatory Letter of Intent by the specified deadline
- Submission of the Proposal Packet by the specified deadline
- Submission of the Proposal Packet in the format specified in the RFP
- Submission of the Program Overview and Program Attachments
- Submission of the Required Documents
- Submission of the Budget on the format provided by FCDJFS

A proposal that is submitted that does not meet the minimum conditions and requirements will be deemed Non-Responsive and will not be reviewed.

10.2 Committee Proposal Review and Evaluation:

All proposals meeting the requirements stated above will be reviewed, evaluated and rated by a Review Committee that may be composed of FCDJFS staff in the relevant program areas and of other community representatives. Review Committee members will not include Bidders to this RFP or anyone who may have a conflict of interest that would prohibit a fair and equitable review process.

Proposal submissions must meet all qualifications and format specifications as stated in this RFP and include all required attachments and documents. Evaluation points will be deducted if these requirements are not met.

The Review Committee shall review all qualified proposals. A standard Proposal Evaluation Rating Sheet will be used. See the draft Evaluation document contained in the Youth Summer Camp Required Documents: Forms and Checklist, posted at <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>.)

Proposals containing a lack of sufficient detail, poor organization and/or lack of proofreading will be evaluated accordingly.

Bidders should not assume that the review team members are familiar with any current or past work that Bidder may have completed with FCDJFS. Review Committee members are required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the bid review and selection process.

The Review Committee will evaluate each proposal against the criteria specified in the RFP. During the evaluation, the Review Committee may request additional information from the Bidder. Failure to respond to such requests for information will result in the proposal being reviewed as submitted. Such information requests and Bidder's responses must always be in writing and submitted via email to dssrpf@fcdjfs.franklincountyohio.gov

The Review Committee may consider information from sources other than the written bid to evaluate the Bidder's administrative abilities. Other sources of information may include, but are not limited to, written responses to any clarifying questions posed by the Review Committee, Bidder's experience in administering similar services, and any monitoring data regarding Bidder's performance of current or prior contracts with FCDJFS. This information must be based on factual data and provided in writing.

10.3 FCDJFS Administrative Review:

Following the detailed scoring by the Review Committee, the results will be evaluated by FCDJFS administration in order to ensure that all factors related to planned performance were considered. In selecting the successful proposal, the FCDJFS evaluation will take into consideration, but will not be limited to:

- Criteria used in the Review Committee's review process.
- Funding recommendations as a result of the technical and committee review
- Assurance that the Board of Commissioners and FCDJFS program outcomes and priorities are met.
- Overall responsiveness and completeness of the proposal as well as the likelihood that, in the opinion of FCDJFS and at the sole discretion of FCDJFS, the proposal best meets or exceeds FCDJFS's expectations.
- Strength and stability of the Bidder to provide the requested services.
- Ability to meet the project/program timelines.
- Scope of services being proposed.
- Partnership agreements.
- Any other factors considered relevant by FCDJFS and demonstrated by the proposal or investigation by FCDJFS.
- Budget analysis, including reasonable and cost effectiveness of proposed services.
- Any other factors considered relevant by FCDJFS, including performance, monitoring reports and audits on prior and current contracts with FCDJFS.
- Experience with a similar project/program of comparable size and scope, including any available information regarding program results. FCDJFS statistics from prior contracts will be included in the administrative review process when applicable.
- FCDJFS at its discretion may invite Bidder(s) for oral presentations if determined necessary.

The final composite Review Committee Evaluation Rating Sheet, which includes the Bidder's prioritized ranking, will be maintained on file by FCDJFS. In the evaluation and recommendation selection process FCDJFS will take into consideration factors other than the costs. FCDJFS will also consider services and program offering/coverage for the entirety of the county

XI. NOTIFICATION OF INTENT TO NEGOTIATE SUBAWARD AGREEMENT

FCDJFS will notify all Bidders the status of the submitted proposals at the completion of the review process. The Bidder(s) whose proposal(s) was recommended will be notified of this decision and will be contacted by FCDJFS staff to negotiate the final terms and conditions of the subaward agreement. All subaward agreements are contingent upon the approval of the Franklin County Board of Commissioners. The proposed subaward agreement is not valid and legal until it has been approved and executed, in signature, by the Franklin County Board of Commissioners. Approval and continuation of a subaward agreement for these program services is contingent on the availability of federal, state, and local program funds and the continued authorization of funds under current legislation and the performance of the Subrecipient.

Bid selection does not guarantee that a subaward agreement for services will be awarded. In the event that negotiations fail with the Bidder, issues arise during negotiations that prevent FCDJFS from contracting with the Bidder, or the Franklin County Board of Commissioners does not approve the subaward agreement of the Bidder, FCDJFS reserves the right to terminate the negotiation process. If this happens, FCDJFS, in its sole discretion, reserves the right to: (1) select another Bidder that responded to the RFP, (2) cancel the RFP or (3) reissue the RFP.

The Bidder may neither perform work nor submit an invoice for payment for work performed under this RFP for any time period prior to subaward agreement approval by all applicable parties. This includes any costs associated with proposal development

11.1 Post Selection Meeting: If after the Provider is chosen, an unsuccessful Bidder wishes to discuss the selection process, the unsuccessful Bidder may request an informal meeting with FCDJFS to discuss the selection process. The request for the meeting must be submitted via email to dssrfp@fcdjfs.franklincountyohio.gov and a technical assistance meeting date will be scheduled.

11.2 Payment Process.

- The Subrecipient must submit invoices monthly to FCDJFS no later than fifteen (15) calendar days following the month of service.
- The Subrecipient must use the invoice format provided by FCDJFS. The invoice summary will show the date of the invoice and the period for which the services billed were rendered.
- Invoices may be submitted only for actual services provided during the effective dates of the subaward agreement, not to exceed the number of units or the total dollar amount authorized by FCDJFS, and must reflect the approved unit cost for each unit of service or the actual dollar amount of reimbursable and administrative expenses, as appropriate.
- The Subrecipient must certify that claims made to FCDJFS for payment of purchased services are for actual services rendered to eligible individuals and are for the completion of contracted performance measures/standards.
- All invoiced reimbursable expenses must be verified by supporting documentation. Documentation of expenses invoiced for administrative costs must be made available upon request by FCDJFS and will be verified during the Subrecipient's monitoring.
- FCDJFS will review the submitted invoice for completeness and accuracy before making payment contingent upon the availability of federal, state and local program funds. The expenditures reported on the invoice are subject to review by FCDJFS before payment is made. FCDJFS maintains express authorization to adjust for mathematical error, incorrect unit rates and/or non-covered services.
- FCDJFS will not reimburse for services that do not have prior authorization, exceed the authorization or exceed the maximum dollar amount or units of the subaward agreement.
- Services billed more than thirty (30) calendar days after the end of the subaward agreement period will be disallowed by FCDJFS and the Subrecipient will not be paid for disallowed services.
- All reported expenditures and payments are subject to audit by duly authorized Federal, State, County and FCDJFS personnel.

XII. CONSIDERATIONS

Bidders and potential Bidders should be aware of the following considerations:

- This RFP does not constitute an offer. Acceptance of proposals for review does not commit FCDJFS to grant a subaward agreement.
- FCDJFS is not liable for any costs incurred in the preparation of proposals.
- FCDJFS reserves the right to grant subaward agreements to a single Bidder or to multiple Bidders, or to reject any and all proposals or parts of proposals received.
- If FCDJFS elects to initiate subaward agreement negotiations, these negotiations cannot involve changes in FCDJFS requirements or the Bidder's proposal which would, affect the basis of the source selection and the competition previously conducted.
- FCDJFS does reserve the right to make modifications to the scope of work once a subaward agreement is in effect as deemed necessary to remain in compliance with funding, operational, programmatic or policy rules and regulations.
- FCDJFS reserves the right to negotiate program services and costs on any and all proposals or to cancel this RFP in part or in its entirety.
- Final subaward agreements will be subject to applicable rules and regulations under the funding requirements.
- At the option of the FCDJFS, any or all aspects of the successful proposal(s) will become subaward agreement obligations if acquisition action ensues. Failure of the successful Bidder to accept these obligations in the subaward agreement may result in cancellation of the award.

XIII. ADDITIONAL INFORMATION REQUESTS

Requests from Bidders and potential Bidders for copies of previous RFPs, past proposals, score sheets or subaward agreements for this or similar past projects are deemed to be public records requests and not clarification questions regarding the present RFP. Public record requests submitted in accordance with FCDJFS policy will be honored. The posted time frames for FCDJFS responses to emailed questions for RFP clarification do not apply to public records requests.

Requirements under a current project may or may not be required by FCDJFS under any future Subaward agreement and so may not be useful information for Bidders that choose to respond to the RFP. Therefore, Bidders are to base the RFP responses, details and costs of the proposed program on the requirements and performance expectations established in this RFP. The information can be provided in the Q&A document, NOT on details of a current or past related Subaward agreement. If Bidders ask questions about existing or past Subaward agreements during the Q&A period, FCDJFS will use its discretion in deciding whether to provide answers.

XIV. PROTEST

A Bidder may protest the decision resulting from the review of this RFP by following the guidelines listed.

- FCDJFS shall consider a **written** protest that is received by FCDJFS within five (5) business days of the meeting held pursuant to Section XI.1. The following should be included in the Notification of Protest: RFP name, Bidder's name, address, telephone number and email address of the protester
- The Bidder must then submit, within five (5) business days of the Notification of Protest, a formal protest in writing that must include a detailed statement of the grounds for the protest including copies of relevant documents.

The written protest must be mailed to:

Franklin County Department of Job and Family Services
Laura Repasky, Deputy Director, Legal and Quality Support Services
1721 Northland Park Avenue, 1st Floor
Columbus, Ohio 43229