



**REQUEST FOR PROPOSALS (25-14-RFP-01 YSC)  
FOR  
YOUTH SUMMER CAMPS  
February 28, 2014**

Dear Prospective Bidder:

The Franklin County Department of Job and Family Services (FCDJFS) is accepting proposals from qualified organizations to operate youth summer camp programs in order to address the need for safe and constructive opportunities for Franklin County youth ages 5 to 13.

FCDJFS will have approximately \$1,700,000.00 of Temporary Assistance for Needy Families (TANF) and/or TANF Transfer funds allocated for the purchase of youth summer camp programs for tentative time period of June 2, 2014 through August 15, 2014. Under this RFP, awarded providers will have the option of a second contract for the Summer Program 2015.

**Schedule**

RFP Issued	Friday, February 28, 2014
Submission of questions to be answered at the Bidder' Conference	Wednesday, March 5, 2014 by 4PM
Bidders' Conference	<b>Friday, March 7, 2014 10:00AM- 1:00PM</b> FCDJFS Northland Village (Rear Entrance) 1721 Northland Park Avenue Columbus, Ohio 43229
<b><u>MANDATORY</u> LETTER OF INTENT DUE</b>	<b>Monday, March 10, 2014 by 4:00PM</b>
<b>Deadline for Submission of Proposals</b>	<b>Friday, March 28, 2014 by 4:00PM</b>
Intent to Notify	Wednesday, April 23, 2014 (estimated)
Subaward Start Date	Tuesday, May 20, 2014 (estimated)

An electronic copy of the RFP, Required Documents: Forms and Checklists, TANF Training Manual-Youth Programs, Budget form document, FCDJFS Program Budget User Guide, and Draft Summer Learning Enrichment Guidebooks can be obtained at <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm> **no later than Monday, March 3, 2014** or by sending an e-mail request to [dssrfp@fcdjfs.franklincountyohio.gov](mailto:dssrfp@fcdjfs.franklincountyohio.gov).

**Due to the extent of information, 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 communicating with individual bidders regarding the RFP between the date of the RFP's release and the date of the application submission deadline.***

Thank you,

A handwritten signature in blue ink, appearing to read "Anthony Trotman".

Anthony Trotman, Director

**FRANKLIN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES  
 REQUEST FOR PROPOSALS (RFP)  
 FOR  
 Youth Summer Camp (25-14-RFP-01 YSC)  
 February 28, 2014**

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**FRANKLIN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES  
REQUEST FOR PROPOSALS (RFP) For  
Youth Summer Camp (25-14-RFP-01-YSC)  
February 28, 2014**

**I. PURPOSE**

FCDJFS recognizes that during the summer months parents/guardians need daytime programs that offer a safe and nurturing environment for school age children to attend. Research confirms children not engaged in learning activities over the summer months will experience some learning loss. This learning gap increases for disengaged youth from a low economic background. Summer programming provides an opportunity for youth to explore new skills and interests not covered during the traditional school year. An effective summer program will aid in the growth and development of a young person and can enhance his/her educational pursuits.

FCDJFS will have approximately \$1,700,000.00 of Temporary Assistance for Needy Families (TANF) and/or TANF Transfer funds allocated for the purchase of Youth Summer Camp programs for the time period beginning June 2, 2014, and ending no later than August 15, 2014. Under this RFP, awarded providers will have the option of a second contract for the 2015 Youth Summer Camp Program.

**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 Youth Summer Camp TANF Registration Form, TANF Training Manual for Youth Programs and Federal Poverty Guidelines**

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>.

### III. PROCUREMENT SCHEDULE.

**3.1 Bidders' Conference:** FCDJFS will hold a Bidders' Conference on Friday, March 7, 2014, from 10:00am until approximately 1:00pm 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 the Math and Reading Program Component Requirements, Provide an Overview of the NEW Digital Badges Initiative, 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 Monday, March 10, 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 Youth Summer Camp Required Documents: Forms and Checklists -posted at the following: <http://ifs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>.

### 3.3 Schedule

Event	Date	Time	Comment
RFP Release	Friday, February 28, 2014	n/a	RFP documents posted at website below <a href="http://ifs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm">http://ifs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm</a> .
Pre-Bidders' Conference Q&A, Submission Deadline	Wednesday, March 5, 2014	By 12pm, noon	Email questions to <a href="mailto:dssrfp@fcdjfs.franklincountyohio.gov">dssrfp@fcdjfs.franklincountyohio.gov</a> Questions will be answered at the Bidders Conference
Bidders' Conference	Friday, March 7, 2014	10:00am – 1:00 pm	FCDJFS Northland Village 1721 Northland Park Avenue (South/Rear Entrance)
Mandatory Letter of Intent Deadline	Monday, March 10, 2014	By 4:00PM	Submit at the Bidders' Conference or via email to <a href="mailto:dssrfp@fcdjfs.franklincountyohio.gov">dssrfp@fcdjfs.franklincountyohio.gov</a> or by fax 614-233-2092
Post Bidders' Conference Q&A, Submission Deadline	Tuesday, March 18, 2014	By 12pm, noon	Email questions to <a href="mailto:dssrfp@fcdjfs.franklincountyohio.gov">dssrfp@fcdjfs.franklincountyohio.gov</a>
Q&A Responses Posted	Friday, March 21, 2014	By 4PM	Q&A Responses will be posted at the website below: <a href="http://ifs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm">http://ifs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm</a> .
Proposal Packet, Submission Deadline	Friday, March 28, 2014	By 4:00PM	Submission instructions can be found in Required Documents -Youth Summer Camp (Proposal Packets accepted at West (Employee) Entrance <b>Only</b> )

Event	Date	Time	Comment
Review & Selection Process, Negotiations	March 31 – May 1, 2014	n/a	This is an estimated timeline
Commissioners' Approval (General Session)	Tuesday, May 20, 2014	n/a	Tentative Date
Program Operations	June 2 –August 15, 2014	Between the hours of 7am - 6pm	Programs must operate a minimum of 8 weeks, 5 days a week for 6 hours a day within this period of time

All documents posted at: <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>.

**3.4 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](mailto:dssrfp@fcdjfs.franklincountyohio.gov). The subject line of the email must state: Q&A 25-14-RFP-01 YSC. 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	Wednesday, March 5, 2014 By 12 noon (Responses provided at Bidders Conference)	Friday, March 21, 2014, By 4:00PM
Post-Bidders' Conference Q&A	Tuesday, March 18, 2014, By 12 noon	

Clarifying questions asked and FCDJFS' responses to them comprise the "25-14-RFP-01 YSC 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.**

**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
- 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.
- Conduct Program Recruitment, Enrollment and Eligibility Screening:
  - Recruitment of TANF- eligible participants ages 5 to 13
  - 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)
- Maintain documentation of the delivery of program services (includes but is not limited to)
  - Attendance records
  - Hours of participation in program activities
  - Maintenance of Program Schedules
- Collect and Maintain fiscal data as required by FCDJFS
  - 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 Franklin County Department of Job and Family Services 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, 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 an approved 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 interested Bidders must meet the minimum qualifications, and correctly submit the required information and documents as the Youth Summer Camp Program Required Documents: Forms and Checklists, posted at <http://fs.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 providing summer camp programs, the proposed programming for Summer 2014. Answer each question listed in the Program Overview completely in order to present a complete overview of the processes and programming that will be offered under this RFP. For complete Program Overview see Youth Summer Camp Program Required Documents: Forms and Checklists Required Documents. **All summer programs must meet the following minimum requirements:**

### **6.1 Serve only TANF eligible youth, ages 5-13**

- Youth age 5 must have completed kindergarten
- Providers must offer services for the entire age group specified
- Families must reside in Franklin County.
- Participants/Applicant Families must meet the TANF eligibility requirements as defined in the TANF Training Manual
- Youth must live with a specified relative as defined in the TANF Training Manual.
- Youth placed in foster care settings are NOT TANF eligible unless they have a reunification plan and are expected to be out of the home for less than 6months. TANF eligibility is based on the biological family not the foster family.
- Free and Reduced lunch verification from a school district outside of Franklin County is acceptable as long as the family resides in Franklin County

**6.2 Operate for a minimum of 8 weeks (between June 2, 2014 and August 15, 2014).**

- Programs must be complete by the time that the school year begins for the 2014-15 school year.
- Special Considerations will be given for youth who attend in year-round schools, The bidder must clearly state in their proposal:
  - the estimated number of youth from year-round schools that are expected to enroll in summer camp program
  - the projected program hours for these youth
- Operate daily, Monday through Friday:
  - Daily operation must be for 6 hours a day (between 7am – 6pm).
  - Programs must be in operation for a minimum of 228 program hours (#of weeks X 5 days per week X # hours of daily program operations; minus 2 days closure for the 4<sup>th</sup> of July)
    - Any days the bidder chooses to close the program, must be clearly documented in the program overview. These hours must be made up within the program period to assure that the minimum number of program hours is achieved.
  - ***Before and After Care Programs are NOT funded by FCDJFS and therefore CANNOT be counted as program hours***

**6.3 Programs must meet the Completion Standard.**

- Providers must meet minimum completion standards for the youth enrolled in the program. Youth are expected to complete a minimum of 70% of the total program (hours of attendance/total program hours)
  - The only exception to this requirement is for youth who are enrolled in a year-round school. Completion will be based on the number of program hours for which they are not attending school. (For example if a program operates for 8 weeks but youth in year-round schools are only out of school for 5 weeks, those youths' completion hours are based on their attendance for the 5 weeks.)

**6.4 Be offered in a safe environment with the proper adult supervision.**

- FCDJFS follows the rules established by ODJFS as related to staff-to-youth ratios:
  - For youth over age 6: (1:10) 1 staff person responsible for no more than 10 youth
  - For youth under age 6: (1:6) 1 staff person responsible for no more than 6 youth
- If there are 10 or fewer youth present with 1 staff person, there needs to be at least one additional program staff person on the premises who can be summoned in emergency situations
- No youth should be left unsupervised at any time

**6.5 Provide daily nutritious lunch and snack.**

- FCDJFS recommends use of a Summer Feeding program unless the bidder can provide justification for the use and cost of a different program or option

**6.6 Provide daily physical activity.**

- Physical activity does not have to be conducted in one block of time but can be segmented into varying increments throughout the daily program schedule.
- Licensed programs must meet the State requirements of 50% of program time must spent in outdoor activities (unless inclement weather exists)

**6.7 Provide math and reading enrichment activities to mitigate the summer learning gap/loss.**

- Bidders must incorporate reading and math enrichment components into their program model.
- The enrichment components must be offered a minimum of 4 days a week
- Enrichment components should be embedded into other program activities whenever possible

**Additional Information and Guidebooks on the Summer Learning Enrichment Activities will be presented at the Bidders Conference. Materials will be available on the FCDJFS website after the conference**

**6.8 Summer Learning Loss Data Collection for Columbus City Schools**

- Providers serving youth who attend Columbus City Schools must obtain parental consent for data collection. FCDJFS is contracting with Learning Circles Education Services (LCES) to analyze the impact of summer enrichment activities on decreasing summer learning loss. While LCES will see individual level student data only aggregate level data will be shared with FCDJFS.

**6.9 Programs must address a social issue relevant to the youth population it is serving such as:**

- Issues related to self esteem and confidence (i.e. obesity, bullying, peer pressures)
- Substance abuse, smoking, etc.
- Engage youth in exploring cultural awareness and diversity
- Promote community involvement through service learning or other community based projects
- Provide a medium for artistic expression
- Implement character building and/or asset building opportunities
- Enhance personal skill development and leadership skills
- Programs to promote good nutrition and a healthy lifestyle
- Other: please define \_\_\_\_\_

**6.10 The bidder must adhere to a cost per hour cap not to exceed \$8.00 per hour. The calculation for the cost per hour is:**

- Numerator = Total Budget Request (example: \$50,000)
- Denominator = Total Program Hours for All Youth Served (Number of Youth to be Served x Total Number of Program Hours Per Youth) (example: 75 youth x 225 program hours = 16,875 Total program hours)
- Example ( $\$50,000 / 16,875$ ) = a cost per hour of \$2.96

**VII. 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 Checklist and Table of Contents

**7.1 Proposal Packet Table of Contents:** A proposal packet checklist has been developed to assist Bidders to 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 Youth Summer Camp Program Required Documents: Forms and Checklists Required Documents, posted at <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm>.

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

**7.3 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 Youth Summer Camp 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 of program operations (this time period must be within the time period specified in the RFP)
  - The range for the hourly cost per child should not exceed \$ 8.00
  - Do not leave anything blank – if something is not applicable enter N/A
  - 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. Proposed costs must be reasonable, allocable and allowable in accordance with applicable federal cost principles.

Budget Modifications must be submitted in writing and approved by FCDJFS.

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.

**7.4 Required Documents:** 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 Youth Summer Camp 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.**

## **VIII. 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 Friday, March 28, 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.

## **IX. 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

### **9.1 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.

## **9.2 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 [dssrfp@fcdjfs.franklincountyohio.gov](mailto:dssrfp@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.

## **9.3 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

## **X. 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

**10.1 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](mailto:dssrfp@fcdjfs.franklincountyohio.gov) and a technical assistance meeting date will be scheduled.

### **10.2 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.

### **10.3 Definitions: Standards of Performance DRAFT:**

All contracts will be performance-based with negotiated units of service, which will be developed based on the specifications of each program. Several examples of definitions have been provided; however, other standards specific to the program may be outlined and defined in the proposal.

**Enrollment** is defined as the accurate completion of the TANF registration form, necessary documentation to support eligibility and documented attendance of five (5) days in the program.

**Completion** is defined as a minimum of 70% attendance throughout the duration of the program as defined in the program overview.

## **XI. 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.

## **XII. 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.

### **XIII. 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:

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



**REQUEST FOR PROPOSALS (25-14-RFP-01 YSC)  
FOR  
YOUTH SUMMER CAMPS  
February 28, 2014**

Dear Prospective Bidder:

The Franklin County Department of Job and Family Services (FCDJFS) is accepting proposals from qualified organizations to operate youth summer camp programs in order to address the need for safe and constructive opportunities for Franklin County youth ages 5 to 13.

FCDJFS will have approximately \$1,700,000.00 of Temporary Assistance for Needy Families (TANF) and/or TANF Transfer funds allocated for the purchase of youth summer camp programs for tentative time period of June 2, 2014 through August 15, 2014. Under this RFP, awarded providers will have the option of a second contract for the Summer Program 2015.

**Schedule**

RFP Issued	Friday, February 28, 2014
Submission of questions to be answered at the Bidder' Conference	Wednesday, March 5, 2014 by 4PM
Bidders' Conference	<b>Friday, March 7, 2014 10:00AM- 1:00PM</b> FCDJFS Northland Village (Rear Entrance) 1721 Northland Park Avenue Columbus, Ohio 43229

**MANDATORY LETTER OF INTENT DUE** **Monday, March 10, 2014 by 4:00PM**

**Deadline for Submission of Proposals** **Friday, March 28, 2014 by 4:00PM**

Intent to Notify **Wednesday, April 23, 2014 (estimated)**

Subaward Start Date **Tuesday, May 20, 2014 (estimated)**

An electronic copy of the RFP, Required Documents: Forms and Checklists, TANF Training Manual-Youth Programs, Budget form document, FCDJFS Program Budget User Guide, and Draft Summer Learning Enrichment Guidebooks can be obtained at <http://jfs.franklincountyohio.gov/vendor-information/current-request-for-proposal.cfm> **no later than Monday, March 3, 2014** or by sending an e-mail request to [dssrfp@fcdjfs.franklincountyohio.gov](mailto:dssrfp@fcdjfs.franklincountyohio.gov).

**Due to the extent of information, 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 communicating 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 Trotman, Director