



REQUEST FOR PROPOSALS
INNOVATIVE OUT-OF-SCHOOL TIME YOUTH PROGRAMS
25-23-RFP-01 OST
April 2023

Dear Prospective Bidder:

The Franklin County Department of Job and Family Services (FCDJFS) is accepting proposals from qualified organizations to operate Innovative Out-of-School Time (OST) programs offered after school and over the summer break for youth ages 5 to 13.

FCDJFS invites high-performing, fiscally responsible organizations that offer quality and innovative youth programming during the out-of-school time to respond to this Request for Proposal (RFP). Funding is being made available to eligible organizations for the purchase of out-of-school time youth programming during the 2023 – 2024 school year and the summer of 2024. The program period for these awards may range between September 2023 and August 2024.

Important Dates	
RFP Release Date	Tuesday, April 25, 2023
Submission of Questions to be answered for the Bidders' Conference	Thursday, May 4, 2023 by 2:00 PM
Bidders' Conference	Tuesday, May 9, 2023 at 1:00 PM https://franklincountyohio.zoom.us/j/95742152753
Mandatory Letter of Intent	Thursday, May 11, 2023 by 2:00 PM Forms may be submitted to the following email address: franklin-cdjfs-ccp@jfs.ohio.gov
Deadline for Submission of Proposals	Wednesday, May 31, 2023 by 12 noon
Intent to Notify	Mid-July 2023

An electronic version of the RFP and all related documents can be obtained at <https://jfs.franklincountyohio.gov/partner-information>.

All Proposals **MUST** be submitted online on the United Way e-CImpact platform. Access to e-CImpact will be granted upon receipt of the Mandatory Letter of Intent.

The Franklin County procurement policy stipulates that with the exception of the Bidders' Conference and posted Q&A periods, 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 proposal submission deadline.

Thank you,

Michelle S. Lindeboom, Director

Table of Contents

Contents

REQUEST FOR PROPOSALS	1
STATEMENT OF WORK	4
Introduction	4
Program Objective	4
Program Periods	5
Term of Contract.....	5
Program Guidelines	5
Requirements	7
Afterschool	7
Summer Learning	7
Performance Target Area	7
PROPOSAL COMPONENTS	7
Budget Information.....	10
PROPOSAL SUBMISSION.....	10
e-CImpact	10
Submission	11
Technical Difficulties	11
PARTNERSHIP AGREEMENTS, SUBCONTRACTS, PROFESSIONAL FEES & CONTRACTED SERVICES	11
Licensing and Certifications	12
PROCUREMENT	12
Bidders Conference	12
MANDATORY Letter of Intent	12
Electronic Questions and Answers	12
Communication Prohibition	13
Public Information Request.....	13
PROPOSAL REVIEW AND EVALUATION	13
Evaluation Criteria.....	13
DEADLINES AND SCHEDULES	14
Proposal Deadline	14
RFP Schedule: RFP Release through Proposal Submission	14
CONSIDERATIONS.....	15
Subaward Agreement	15
Amendment or Cancellation of the RFP	15
Erroneous Awards	15

Ownership of Subsequent Products15

Oral Agreement or Arrangements15

Reservation of Rights.....15

Release of Claims.....15

Collusive Bidding15

Exceptions15

Litigation and Regulatory Proceedings16

Offer16

Proposal Expenses16

NOTIFICATION PROCESS16

Post Selection Meeting16

PROTEST.....16

SUCCESSFUL PROPOSALS17

Roles and Responsibilities17

FUNDING SOURCE(S).....18

About Temporary Assistance to Needy Families (TANF).....18

TANF- FCDJFS Benefits and Income.....19

STATEMENT OF WORK

Introduction

FCDJFS is committed to serving the needs of Franklin County's working families and supporting elementary and middle school students to prepare for a bright and productive future. To meet that commitment, the Franklin County Out-of-School Time (OST) Youth Programs RFP seeks to support afterschool and summer learning programs that offer low-income youth across the county the opportunity to participate in activities designed to improve academic achievement and promote positive youth development.

Research shows that effective OST programs provide learning settings that focus on academic support, mentoring, and positive youth development. These after school and summer programs positively affect the social and emotional efficacy of youth, to the benefit of their families and communities.

Attending afterschool programs can improve a students' academic performance. A national evaluation found that over 40 percent of students attending quality OST learning programs improved their reading and math grades. Additionally, participation in these programs lead to increased school day attendance and improvements in classroom participation.

Summer camp programs provide a safe environment for youth to develop social skills, decision-making skills, and encourage healthy eating and physical activity. These programs engage youth in activities that require teamwork which helps to develop communication skills, emotional intelligence, and leadership skills.

The social and emotional outcomes associated with participation in quality OST programs include: positive attitudes toward learning, increased self-confidence, and self-esteem, decreased behavior problems, improved communication skills, and enhanced ability to effectively interact with peers and adults. These programs offer youth the opportunity to socialize in smaller group settings which can promote cooperation, support, and respect.

FCDJFS seeks to offer low-income families a range of high-quality innovative OST programs that support families and the community's need for positive youth development during the afterschool hours and summer months.

Program Objective

Through this competitive opportunity, FCDJFS is seeking proposals for innovative and non-traditional approaches for out-of-school time (after school and summer learning) youth programming that meet the following objectives:

- Serve TANF eligible youth ages 5 to 13
- Use evidence-based curriculum and tools to support academic achievement
- Offer services that are culturally competent and linguistically appropriate
- Participate in the Partnership4Success Initiative and use tools such as the Devereux Students Strength Assessment (DESSA) to promote Social Emotional well-being, fewer absences, and disciplinary incidents
- Provide a supportive, safe, and nurturing environment in which youth feel comfortable and confident
- Provide nutritious meals and snacks that meet immediate dietary needs and may promote healthy eating patterns into adulthood
- Encourage healthy outcomes for youth by providing opportunities for physical activities
- Encourage career awareness and exploration activities
- Foster meaningful and frequent feedback with parents to promote shared responsibility for youth development and learning
- Engage and pursue partnerships with local school district(s)/school(s) to expand on and reinforce concepts taught in the classroom

Program Periods

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

Term of Contract

The subaward to this RFP will be awarded for one year with the option to renew for three additional years. The anticipated start date is September 1, 2023 and the anticipated end date is August 30, 2024. Funding is currently anticipated to be available for the first year of the subaward. Funding for a multi-year contract will be contingent on availability of funding and satisfactory subrecipient performance. Subrecipients may not begin to provide services prior to the subaward start date; FCDJFS has no obligation to pay for services rendered prior to that time. Payments cannot be made prior to the formal execution of a contract and approval by the Franklin County Board of Commissioners.

Program Guidelines

Bidders must propose OST youth programs that offer enriching activities in a safe and nurturing environment. The following program and outcome areas are required for each program. This is not intended to be an exhaustive list.

Requirements	Afterschool	Summer Learning
Participants' Ages	<ul style="list-style-type: none"> Meet TANF requirements Ages 5 – 13 Youth age 5 must be attending kindergarten 	<ul style="list-style-type: none"> Meet TANF requirements Ages 5 – 13 Youth age 5 must have completed kindergarten
Program Operations Program Period	<ul style="list-style-type: none"> September through May coinciding with the academic year 30 weeks of programming must be offered 	<ul style="list-style-type: none"> June through early August when school is out of session A minimum of 8 weeks of programming must be offered

Requirements	Afterschool	Summer Learning
Program Operations Hours of Operation	<ul style="list-style-type: none"> Operate Monday – Friday 7 to 10 hours of weekly programming Programming must occur during out of school hours 75% of program hours must occur Monday – Friday 	<ul style="list-style-type: none"> Operate Monday – Friday Daily operations six hours per day Between 7 AM – 6 PM Before and After Care Programs are NOT funded by FCDJFS and therefore CANNOT be counted as program hours or included in the budget
Supervision Staff Ratios	<ul style="list-style-type: none"> 1:18 ratio required All youth must be supervised at all times For fewer than 18 youth; 1 staff person must be present along with 1 additional staff person in case of emergency Volunteers cannot count in staff ratios 	<ul style="list-style-type: none"> 1:10 ratio required All youth must be supervised at all times For fewer than 10 youth; 1 staff person must be present along with 1 additional staff person in case of emergency Volunteers cannot count in staff ratios
Nutritious Meals	<ul style="list-style-type: none"> Provide a daily snack or dinner FCDJFS recommends the use of a Child and Adult Feeding Program (CACFP) unless the bidder can provide justification for the use of a different program or option 	<ul style="list-style-type: none"> Provide lunch and a snack daily FCDJFS recommends the use of a Summer Feeding Service Program (SFSP) unless the bidder can provide justification for the use of a different program or option
Physical Activity	<ul style="list-style-type: none"> Incorporate physical activity into weekly programming 	<ul style="list-style-type: none"> Incorporate at least 10 hours of physical activity in programming each week; outdoor activities are encouraged.
Parent Engagement	<p>Offer activities to increase parent/guardian engagement in youth learning and access to school processes:</p> <ul style="list-style-type: none"> advocating for youth higher education admissions process scholarship access state testing process understanding grade point averages 	<ul style="list-style-type: none"> Offer opportunities for parent/guardian engagement in youth's activities
Academic Enrichment	<p>Implement evidenced-based enrichment that:</p> <ul style="list-style-type: none"> encourages educational excellence provides homework assistance improves academic performance increases engagement in school and learning enhances classroom learning outlines good study practices offers personalized plans for academic success encouraged 	<ul style="list-style-type: none"> Implement evidenced-based math and reading/reading comprehension enrichment curriculum Offer enrichment a minimum of 4 days per week offer personalized plans for academic success

Requirements	Afterschool	Summer Learning
Target Program Areas	<ul style="list-style-type: none"> • Programs must address a minimum of three of the following areas: • artistic expression • character building • cultural awareness • community involvement/service learning • financial literacy • good nutrition and healthy lifestyle • home economics/domestic skills • mental health • life skills • personal skill development and leadership skills • technology skills • social-emotional learning • social issues relevant to youth • violence prevention • career interest and exploration 	<ul style="list-style-type: none"> • Programs must address a minimum of one of the following areas: • artistic expression • character building • cultural awareness • community involvement/service learning • financial literacy • good nutrition and healthy lifestyle • home economics/domestic skills • mental health • life skills • personal skill development and leadership skills • technology skills • social-emotional learning • social issues relevant to youth • violence prevention • career interest and exploration

Performance Target Area

In addition to the program guidelines, there are four performance targets that must be developed for each program. A program’s success will be measured by how well it achieves its performance targets.

The required performance targets are:

- Student Performance: A measurement of how children that regularly attend the OST program will enhance their academic achievement.
- Social-Emotional Performance: A measurement of the percent of youth who complete of the Devereux Student Strength Assessment (DESSA)
- Youth Involvement/Attendance: A measurement of how many enrolled students complete 80% of program hours
- Parental/Guardian Satisfaction: A measurement of program quality as demonstrated by parent/guardian feedback and satisfaction

PROPOSAL COMPONENTS

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” references a Bidder selected through this RFP that has a subaward agreement with FCDJFS to provide the services described in this RFP. The Bidder will be responsible for completing the agency profile, narrative sections, budget(s), and submitting program attachments and required documents on United Way’s e-CImpact platform.

Proposal Section	Information Needed
<p>Agency Profile</p>	<p>The Bidder must complete an agency profile, listing all basic demographic information about the organization, including:</p> <ul style="list-style-type: none"> • Agency’s legal name • Federal tax identification number • Mailing and/or corporate address • Phone and fax numbers • Website address • Leadership information • Mission statement • Organization’s history • Contact information <ul style="list-style-type: none"> ○ Program, Enrollment, Fiscal & RFP
<p>Program Narrative</p>	<p>The Bidder should thoroughly complete the program narrative(s). The narrative should demonstrate the Bidder’s ability to meet the minimum qualifications outlined in the RFP, the Bidder’s capacity to perform work described in the RFP, the Bidder’s proficiency in OST programming, and aptitude to carry out the requirements defined in the Scope of Work.</p>
<p>Program Narrative</p>	<p>Through the program narrative the bidder will illustrate:</p> <ul style="list-style-type: none"> • History in delivering like services outlined in the RFP • Capacity to deliver proposed services • Program staffing overview • Job qualifications/job descriptions • Staff qualifications/resumes • Program operations • Site locations • Number of participants to be served • Program goals and outcomes • Description of evaluation tool(s) • Target areas of the program • Description of how proposed program activities: <ul style="list-style-type: none"> ○ Meet the goals and outcomes of the program ○ Address the summer learning loss ○ Incorporate math and reading program components ○ Promote daily physical activity ○ Promote enrichment opportunities • Activity schedule • Aligns with the organization’s core services • Nutritional plan - daily meals • Fiscal and administrative oversight • Management plan • Culturally and linguistically appropriate services • Supervision of participants • Qualified collaborative efforts <ul style="list-style-type: none"> ○ Partner(s) ○ Subcontractor(s) ○ In-kind services

Proposal Section	Information Needed
Program Attachments	<p>The following program attachments are interna:</p> <ul style="list-style-type: none"> • Outline of program activities • Current brochure/promotional material for marketing • Program license(s) (if applicable) • Job descriptions for all positions • Resumes and licenses (if applicable) for existing program staff • Evaluation tool(s) • Table of organization for the agency • Table of organization for the project • Program/agency policies: <ul style="list-style-type: none"> ○ Child abuse and neglect reporting policy ○ Incident reporting procedures ○ Discipline policy ○ Employee criminal background check policy ○ Emergency medical procedures ○ Medication distribution policy ○ Child pick up procedures ○ Transportation policy ○ Field trip procedures
Required Documents	<p>The following attachments are required documents:</p> <ul style="list-style-type: none"> • Board of directors • Letter of authorization • Written accounting system policies and procedures • Financial audit • Certificate of professional liability insurance • Certificate of continued existence/certificate of good standing from the Ohio Secretary of State • Worker’s Compensation Certificate • Delinquent personal property tax affidavit (form provided by FCDJFS) • Conflict of interest disclosure form (form provided by FCDJFS) • W-9 form (www.irs.gov/pub/irs-pdf/fw9.pdf)
Program Budget	<p>When proposing a program, the Bidder must prepare and submit the attached excel spreadsheet which demonstrates specifically how the funds will be spent.</p> <p>The Bidder is responsible for the submission of a thorough and complete budget. The submitted budget should directly incorporate the activities and program components outlined in the narrative.</p> <p>The budget should be:</p> <ul style="list-style-type: none"> • Completed for the period specified (dates) in the RFP • Contain no blank sections – if something is not applicable enter N/A • Provide detailed explanations, justifications, and context for all costs • Demonstrate a link between the proposed costs and the program’s activities and outcomes <p>Budget Periods:</p> <ul style="list-style-type: none"> • Afterschool <ul style="list-style-type: none"> ○ 10-month budget • Summer Learning <ul style="list-style-type: none"> ○ 3-month budget

Budget Information

The Bidder must be prepared to defend and demonstrate that the costs to be incurred are reasonable and necessary. Budgets must comply with the specifications stated in the FCDJFS Program Budget Guide.

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. It is the Bidder's responsibility to clearly identify and describe the costs included in the budget. 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 the 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: The 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
- Food for staff members or a celebration
- Lump-sum indirect or administrative costs
- Contributions to a contingency fund
- Entertainment (i.e. a party)
- 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

Awards provide funding to Subrecipients after expenses have been incurred. The Subrecipient must follow the program procedures to obtain reimbursement for expenses.

In accordance with 2 CFR 200.65, FCDJFS has an updated budget process that aligns with the federally allowable indirect cost rate or modified total direct cost (MTDC).

PROPOSAL SUBMISSION

e-Clmpact

All RFP proposals must be completed on the e-Clmpact platform. e-Clmpact is an online contract management system hosted by the United Way of Central Ohio. Access to e-Clmpact will be granted upon receipt of the Mandatory Letter of Intent.

Once your agency has access to e-Clmpact you will be required to complete the submission of your bid/proposal on the platform. Bidders are encouraged to begin the data entry and uploading of documents into e-Clmpact well before the submission deadline to avoid being shut out of the system.

The e-Clmpact platform is designed for data entry and document upload. The following proposal details will be entered directly into e-Clmpact:

- Agency Profile
- Program Narratives

The following proposal attachments must be uploaded into e-CImpact:

- Board Members
- Risk Assessment
- Budget
- Required Documents

Submission

- The completed proposal **MUST** be submitted electronically via the e-CImpact platform
- The deadline for submission is **NO LATER THAN 12 noon on Wednesday, May 31, 2023**. No extensions will be granted.
- The e-CImpact platform will **NOT** accept proposals after the deadline
- Once awarded Subrecipients will transition to using the FCDJFS Result, Innovation and Outcomes (RIO) system.

Technical Difficulties

Bidders experiencing technical difficulties accessing or completing the RFP on the e-CImpact platform should access the User Guide in the resources section of the lower right corner of the e-CImpact home page. For further assistance, email the United Way Data Analytics team at Reporting.Help@uwcentralohio.org or call 614.241.3073.

PARTNERSHIP AGREEMENTS, SUBCONTRACTS, PROFESSIONAL FEES & 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:

- An outline of Agreement stipulations:
 - Description of services rendered
 - Rate of pay
 - Estimate of time required
 - Total amount of the agreement
 - Time period of the agreement
 - Termination provisions
 - Any other additional pertinent information regarding the services to be provided
 - A clear definition of the role that each entity will assume in the 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 obligated to secure required documentation verifying the partner/subcontractor is in no way excluded from receiving federal, state or local funds. To obtain mandated documentation visit:

- U.S. Government, System for Award Management- <https://www.sam.gov/portal/public/SAM> Ohio Auditor of State, Findings for Recovery Database (certified search)- <https://ohioauditor.gov/findings.html>

All fees associated with Agreements must be accounted for in the Bidder's budget in section I.A.1. Reimbursable- Direct

Contracted Service Cost. The Bidder should supply any confirmed Agreements at the time of proposal submission. The Subrecipient must submit a copy of all Agreements no later than thirty days after the effective date of the Agreement.

FCDJFS will not approve payment reimbursement for Agreements not on file with FCDJFS. The Subrecipient is responsible for making direct payment to the Agreement agency for said services. No Agreement shall in any way relieve the Subrecipient of any duty, obligation, or liability undertaken by the Subrecipient pursuant to its subaward agreement with FCDJFS.

Licensing and Certifications

Licensed Summer Camp Programs

It is the Bidder's responsibility to determine if their summer learning program should be licensed with the Ohio Department of Job and Family Services (ODJFS) or the Ohio Department of Education (ODE). Programs deemed as needing to be licensed will need to follow the rules and regulations for summer camp licensing through the State of Ohio. For a complete guide on ODJFS licensing, rules and regulations visit their website at www.jfs.ohio.gov. The ODE guide on licensing, rules, and regulations can be found at: <http://education.ohio.gov/Topics/Early-Learning/School-Age-Child-Care-Licensing>.

PROCUREMENT

Bidders Conference

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.

- The Bidders' Conference will be held on Tuesday, May 9, 2023 at 1:00 PM
- The Bidders' Conference will cover:
 - Program components
 - Requirements
- Who should attend the Bidders' Conference:
 - A representative from each potential bidding organization
 - Program leaders
 - The person(s) responsible for completing and submitting the RFP

MANDATORY Letter of Intent

- The submission of the Letter of Intent is a requirement which allows the bidder to submit a proposal
- Failure to submit the Letter of Intent by the deadline will disqualify a bidder from submitting a proposal for this RFP

The Mandatory Letter of Intent will authorize the Bidder to submit a proposal, but in no way commits a Bidder to submit a proposal.

- Proposals will not be considered if a Mandatory Letter of Intent is not received by the date provided. The Mandatory Letter of Intent template can be obtained online at <https://jfs.franklincountyohio.gov/partner-information> in the Required Documents: Forms and Checklist. The deadline for submission of the Mandatory Letter of Intent is Thursday, May 11, 2023 by 2 PM. No extensions will be granted.

Special Note: The Bidder MUST list their **Tax Identification Number** on the Mandatory Letter of Intent.

Electronic Questions and Answers

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

- Questions must be submitted via email to franklin-cdjfs-ccp@jfs.ohio.gov
- Subject line must state: **Q & A 25-23-RFP-01 OST**

Clarifying questions asked and FCDJFS' responses to approved questions comprise the "25-23-RFP-01 OST Q & A Document" for this RFP. FCDJFS will respond to all questions submitted via email that meet the criteria listed above. All questions and answers will be posted at <https://jfs.franklincountyohio.gov/partner-information>. FCDJFS will not send personalized or individual e-mail responses.

- Proposals submitted in response to this RFP must take into account any information contained in the Q & A Document
- If changes are made to this RFP as a result of the Q&A, an addendum to the RFP will be posted at <https://jfs.franklincountyohio.gov/partner-information>
- It is the responsibility of all Bidders/potential Bidders to check this site on a regular basis for responses to questions, RFP Amendments, or other pertinent information regarding this RFP

Communication Prohibition

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

- As necessary, in the case of any pre-existing business relationship between FCDJFS and a Bidder that could potentially respond to this RFP, in order to conduct that business
- As part of an interview necessary for FCDJFS to make a selection decision

Any Bidder that attempts any communications prohibited by this Section may be disqualified for consideration for this RFP by FCDJFS.

Public Information Request

Past requirements or current agreements for this project may or may not be required by FCDJFS under any future contract 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 contract. If Bidders ask questions about existing or past contracts during the Q & A period, FCDJFS will use its discretion in deciding whether to provide answers.

PROPOSAL REVIEW AND EVALUATION

Each proposal will be evaluated by FCDJFS staff to ensure it meets the minimum qualifications specified in the RFP. To be considered for review, each proposal package must include the submission of a complete and accurate Proposal including all Required Documents entered in e-Cimpact by the specified deadline.

Each proposal meeting the minimum qualifications will be submitted to a review committee for evaluation. The committee will evaluate each proposal against the criteria specified in the RFP. During the evaluation, the 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. Information requests and Bidder's responses must always be in writing and submitted via email to franklin-cdjfs-ccp@jfs.ohio.gov.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Submission of complete and accurate proposals and required documents
- Demonstrated experience administering comparable youth development programs
- Staffing and management plans
- Ability to meet the project/service timelines

Greater weight will be placed on the following criteria:

- Innovative programs offering activities beyond the minimum requirement
- Budgets that demonstrate clear support of the proposed program components and cost-effectiveness

DEADLINES AND SCHEDULES

Proposal Deadline

Proposals will be reviewed as received and must be complete at the time of submission. The complete proposal with all attached programs and required documents must be in e-CImpact by **Wednesday, May 31, 2023 by 12 noon**. No extension of time will be granted. The e-CImpact System will not allow proposals submitted after the stipulated time to be submitted.

All proposal submissions 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 contract 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.

RFP Schedule: RFP Release through Proposal Submission

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

CONSIDERATIONS

Subaward Agreement

FCDJFS reserves the right to award a subaward agreement in the manner deemed to be in the best interest of FCDJFS.

Amendment or Cancellation of the RFP

FCDJFS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if deemed in the best interest of FCDJFS to do so. Further, FCDJFS may seek the retraction and/or clarification of any discrepancy or contradiction that may be discovered during the proposal review process.

Erroneous Awards

FCDJFS reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the award of a contract, and subsequently awarding said contract to another Bidder. Such action on the part of FCDJFS will not constitute a breach of contract.

Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, which may be developed under any contract that may be awarded as a result of this RFP, shall be and remain, the sole property of FCDJFS unless otherwise stated in the contract.

Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by the Bidder with any FCDJFS staff or Franklin County representative are not binding and will accordingly not be considered during the evaluation process or subsequent awarding of a contract.

Reservation of Rights

FCDJFS reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all proposals with or without cause. FCDJFS further reserves the right to waive any irregularity or informality in the RFP process or any proposal, and the right to award a contract to a Bidder that may not be the lowest Bidder. FCDJFS reserves the right to request additional information from any or all Bidders. In the event a Bidder's proposal is accepted by FCDJFS and the Bidder asserts exceptions, special considerations, or conditions, FCDJFS in its sole and absolute discretion, reserves the right to reject the proposal and award the contract to another Bidder. FCDJFS reserves the right to make modifications to the scope of work once a contract 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.

Release of Claims

Each Bidder, by submitting their proposal, releases FCDJFS from any and all claims arising out of and related to this RFP process and selection of a contractor.

Collusive Bidding

The Bidder certifies that their proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same service, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

Exceptions

Any exceptions to the terms and conditions contained in this RFP or the form of any subsequent contract entered to by the parties, or any other special considerations or conditions requested by the Bidder must be specifically enumerated by the Bidder and be submitted as part of their proposal, together with an explanation as to the reason such terms and conditions of the RFP or resulting contract cannot be met by, or, in the Bidder's opinion, are not applicable to, the Bidder. The Bidder shall be required and expected to meet the specifications and requirements set forth in this RFP and any resulting contract in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Bidder's proposal, and those special considerations or conditions are expressly accepted by FCDJFS. All pricing factors must be clearly indicated in the Bidder's proposal/budget.

Litigation and Regulatory Proceedings

The Bidder must supply FCDJFS a list of any litigation or regulatory proceedings that the Bidder may have been party to, and/or involved in, during the previous five years, within the State of Ohio and within whichever State the Bidder does the majority of their work, if not Ohio. Provide only information that may have involved contract disputes and/or negligent actions involving: (1) any entity for which the Bidder has been a service provider; (2) issues as to the supplies, equipment, or services similar to those requested in this RFP; (3) noncompliance of the Bidder's reporting or documentation requirements, alleged poor working conditions of the Bidder and/or unlawful employment practices under the Occupational Safety and Health Act, Title VII or other applicable state and federal laws; and (4) any suits whereby an employee of the Bidder was found to have mistreated residents in any manner. Workers Compensation and unemployment proceedings are not included in this requirement

Offer

This RFP does not constitute an offer. Acceptance of proposals for review does not commit FCDJFS to grant a subaward agreement.

Proposal Expenses

Bidders are responsible for ALL costs and expenses incurred in the preparation and/or presentation of proposals. These costs and expenses CANNOT be included in the budget submitted for services.

NOTIFICATION PROCESS

FCDJFS will notify all Bidders of the status of submitted proposals at the completion of the review process. The Bidder(s) whose proposal(s) are recommended for funding will be notified of this decision and will be contacted by FCDJFS staff to negotiate the final terms and conditions of the contract. All contracts are contingent upon the approval of the Franklin County Board of Commissioners. The proposed contract is not valid and legal until it has been approved and executed, in the signature, by the Franklin County Board of Commissioners. Approval and continuation of a contract for these services are 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 contract 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 contract 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 contract approval by all applicable parties. This includes any costs associated with proposal development

Post Selection Meeting

If after the Bidders are 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 franklin-cdjfs-ccp@jfs.ohio.gov and a technical assistance meeting date will be scheduled.

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 notification of non-selection. 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. The written protest must be mailed to:

Franklin County Department of Job and Family Services
Senior Counsel
1721 Northland Park Avenue, 1st Floor
Columbus, Ohio 43229

SUCCESSFUL PROPOSALS

Successful bidders hereafter known as Subrecipients will be responsible for the following activities:

Roles and Responsibilities

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 a copy of the subaward boilerplate
- Comply with subaward requirements- see a sample copy of the subaward boilerplate in the required forms and checklist document.
- Provide all program services within the subaward agreement terms
- Follow all rules and regulations governing the implementation and provision of program services
- Comply with all rules set forth in the Ohio Revised Code 2151.86 (Criminal Records Check)
<http://codes.ohio.gov/orc/2151.86>
 - Ensure all staff members, volunteers, subcontractors, and partners interacting with you have complied with the criminal records check
- Recruitment of program participants
- Enrollment and eligibility screening of program participants
 - Collect and complete registration forms and required information
 - Social Security Numbers for each household member
 - Participants' demographics-, age, sex, grade, school attending
 - Citizenship status
 - Address and phone number
 - Household monthly income and/or benefit information
 - Household relationship information
 - Guardianship information
 - Collect appropriate releases and other program forms (medication, transportation, etc.)
- Document program services delivery
 - Attendance records
 - Hours of participation in program activities
 - Program schedules
 - Program outcome reports
- Collect financial documentation
 - Maintain and report to FCDJFS fiscal data and all related program expenditures
 - Through the method mandated by FCDJFS
 - Maintain fiscal records in accordance with generally accepted accounting practices
- Submit invoices and reports according to the guidelines established by FCDJFS
- Permit onsite monitoring visits and operational reviews by FCDJFS staff or FCDJFS designees
 - Review F registration forms
 - Review participant files
 - Review attendance records
 - Review financial records
 - Monitor program implementation

- The monitoring/review of any information deemed necessary by FCDJFS

Franklin County Department of Job and Family Services Responsibilities

FCDJFS will be responsible for the following:

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

FUNDING SOURCE(S)

Temporary Assistance to Needy Families (TANF) funds in addition to other funding sources shall be awarded to selected bidders in support of the approved OST programming for Franklin County youth ages 5-13.

About Temporary Assistance to 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.

TANF- 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

TANF- Social Security Numbers

- All AG members must supply social security numbers or apply for a social security number.

TANF- Citizenship

- A member of the AG must be a citizen of the United States or a qualified alien as defined in OAC (Ohio Administrative Code) 5101:1-2-30 <http://codes.ohio.gov/oac/5101:1-2-30>. FCDJFS is procuring summer camp programming under TANF purpose three (3).

Residency

- A youth/their family must reside in Franklin County

TANF- FCDJFS Benefits and Income

TANF requires that the applying youth/family meet established income rules. Under the rules and regulations of the Franklin County PRC Plan, a family with a minor child who meets all other established requirements is eligible for summer camp programming if they meet the income threshold. Income can be verified by receipt of one or more of the following benefits administered through FCDJFS:

- Ohio Works First- Cash Assistance
- Medicaid- Health/Medical Assistance
- Supplemental Nutrition Assistance Program- Food Assistance

A youth meeting all other established requirements is eligible for OST programming if the youth's family's combined income is at or below 200% of the Federal Poverty Level (FPL).

FCDJFS is procuring OST programming under TANF purpose three (3). Under this purpose, FCDJFS is not required to impose an income threshold. However, in order to ensure that programming targets low-income families FCDJFS is utilizing the 200% FPL threshold for the majority of the program participants. FCDJFS will extend OST programming to a smaller percentage of youth above 200% FPL. Ten percent of an FCDJFS funded OST program enrollments may enroll students and families up to 300% FPL.

Awards provide funding to Subrecipients after expenses have been incurred and paid. The Subrecipient must follow invoice procedures to obtain reimbursement for expenses.