



**REQUEST FOR PROPOSALS
INNOVATIVE OUT-OF-SCHOOL TIME YOUTH PROGRAMS**

25-19-RFP-01 OST

March 1, 2019

Dear Prospective Bidder:

The Franklin County Department of Job and Family Services (FCDJFS) is accepting proposals from qualified organizations to operate High Quality and Innovative Out-of-School Time (OST) programs (summer learning and afterschool) for youth ages 5 to13.

FCDJFS invites high-performing, fiscally responsible organizations that offer quality and innovative youth programming during the out-of-school time to respond to this RFP. Temporary Assistance for Needy Families (TANF) funding is being made available to eligible organizations for the purchase of out-of-school time youth programming during the summer of 2019 and the 2019 – 2020 school year. The program period for these awards may range between May 2019 and May 2020.

Important Dates	
RFP Release Date	Friday, March 1, 2019
Submission of Questions to be answered for the Bidders' Conference	Tuesday, March 5, 2019 by 2:00 PM
Mandatory Bidders' Conference	Thursday, March 7, 2019 FDCJFS, Northland Village 1721 Northland Park Avenue, Rm 132, Columbus, Ohio 43229 Use the South Entrance located in the rear of the building
Mandatory Letter of Intent	Friday, March 8, 2019, by 4:00 PM Forms may be submitted at Mandatory Bidders Conference or to the dssrfp@fcdjfs.franklincountyohio.gov email)
Community Portal Access Request Form	Friday, March 15, 2019 by 2:00 PM
Deadline for Submission of Proposals	Thursday, March 28, 2019, by 11:59 PM
Intent to Notify	Mid April 2019

An electronic version of the RFP and all related documents can be obtained at <https://jfs.franklincountyohio.gov/partner-information>. Copies of the RFP and any related documents will not be made available at the Bidders Conference – please bring your own copy.

All Proposals **MUST** be submitted online in the RIO system. Access to RIO must be requested by Friday, March 15, 2019.

The Franklin County procurement policy stipulates that with the exception of the Mandatory 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,

Joy Bivens, Director

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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 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.

There is growing consensus on the social and emotional benefits for youth who participate in high-quality OST youth programming. The social and emotional outcomes associated with OST program participation include improved school attendance, academic achievement, 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.

Research has shown that reading just six books over the summer may keep a struggling reader from regressing. Students who read or are engaged in another learning activity for 2-3 hours per week during the summer can prevent summer learning loss. The combined data on summer learning and the positive effect on social and emotional efficacy provides clear understanding of the opportunity OST programs have to powerfully impact Franklin County youth.

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

Program Objective

Through this competitive opportunity FCDJFS is seeking proposals for innovative and non-traditional approaches for out-of-school time 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
- Participate in the Future Ready-Partnership4Success Initiative and the use of Devereux Students Strength Assessment (DESSA) tools to promote Social Emotional well-being, fewer absences and disciplinary incidents
- 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
- Offer services that are culturally competent and linguistically appropriate
- Provide a supportive, safe and nurturing environment in which youth feel comfortable and confident
- Foster meaningful and frequent feedback with parents to promote shared responsibility for youth development and learning
- Engage and pursue partnerships with local school district(s)/school(s) to expand on and reinforce concepts taught in the classroom

Program Periods

OST Program	Program Period
Summer Learning (only)	June 2019 – August 2019
Afterschool (only)	September 2019 – May 2020
Year-Round (Summer Learning & Afterschool)	June 2019 – May 2020

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	Summer Learning	Afterschool
Participants' Ages	<ul style="list-style-type: none"> Meet TANF requirements Ages 5 – 13 Youth age 5 must have completed kindergarten 	<ul style="list-style-type: none"> Meet TANF requirements Ages 5 – 13 Youth age 5 must be attending kindergarten
Program Operations Program Period	<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 	<ul style="list-style-type: none"> September through May coinciding with the academic year 30 weeks of programming must be offered
Program Operations Hours of Operation	<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 	<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
Supervision 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 	<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
Nutritious Meals	<ul style="list-style-type: none"> Provide lunch and a snack daily FCDJFS recommends the use of a Summer Feeding Service Program (SFSP) <ul style="list-style-type: none"> Unless the bidder can provide justification for the use of a different program or option 	<ul style="list-style-type: none"> Provide a daily snack or dinner FCDJFS recommends use of an Child and Adult Feeding Program (CACFP) <ul style="list-style-type: none"> unless the bidder can provide justification for the use of a different program or option
Physical Activity	<ul style="list-style-type: none"> Incorporate at least 10 hours of physical activity in programming each week <ul style="list-style-type: none"> Outdoor activities encouraged 	<ul style="list-style-type: none"> Incorporate physical activity into weekly programming
Parent Engagement	<ul style="list-style-type: none"> Offer opportunities for parent engagement in youth's activities 	<ul style="list-style-type: none"> Offer activities to increase parent engagement in youth learning and access to school processes
Academic Enrichment	<ul style="list-style-type: none"> Implement evidenced-based math and reading enrichment curriculum Offer enrichment a minimum of 4 days per week 	<p>Implement evidenced-based enrichment that:</p> <ul style="list-style-type: none"> increases engagement in school and learning improves academic performance encourages educational excellence

Requirements	Summer Learning	Afterschool
Target Program Areas	<p>Programs must address a minimum of one of the following areas:</p> <ul style="list-style-type: none"> • social issues relevant to youth • cultural awareness • community involvement/service learning • artistic expression • character building • social emotional learning • personal skill development and leadership skills • good nutrition and healthy lifestyle 	<p>Programs must address a minimum of three of the following areas:</p> <ul style="list-style-type: none"> • social issues relevant to youth • cultural awareness • community involvement/service learning • artistic expression • character building • social emotional learning • personal skill development and leadership skills • good nutrition and healthy lifestyle

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 and submitting program attachments and required documents in the RIO system.

Proposal Section	Information Needed
Agency Profile	<p>The Bidder <u>MUST</u> 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
Program Narrative	<p>The Bidder should thoroughly complete the program narrative. 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>Through the 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

<p>Program Narrative</p>	<ul style="list-style-type: none"> ○ 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
<p>Program Attachments</p>	<p>The following program attachments are required:</p> <ul style="list-style-type: none"> ● Outline of program activities <ul style="list-style-type: none"> ○ If proposing year-round services one for each program component ● Current brochure/promotional material for marketing <ul style="list-style-type: none"> ○ If proposing year-round services one for each program component ● Program license(s) (if applicable) ● Job descriptions for all positions ● Resumes and licenses (if applicable) for existing program staff ● Evaluation tool(s) <ul style="list-style-type: none"> ○ If proposing year-round services one for each program component ● Table of organization for the agency ● Table of organization for the project <ul style="list-style-type: none"> ○ If proposing year-round services one for each program component ● 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
<p>Required Documents</p>	<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)
<p>Program Budget</p>	<p>When proposing a program, the Bidder must prepare and submit a budget in RIO which demonstrates specifically how the funds will be spent. The FCDJFS Program Budget is built in the RIO system and is the only budget format that will be accepted, unless otherwise notified. The budget will be completed in the RIO system, unless otherwise notified.</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>

Program Budget	<p>The budget should be:</p> <ul style="list-style-type: none"> • Completed the budget 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"> • Summer Learning <ul style="list-style-type: none"> ○ 3 month budget • Afterschool <ul style="list-style-type: none"> ○ 10 month budget • Year-round programming <ul style="list-style-type: none"> ○ Up to a 14 month budget
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Budget Information

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 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

TANF 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 which aligns with the federally allowable indirect cost rate or modified total direct cost (MTDC). Bidders are encouraged to attend one of the two Finance/RIO training sessions for this RFP to receive vital information on MTDC along with Budget and RIO instruction. Trainings will be held at 1:00 PM on Friday, March 8, 2019 and Friday, March 15, 2019.

PROPOSAL SUBMISSION

Results Innovation & Outcomes (RIO)

All RFP proposals must be completed in RIO. RIO is an online contract management system developed for FCDJFS. Agencies must have access to the Community Portal in order to access RIO. To be approved as a Community Partner Bidders need to complete a "Community Portal Access Request Form." The form can be obtained from the FCDJFS website at <https://jfs.franklincountyohio.gov/partner-information>.

To obtain access to respond to this bid opportunity bidders must submit their completed Community Portal Access Request form to dssrfp@fcdjfs.franklincountyohio.gov, by **2:00 PM on Friday, March 15, 2019**.

- If you are a current FCDJFS service provider or have previously completed this process you do not need to submit a community portal access request form.
- All organizations must submit a Mandatory Letter of Intent to gain access to the OST youth program narrative and budget.
- RIO will be accessible only to bidders that complete and submit the required documents.

Once your agency has access to the RIO System you will be required to complete the submission of your bid/proposal in the system. The Innovative OST Youth Program funding opportunity narrative and budget will be available in RIO on or before March 8, 2019. Bidders are encouraged to begin the data entry and uploading of documents into RIO well before the submission deadline to avoid being shut out of the system.

The RIO system is designed for data entry and document upload. The following proposal details will be entered directly into RIO:

- Agency Profile (Must be completed prior to entering a proposal narrative and budget)
- Board Members (Must be completed prior to entering a proposal narrative and budget)
- Narrative & Narrative Additional Questionnaire
- Risk Assessment
- Budget
- Internal Controls Questionnaire

The following proposal attachments must be uploaded into the RIO:

- Program Documents
- Required Documents

Electronic Submission

- The Completed Proposal **MUST** be Submitted Electronically via the RIO System
- Submission is **NO LATER THAN 11:59 PM on Thursday, March 28, 2019**. No extensions will be granted.
- The RIO System will **NOT Accept** Proposals **After** the **Deadline**

Technical Difficulties

Bidders experiencing technical difficulties accessing or completing the RFP in the RIO System must immediately email FCDJFS at dssrfp@fcdjfs.franklincountyohio.gov. The subject line of the email must reference **RIO Technical Difficulties**; or the bidder risks not receiving a response. Only emails received by **Noon on Tuesday, March 26, 2019** deadline will be addressed.

RIO Instructions

With combining the Summer Learning and Afterschool Programs into one RFP Bidders must clearly outline which Program(s) they are proposing. Please follow the instructions below in completing the Narrative, Narrative Additional Questionnaire and Budget sections of your proposal.

A Word version of the narrative sections has been included in the Required Documents: Forms and Checklist. We highly recommend using this format to brainstorm and confirm answers to each narrative question prior to entering information into RIO. Once you have completed the Word document you can then copy and paste your final answers into RIO.

An excel version of the budget document can be found online at the FCDJFS website link. We highly recommend using this format to brainstorm and confirm entries to each budget section prior to completing the budget into RIO. Once you have completed the excel document you can then copy and paste your final budget entries into RIO.

Program Narrative	Instruction Guide
<p align="center">Summer Learning (only)</p>	<p><u>Narrative Question 1: Program Name</u></p> <ul style="list-style-type: none"> • Enter- SL for Summer Learning, then your program name Example- SL: Summer Achievement 2019 Program • Answer all other narrative and additional narrative questionnaire questions • Complete the budget
<p align="center">Afterschool (only)</p>	<p><u>Narrative Question 1: Program Name</u></p> <ul style="list-style-type: none"> • Enter- AS for Afterschool, then your program name Example- AS: Afterschool Achievement Program • Answer all other narrative and additional narrative questionnaire questions • Complete the budget
<p align="center">Year-round Programming Summer Learning & Afterschool</p>	<p><u>Narrative Question 1: Program Name</u></p> <ul style="list-style-type: none"> • Enter- Year-round Programming at the beginning of this section • Then utilizing the Year-round program key list the names of each program component • Year-round Program Answer Key <ul style="list-style-type: none"> ○ Enter- SL for Summer Learning, then your program name ○ Enter- AS for Afterschool, then your program name <p>Example- Year-round Programming SL: Summer Achievement Program AS: Afterschool Achievement Program</p> <p><u>Narrative Questions: 6 – 10</u></p> <ul style="list-style-type: none"> • These are general program questions • Answers should include both Summer Learning and Afterschool programming <p><u>Narrative Questions: 2 – 5 & 11 – 19</u></p> <ul style="list-style-type: none"> • These are program specific questions • Use the year-round program key when answering each question <p>Example- SL: then complete the answer AS: then complete the answer</p> <p><u>Narrative Question 14:Franklin County Geographical Target Area</u></p> <ul style="list-style-type: none"> • Check the appropriate boxes • Check box other and use the year-round program key to distinguish geographical area for each program component <p>Example- SL: North, East and South AS: East</p> <p><u>Narrative Question 18:Program Staff List</u></p> <ul style="list-style-type: none"> • Each entry in this section is program specific • Please note each position must be entered into this section, positons will automatically filter into the dropdown section in budget section II.A.1. Payroll Related Costs Direct Program Staff- Salaries • Use the year-round program key when listing each position title

**Year-round Programming
Summer Learning & Afterschool**

- Multiple position titles will need to be identified by a number for identical portions in each program component
Example- SL: 1 Program Coordinator
SL: 2 Program Coordinator
SL: 1 Youth Advisor
SL: 2 Youth Advisor
SL: 3 Youth Advisor
SL: 4 Youth Advisor
SL: 5 Youth Advisor
AS: 1 Program Coordinator
AS: 2 Program Coordinator
AS: 1 Youth Advisor
AS: 2 Youth Advisor
AS: 3 Youth Advisor

Additional Narrative Questionnaire

- Each question in this section is program specific
- Use the year-round program key to when answering each question

Additional Narrative Questionnaire Questions E & F

- After checking the appropriate box, provide further explanation utilizing the year-round program key to distinguish answers

Budget: Revenue Page- Third Checkbox

- State how you will provide programming if FCDJFS funding is unavailable for each program component
- Provide the answer using the year-round program key
- Also list additional funding amounts for each program component
Example- SL and AS: will seek corporate and private donations if FCDJFS funding is not available
SL: \$50,000 additional funding from corporate sponsorship
AS: No additional funding, all estimated funding provided by FCDJFS

Budget: Reimbursable Cost- I.A.1. Direct Contracted Service Cost

- Each entry in this section is program specific
- Use the year-round program key when listing the name of each contracted Service for each program component
Example- SL: The Best Dance Academy
SL: The Best Science Projects Company
AS: The Best Dance Academy

Budget: Reimbursable Cost- I.A.2. Direct Travel and Training Cost

- Enter the combined cost for both program components for each line item under this category

Budget: Reimbursable Cost- I.A.3. Direct Consumable Supplies and Related Cost

- Each entry in this section is program specific
- Use the year-round program key when listing the name of each contracted Service for each program component
Example- SL: Zoo admission cost

**Year-round Programming
Summer Learning & Afterschool**

SL: Best Transportation Company
SL: Arts and craft supplies
AS: Arts and craft supplies

Budget: Reimbursable Cost- I.A.3. Incentives Paid to Participants and I.A.4. Stipends Paid to Participants

- Incentives and Stipends are unallowable costs for both programs
- Under Item- Type N/A for each category

Budget: Equipment Cost- I.B.1. Direct Equipment Purchase Cost and I.B.2. Direct Leased and Rented Equipment Costs

- Each entry in this section is program specific
- Use the year-round program key when listing the item of equipment for each program component

Example- SL: Copier
AS: Copier

Budget: Reimbursable Cost Explanations

- Under each section Bidders must list an explanation of cost
- Include in this section the total cost for each separate program area

Example- I.A.2. Direct Travel and Training Cost

Mileage .50 per mile reimbursed to staff for program related travel. SL: Estimated 50 miles per staff for 4 staff for a total SL mileage of \$100. AS: Estimated 200 miles for 4 staff for total AS mileage of \$200

Example- I.A.3. Direct Consumable Supplies and Related Cost

SL: Zoo admission \$10 each for 50 youth= 500 and \$15 each for 5 staff= \$75. Total SL Zoo admission= \$575.
SL: Arts and craft supplies \$500 for paint brushes, paint, craft paper, gimp and chalk. AS: Arts and craft supplies \$50 for markers, crayons and scissors.

Budget: II.A.1. Payroll Related Costs Direct Program Staff- Salaries

- Only positions listed in narrative question 18 will appear as options for this section

Budget: II.A.2. Payroll Related Costs Direct Program Staff- Social Security/Medicare, Worker's Comp, Unemployment Insurance and Retirement

- Enter the actual rate for each category
- Cost will be combined for both program components

Budget: Salary Cost Explanations

- If proposing year-round programming include in this section the total salary related cost for each separate program area

Example- II.A.1. &2. Payroll Related Costs Direct Program Staff-

SL: Total payroll related cost \$20,0000
AS: Total payroll related cost \$60,0000

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- www.sam.gov/portal
- Ohio Auditor of State, Findings for Recovery Database (certified search)- www.ohioauditor.gov/findings

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

MANDATORY Bidders' Conference

With the changes in submission procedures and proposal requirements, the OST **Bidders' Conference is Mandatory**. There are No exceptions for organizations not represented at the Mandatory 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.

Attendance is required:

- Each potential Bidder must have at least one representative of their organization in attendance
 - It is imperative that the agency representative sign the Bidder Conference attendance sheet
- The Bidders' Conference will be held on Thursday, March 7, 2019 at 10:00 AM
- The Conference will be held at FCDJFS Northland Village
 - 1721 Northland Park Avenue, Columbus, Ohio 43229
- Entrance- please use the South Entrance at the rear of the building
 - The entrance closest to the Northland Performing Arts Center
- The Bidders' Conference will cover:
 - Program components
 - Requirements
- Who should attend the Bidders' Conference:
 - A representative from each potential bidding organization
 - Program leaders
 - Person responsible for completing and submitting the RFP

MANDATORY Letter of Intent

- The submission of this form 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 along with your attendance at the Mandatory Bidders' Conference will authorize the Bidder's ability to submit a proposal, but in no way commits a Bidder to submit a proposal.

Proposals may not be considered if a Mandatory Letter of Intent was not received. The Mandatory Letter of Intent template can be obtained online in the Required Documents: Forms and Checklist.

The deadline for submission of the **Mandatory Letters of Intent is due Friday, March 8, 2019 by 4 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

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 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, dssrfp@fcdjfs.franklincountyohio.gov
 - Subject line must state: **Q & A 25-19-RFP-01 OST**

Clarifying questions asked and FCDJFS' responses to approved questions comprise the "25-19-RFP-01 OST Q & A Document" for this RFP. FCDJFS will respond to all questions submitted via email meeting the criteria listed above and answers 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 are to 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

Requests from Bidders and potential Bidders for copies of previous RFPs, past proposals, score sheets or contracts 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. 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 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 RIO by the specified deadline.

Each proposal meeting the minimum qualifications will be submitted to a review committee for evaluation. 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. Information requests and Bidder's responses must always be in writing and submitted via email to dssrpf@fcdjfs.franklincountyohio.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

RFP Schedule: RFP Release through Proposal Submission

	Deadlines		General Information
	Date	Time	
RFP Release	Friday March 1, 2019	By close of Business	RFP documents posted on the FCDJFS Website https://jfs.franklincountyohio.gov/partner-information
Pre-Bidders Conference Question Submission	Tuesday March 5, 2019	2:00 PM	Email questions to dssrfp@fcdjfs.franklincountyohio.gov Questions will be answered at the March 7 th Bidders' Conference
Youth Enrichment Program Resource Fair Vendor Registration	Wednesday March 6, 2019	2:00 PM	Email registration form to dssrfp@fcdjfs.franklincountyohio.gov
Mandatory Bidders' Conference	Thursday March 7, 2019	10:00 AM	FCDJFS Northland Village Office 1721 Northland Park Avenue, Columbus, Ohio 43229 Enter through the South Entrance
Youth Enrichment Program Resource Fair	Thursday, March 7, 2019	1:30 PM	FCDJFS Northland Village Office 1721 Northland Park Avenue, Columbus, Ohio 43229 Enter through the South Entrance
Mandatory Letter of Intent Due	Friday March 8, 2019	4:00 PM	Letters may be submitted in Person at the Bidders' Conference or the March 8, Finance/RIO Training. Letters may also be emailed to, dssrfp@fcdjfs.franklincountyohio.gov
Finance/RIO Training	Friday March 8, 2019	1:00 PM	FCDJFS Northland Village Office 1721 Northland Park Avenue, Columbus, Ohio 43229 Enter through the South Entrance
Finance/RIO Training	Friday March 15, 2019	1:00 PM	FCDJFS Northland Village Office 1721 Northland Park Avenue, Columbus, Ohio 43229 Enter through the South Entrance
Post Bidders' Conference Question Submission Period	Tuesday, March 12, 2019 & Tuesday, March 19, 2019	2:00 PM	Email questions to dssrfp@fcdjfs.franklincountyohio.gov Post Bidders Conference Q&A will be posted to the website: (https://jfs.franklincountyohio.gov/partner-information) on Thursday, March 14, 2019 and Thursday, March 21, 2019
Innovative OST Youth Program Proposals Due	Thursday March 28, 2019	11:59 PM	Proposals and Budgets MUST be submitted electronically through the Results, Innovation and Outcomes (RIO) System, Unless otherwise authorized by FCDJFS

Proposal Deadline

Proposals will be reviewed as received and must be complete at the time of submission. The complete proposal with all attached program and required documents must be in RIO by **Thursday, March 28, 2019, at 11:59 PM**. No extension of time will be granted. The RIO 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.

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 is 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. FCDJFS reserves the right to negotiate with the bidders concerning their proposals. 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 customers 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 dssrfp@fcdjfs.franklincountyohio.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
Charles Noble, Assistant Director/Chief Legal 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 TANF 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

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. 10% of a FCDJFS funded OST program enrollments may go up to 300% FPL.

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