



**REQUEST FOR PROPOSALS**  
**OHIO WORKS FIRST – WORK REQUIRED ACTIVITIES MANAGEMENT**  
**25-24-RFP-01 – OWF**  
**July 2024**

To Prospective Bidders:

The Franklin County Department of Job and Family Services (FCDJFS) is accepting proposals from qualified, high-performing, fiscally responsible organizations to assist the agency with the management of allowable work required activities that support Ohio Works First families to attain unsubsidized employment leading to self-sufficiency.

FCDJFS will allocate Temporary Assistance for Needy Families (TANF) dollars for the purchase of work activities management. These services will be purchased from eligible organizations for the time period of October 1, 2024 through September 30, 2025. An initial contract will be awarded for a period of one year, with the possibility of renewing contracts for a second year and third year at the discretion of the FCDJFS Director based on performance, programming need, and the continuing availability of funding.

Important Dates	
<b>RFP Release Date</b>	<b>Tuesday, July 16, 2024</b>
<b>Submission of Questions to be answered for the Bidders' Conference</b>	<b>Monday, July 22, 2024, by 2:00 PM</b>
<b>Virtual Bidders' Conference</b>	<b>Thursday, July 25, 2024, at 11:00 AM</b> <a href="https://franklincountyohio.zoom.us/webinar/register/WN_UpIRP9_RSvW8F76MpADtDw">https://franklincountyohio.zoom.us/webinar/register/WN_UpIRP9_RSvW8F76MpADtDw</a>
<b>Mandatory Letter of Intent</b>	<b>Friday, July 26th, 2024 by 2:00 PM</b> Forms must be submitted to the following email address: <a href="mailto:franklin-cdjfs-ccp@jfs.ohio.gov">franklin-cdjfs-ccp@jfs.ohio.gov</a>
<b>Deadline for Submission of Proposals</b>	<b>Tuesday, August 13th, 2024 by 2:00 PM</b>
<b>Intent to Notify</b>	Late August

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-ClImpact platform. Access to e-ClImpact 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 this RFP between the date of the RFP's release and the date of the proposal submission deadline.**

Thank you,

Michelle Lindeboom, Director

# Table of Contents

<b>STATEMENT OF WORK</b> .....	4
<b>SCOPE OF WORK</b> .....	5
<b>Applicant Job Search</b> .....	6
<b>Work Activities:</b> .....	6
<b>Case Management and Supportive Services</b> .....	8
<b>Comprehensive Case Management and Employment Program (CCMEP) Overview</b> .....	9
<b>Employer Engagement and Placement Services</b> .....	9
<b>Sanction Recommendations</b> .....	10
<b>Data Management and Reporting Requirements</b> .....	10
<b>PROPOSAL COMPONENTS</b> .....	13
<b>Period of Performance</b> .....	15
<b>Budget Information</b> .....	15
<b>MINIMUM QUALIFICATIONS</b> .....	16
<b>PROPOSAL SUBMISSION</b> .....	16
<b>SUBMISSION</b> .....	17
<b>PROPOSAL FORMAT AND INSTRUCTIONS</b> .....	17
<b>PARTNERSHIP AGREEMENTS, SUBCONTRACTS, PROFESSIONAL FEES &amp; CONTRACTED SERVICES</b> .....	17
<b>PROCUREMENT</b> .....	18
<b>Communication Prohibition</b> .....	19
<b>Public Information Request</b> .....	19
<b>PROPOSAL REVIEW AND EVALUATION</b> .....	20
<b>Evaluation Criteria</b> .....	20
<b>Proposal Deadline</b> .....	20
<b>SCHEDULE &amp; DEADLINES</b> .....	21
<b>Activity</b> .....	21
<b>Deadlines</b> .....	21
<b>General Information</b> .....	21
<b>Date</b> .....	21
<b>Time</b> .....	21
<b>CONSIDERATIONS</b> .....	21
<b>Contract Award</b> .....	21

<b>Amendment or Cancellation of the RFP</b> .....	22
<b>Erroneous Awards</b> .....	22
<b>Ownership of Subsequent Products</b> .....	22
<b>Oral Agreement or Arrangements</b> .....	22
<b>Reservation of Rights</b> .....	22
<b>Release of Claims</b> .....	22
<b>Collusive Bidding</b> .....	22
<b>Exceptions</b> .....	22
<b>Litigation and Regulatory Proceedings</b> .....	22
<b>Offer</b> .....	23
<b>Proposal Expenses</b> .....	23
<b>NOTIFICATION PROCESS</b> .....	23
<b>PROTEST</b> .....	23
<b>SUCCESSFUL PROPOSALS</b> .....	24
<b>Roles and Responsibilities</b> .....	24

## STATEMENT OF WORK

### Purpose

Franklin County Department of Job and Family Services (FCDJFS) is the local governmental entity responsible for the administration of the Ohio Works First (OWF) program and the Comprehensive Case Management and Employment Program (CCMEP). Both programs require compliance with numerous Federal and State rules. FCDJFS is seeking proposals from qualified contractors to assist the agency with the provision of services and management of the primary work required activities for Franklin County OWF and FCDJFS CCMEP families.

### Ohio Works First Program Overview

In the State of Ohio, the Temporary Assistance for Needy Families (TANF) program is known as the Ohio Works First Program (OWF). Adult recipients of the OWF cash assistance program, with a few exceptions, must participate in specified work activities as a condition of receiving cash benefits. Failure to meet the participation requirements can lead to sanctions for the OWF work required families. Additionally, Federal regulations established a Federal Work Participation Rate requirement that each State must achieve to avoid monetary sanctions to the State. In Ohio, the TANF program is known as the Ohio Works First Program (OWF). The programmatic rules and requirements of the OWF Program can be found in the Ohio Administrative Code 5101:1-3-12 Ohio Works First, Work Activities <http://codes.ohio.gov/oac/5101%3A1-3-12>

### Allowable Work Activities

There are federally prescribed activities that count towards hours of participation and limitations for the number of hours an individual can be assigned to a work activity. FCDJFS is responsible for assigning and tracking individuals accordingly. The list of allowable work activities and the requirements of each can be found starting at <http://codes.ohio.gov/oac/5101:1-3-12.1> through OAC 5101:1-3-12.12 as follows:

- Unsubsidized employment
- Subsidized public or private employment
- Work experience program
- On-the-job training
- Job search and job readiness assistance
- Community service
- Vocational educational training
- Providing childcare services to an individual who is participating in a community service program (this must be approved by FCDJFS prior to utilization)
- Job skills training directly related to employment (Must include services such as ESOL - English for speakers of other languages for limited English Proficiency and Refugee communities)
- Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate
- Alternate Work Activities

## SCOPE OF WORK

The FCDJFS Workforce Development Department processes and determines the eligibility of each individual seeking OWF cash assistance benefits. Once eligibility has been determined, FCDJFS is responsible for ensuring each participant is assigned a specified number of work participation hours, appropriately assigned to a work activity, verified compliance with participation requirements, and providing supportive services. FCDJFS is also responsible for the reporting of work participation hours to the Ohio Department of Job and Family Services (ODJFS).

FCDJFS is seeking proposals from qualified contractors to assist the agency with the management of the allowable work activity requirements for Franklin County's OWF families who are referred to the contracted provider. FCDJFS will maintain the management of select categories of participants and services in-house. The average number of OWF work required families served between 2021-2023 was approximately 300-600 per month.

FCDJFS Workforce Development Department is responsible for:

- Determining eligibility for OWF Cash Assistance
- Assigning the required number of hours for all work required family members
- Tracking and reporting the hours completed by OWF families to the Ohio Department of Job and Family Services (ODJFS)
- Imposing sanctions on participants who fail to complete their assigned work activity
- Conducting State Hearings when necessary

Once an OWF family member is determined "Work Required" and completes the self-sufficiency contract & plan and the Applicant Job Search, they must participate for an established number of hours in a federally established appropriate work activity/activities according to the composition of their household. Per OAC (Ohio Administrative Code) 5101:1-3-12 Ohio Works First, Work Activities (C) (1) a-g: all work-eligible individuals shall be assigned to one or more work activities or alternate activities, and participate for an established number of hours each month, except as provided in paragraphs (C) (2) to (C)(4) of this rule: (the following chart is a summary of the rule):

<b>If the OWF Assistance Group Contains:</b>	<b>Average Required Monthly Hours (minimum)</b>
One work-eligible individual with a minor child over age six	130 (87 Core; 43 Non-Core)
A work-eligible individual who is the only parent or specified relative in the family of a child under six years of age	87 (20 Core)
Two work-eligible individuals and NOT receiving federally funded childcare	152 (130 Core; 22 Non-Core)
Two work-eligible individuals and ARE receiving federally funded childcare	238 (216 Core; 22 Non-Core)
Two work-eligible individuals where one parent is disabled	130 (130 Core)

FCDJFS may exempt certain individuals or assign them to alternate work activities. The details of these assignments are contained in the Ohio Administrative Code 5101:1-3-12 Ohio Works First, Work Activities

<http://codes.ohio.gov/oac/5101%3A1-3-12>

The Selected Provider will work in coordination with the FCDJFS Workforce Development Department on the provision of the five (5) key components of the OWF program:

1. The service delivery of the required applicant job search and work activities of referred OWF participants, and when necessary the recommendation of sanctions;
2. The coordination and service delivery of case management and supportive services for referred OWF participants;
3. The management, tracking, analysis, and reporting of the referred OWF participants demographics, service needs, work activity hours, and work participation compliance and noncompliance;
4. The development and management of employer engagement services for WEP, OJT, and subsidized/ unsubsidized employment; and
5. The provision of employment placement and retention services for referred OWF participants.

### Applicant Job Search

FCDJFS utilizes Applicant Job Search (AJS) as a tool for managing our work participation rate. When a work required family applies for OWF benefits they are required to complete 40 hours of AJS before the cash benefit is approved. This activity includes basic job readiness activities, resume development, job search, employment application completion, interviewing, and activities that reduce barriers to employment such as medical appointments, securing transportation, and childcare. To receive OWF benefits work required participants must complete their required hours. Failure to do so results in the denial/closure of the application/case.

### Work Activities:

The Selected Provider must work with the FCDJFS Workforce Development Department to coordinate the management of the allowable and assigned work activities of each referred OWF participant. They must develop, coordinate, and manage the allowable work activities in accordance with Ohio Administrative Code 5101:1-3-12 through 5101:1-3-15.1. Bidders are required to have the capacity to offer and manage every work activity listed below based on a participant's needs. Additionally, Bidders must demonstrate the capacity to offer services in-person or virtually should the need arise.

Allowable work activities are:

**Unsubsidized Employment:** This work activity will primarily be managed by FCDJFS unless the OWF individual is still in receipt of a cash benefit and required to complete additional hours to meet their work requirement. See <http://codes.ohio.gov/oac/5101:1-3-12.1>

**Subsidized Employment:** The Selected Provider may utilize this activity contingent upon the approval of FCDJFS and availability of funding. The subsidy cost must be included in the Selected Provider budget. See <http://codes.ohio.gov/oac/5101:1-3-12.2> Ohio Works First: Subsidized public and private employment for specific guidance

**Work Experience:** This activity provides an individual the opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment. See <http://codes.ohio.gov/oac/5101:1-3-12.3>. It is anticipated that most of the work required participants will be assigned to this work activity, therefore additional information on the Work Experience Program is provided below.

The goal of the Work Experience Program (WEP) is to connect FCDJFS work required participants to organizations that can provide the opportunity to acquire general skills, training and knowledge, and work habits necessary to obtain and retain employment. The Selected Provider must develop and manage Work Experience Program (WEP) sites for an adequate number of positions for the projected participants, ensure that all of the sites adhere to all applicable Department of Labor regulations, are ADA compliant, and are for current in-demand occupational fields. It is expected that the work experience and knowledge expansion align with the career goals of the participant and have the potential to lead to permanent unsubsidized employment.

The Selected Provider must develop a recruitment strategy for the development of sites. The Selected Provider will need to work closely with FCDJFS and other Workforce entities in the community to ascertain the types of WEP sites that accommodate the diverse needs and skills of the work required participant including specialized placements for ex-offenders, individuals with physical and mental health barriers, and those with Limited English Proficiency (LEP).

The Selected Provider must utilize an employer/work activity site profile that includes a description of the site organization, industry sector, position description(s), number of positions, contact information, other pertinent information, and an executed agreement between the site organization and the Selected Provider. Copies of the

current FCDJFS WEP Site Agreements are attached (see Required Documents). The profile will confirm the participation and commitment of the organization as a site for work required participants referred by FCDJFS. Each site that is identified must complete a worksite agreement. FCDJFS must approve and sign off on all site agreements. The Selected Provider will submit progress reports on recruitment and development efforts monthly or upon request.

The development and management of WEP Sites must meet the following criteria (including, but not limited to):

- Be in an in-demand occupational field
- Be a combination of public, private, and non-profit entities
- Have varying days and shifts available (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Shifts; Monday – Sunday)
- Able to accommodate work required participants who need to complete missed hours
- Have the potential to lead to permanent employment (when available)
- Not displace an employee at the WEP site
- Be located geographically throughout Franklin County
- Be in locations that are accessible by public transportation when possible
- Closed to work required participants for the ten (10) recognized federal holidays (listed in Ohio Administrative Code 5101:1-3-12 E.1). Should a WEP site be closed any day outside of these 10, the hours scheduled for participants shall be modified to accommodate all monthly required hours for that work required participant.
- Hours at these sites must meet all applicable federal, state, and local requirements
- Offer supervised, remote, or virtual work opportunities if needed

Bidders must describe, in detail, existing relationships with multiple area businesses and/or agencies that accommodate the number, hours, and needs of a projected 300-400 OWF work required participants served monthly. FCDJFS encourages the development of congregate sites that can accommodate flexible hours and varying numbers of individuals for immediate placement, temporary placement, and the completion of missed hours.

The Selected Provider will also be responsible for routinely monitoring each site to ensure compliance such as adherence to program rules, proper supervision, and proper work activities.

**On-the-Job Training:** This activity is training in the public or private sector that is given to a paid employee while he or she is engaged in productive work and that provides the knowledge and skills essential to the full and adequate performance on the job. See <http://codes.ohio.gov/oac/5101:1-3-12.4>

**Job Search and Job Readiness Assistance:**

This activity is primarily used for applicant job search and compliance job search. Because of the restrictions on the hours and weeks available, these services must be closely monitored with FCDJFS to ensure the work required individual does not exceed the number of hours allowed. See <http://codes.ohio.gov/oac/5101:1-3-12.5>

**Vocational Educational Training** This work activity is provided by education and training organizations. The Selected Provider will be responsible to track and report on the completion of education and training activities and provide work activities for the periods when the participant is not actively engaged in training, e.g. semester/quarter breaks, days before classes begin, when a work required participant withdraws, etc.) See <http://codes.ohio.gov/oac/5101:1-3-12.7>

**Job Skills Directly Related to Employment:** This activity is training or education for job skills required by an employer to provide an individual with the ability to obtain employment, to advance or adapt to the changing demands of the workplace See <http://codes.ohio.gov/oac/5101:1-3-12.9>

**Education Directly Related to Employment:** This work activity is defined as education related to a specific occupation, job, or job offer. When as a prerequisite for employment by employers or occupation this activity may include, but is not, limited to the following: Courses designed to provide the knowledge and skills for specific occupations or work settings; Adult basic education; or English as a second language. See <http://codes.ohio.gov/oac/5101:1-3-12.10>

**Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate:** This work activity is defined as regular attendance, in accordance with the requirements of the secondary school or course of study at a secondary school, or in a course of study leading to a certificate of general equivalence, in the case of a recipient work-eligible individual who has not completed secondary school or received such a certificate. This includes attendance in the following activities as long as they are an integral part of attaining a high school equivalence diploma (HSED): English Speakers of Other Languages Second Language (ESOL); career training; alternative

schooling; tutoring; drop-out prevention; or teen pregnancy or parenting programs. See <http://codes.ohio.gov/oac/5101:1-3-12.11>

**Alternate Work Activities:** Alternative activities are for individuals with long term barriers to participation or short term disabling conditions where physician and/or rehabilitation appointments are frequent. Hours completed under Alternate work do **not** meet the participation requirements. Alternative activities may include medical appointments, substance abuse counseling, mental health counseling, rehabilitation, community referrals, skills building or other activities to help lead to self-sufficiency. Given the conditions of the population that are assigned to this activity, the bidder is required to have staff with the technical expertise, credentials, and experience of working with individuals with physical and mental health issues. This activity will be closely coordinated with FCDJFS. <http://codes.ohio.gov/oac/5101:1-3-12.12>

## Case Management and Supportive Services

### Case Management Services:

Each OWF work required participant with the exception of OWF CCMEP participants must receive case management services in addition to the management of their assigned work activity. Case Management services must include a thorough assessment of each participant's needs and circumstances. It should consist of an in-depth identification of barriers to employment such as, but not limited to: domestic violence, substance abuse, physical and mental health issues of the participant and/or dependent family members, disabilities, education history, employment history, legal/criminal history, housing needs, language barriers, transportation, childcare, etc. The assessment should be followed by the development of an individualized service plan that includes service needs, goals and appropriate referrals, linkages, and follow-up services.

Case management services should provide needed wrap-around services to individuals and their families. Services must include but are not limited to:

- Barrier removal services (assistance in reducing or eliminating barriers not only to OWF participation but to self-sufficiency in general)
- Work allowance distribution (distribution of transportation assistance)
- Parent engagement activities related to the academic support and success of their children (this may be included as part of the participant's assigned hours or supportive services, whichever is most appropriate)
- Strategies to support full participation in assigned work activities on a weekly and monthly basis

The Selected Provider should provide wrap-around services by coordinating with other partner agencies. If the Selected provider determines that an individual's barriers prevent him/her from participating in a work activity, the Selected Provider must promptly notify FCDJFS.

### Supportive Services:

Case management services should assist participants with accessing supportive services. Support Services assist in eliminating issues/barriers which present a challenge to the successful participation in the program. Supportive services are intended to enable an individual to participate in work activities and to secure and retain employment and may include, but are not limited to linkages, referrals, or assistance with:

- Access to community services
- Access to health care
- Transportation, childcare, housing, uniforms, work attire, and work-related tools
- Educational testing, excluding individual training accounts and related services. (For example, GED and basic certifications are not supportive services.)
- Reasonable accommodations for youth with disabilities  
<https://emanuals.jfs.ohio.gov/Workforce/CCMEP/CCMEPMTL/>
- Books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes
- Needs-related payments
- Legal services including but not limited to, accessing to driver's licenses, expunging criminal records, and resolving issues with debt, credit, and housing
- Participation in applicable incentive programs

To avoid duplication of services, before granting supportive services to an OWF participant, the Selected Provider will need to verify that services are not otherwise available free of charge in the community. If supportive services are determined to be needed the Selected Provider will pay for the service and be reimbursed by FCDJFS upon invoicing for the service.

FCDJFS provides the following supportive services:



- Child Care (FCDJFS is the entity responsible for determining eligibility for publicly funded childcare)
- Public Assistance Programs (FCDJFS is the entity responsible for determining eligibility for Medicaid and Food Assistance, in addition to Ohio Works First)
- Interpretation and Translation services (Provided onsite or via telephone for the participant when accessing FCDJFS services)
- Transportation Work Allowances: The Selected Provider is required to address transportation issues/barriers and service location(s). Transportation allowances may be approved in cases where it can be shown that a hardship exists and that it would be impossible for the participant to attend his/her assigned work activity without assistance. Support services payments are not an entitlement. For a participant to receive transportation assistance, they must be attending their assigned work activity. Transportation assistance may be provided in the form of bus passes. The allowance is not to exceed \$62.00 a month (or the market rate for a monthly bus pass). FCDJFS purchases the bus passes for the Selected Provider to track and distribute to eligible participants.

## Comprehensive Case Management and Employment Program (CCMEP) Overview

Effective July 1, 2016, CCMEP became the statewide operational framework used to deliver integrated, comprehensive case management and employment services across Ohio's 88 counties for low-income youth and young adults ages 16-24 years old. CCMEP seeks to improve employment and education outcomes by helping recipients overcome barriers to employment and develop the skills local employers seek. CCMEP takes a coordinated, holistic approach to stabilizing individuals and families by addressing the myriad factors that may be contributing to poverty and unemployment, including health, housing, education, transportation, and childcare. In conjunction with supportive services, the program will provide access to employment and training services, including career counseling, job placement, and services to facilitate job retention.

FCDJFS will provide case management services for CCMEP work required families. It is expected that the Selected Provider will work in tandem with the FCDJFS-CCMEP staff to assist in the coordination and facilitation of CCMEP services such as assisting with the assessment activities, individual service plans, supportive services, training, and service linkage/referrals as needed and as defined in the Individual Opportunity Plan (IOP).

FCDJFS-CCMEP Staff is responsible for:

- Completing the Comprehensive Assessment Tool with all CCMEP participants
- Completing Individual Opportunity Plans
- Providing comprehensive case management services, identifying supportive service needs, advocacy, referral, and follow-up services

The Selected Bidder will be responsible for:

- Administering Basic Skills Assessments (TABE, BEST, etc.)
- Carrying out program services as defined in the IOP - Core Elements
- Managing the required program hours
- Supporting follow-up services
- Tracking and reporting CCMEP Performance Metrics

**Bidders should read and understand the CCMEP program rules and guidance as issued in the following:**

- CCMEP Rules: <https://emanuals.jfs.ohio.gov/Workforce/CCMEP/Rules/>
- CCMEP Program Transmittal Letters: <https://emanuals.jfs.ohio.gov/Workforce/CCMEP/CCMEPMTL/>
- CCMEP Program Manual Forms: <https://emanuals.jfs.ohio.gov/Workforce/CCMEP/Forms/>

## Employer Engagement and Placement Services

### Employer Engagement:

The Selected Provider will have the responsibility to independently recruit and manage business partners to serve as Work Experience, OJT, and Employment (subsidized and unsubsidized) sites. FCDJFS requires that the Selected Provider have formal agreements with each site that are compliant with all program rules and Federal and State employment laws. Additionally, the Selected Provider must agree to work collectively with FCDJFS on other Franklin County workforce initiatives.

### Employment Placement and Retention Services:

The goal of the Ohio Works First Program is to assist individuals in moving towards self-sufficiency through employment. While it is critical that the appropriate services and work activities be provided during the referred OWF participant's

eligibility, service strategies should focus on barrier removal, skill development, and work experiences that enable individuals to participate in assigned work activities and to develop and work on career pathways that lead to sustainable employment and self-sufficiency. The Selected Provider will be responsible for ensuring that robust employment placement and retention services are embedded in the service delivery model.

Additionally, the services must, to the extent possible, align with the structure and requirements of the Ohio Works Incentive Program. This is a State program operated through local WIB (Workforce Investment Boards) that incentivizes employment and retention of OWF participants. FCDJFS has entered into an agreement with Ohio Means Jobs Columbus – Franklin County (dba COWIC) to manage the coordination, data reporting, and a portion of the incentive distribution for Franklin County. The Selected Provider will be required to report, track and provide the required documentation for the employment placements and retentions of the OWF participants they and their subcontracted partners serve. Incentive payments are distributed between FCDJFS, WDBCO, the Selected Provider (and subcontracted partners if applicable), and the OWF participant. Final payment structures will be negotiated upon contract award.

**Sanction Recommendations**

A sanction is a period of ineligibility for assistance under the OWF and/or Supplemental Nutrition Assistance Programs (SNAP), imposed as the result of an individual’s failure to adhere to the signed Self-Sufficiency Contract & Plan (See Attachment C) without good cause. Work required participants face sanctions when they fail to participate for the required number of hours as detailed in their Self-Sufficiency Contract and Plan unless good cause documentation is provided and approved.

- The Selected Provider must track participation attendance daily to manage the work required participant’s full participation. If the participant is not meeting his/her participation the Selected Provider must engage the participant and possibly FCDJFS in a strategy to complete the missing hours before adverse action dates.
- When a participant has missed hours with good cause, the Selected Provider is responsible for collecting the documentation and submitting it to FCDJFS for a final determination on the imposition of a sanction. Good cause guidelines can be found at <http://codes.ohio.gov/oac/5101:1-3-13> Ohio works first: good cause for work activity failures.
- The Selected Provider will not be required to provide services to the participant during their sanction period unless the participant has applied for fair hearing benefits. However, when applicable the Selected Provider will be responsible for the provision of a Compliance Job Search for work required participants returning for benefits and services. (See <http://codes.ohio.gov/oac/5101:1-3-15> Ohio works first: three-tier sanctions)

**Data Management and Reporting Requirements**

**Collection, Tracking, Analysis, and Reporting:**

The Selected Provider must have an electronic system to document, track, manage and report all required work participation activities and hours, case management services, and support services for all assigned participants. The system must have the capacity to generate standard and ad hoc reports. The system must have the ability for real-time timekeeping of participation hours with the ability to track and report required hours daily, weekly and monthly (calendar month, not “30 day period”). FCDJFS requires that the system have the functionality for participants to enter their work participation hours (sign in/out) at their assigned work activity and for supervisory approval.

Data documentation, collection, analysis, and reporting are critical to the success of the program. At a minimum FCDJFS requires the following data elements to be tracked on individual participants and must include, but is not limited to, the following:

KEY PARTICIPANT DATA	REQUIRED REPORTING
<p><b>Participant Identification and Contact Information</b></p>	<ul style="list-style-type: none"> <li>• Case name</li> <li>• Case number</li> <li>• Customer Identification Number</li> <li>• Address</li> <li>• Email</li> <li>• Phone numbers (home and cell)</li> <li>• Emergency Contact</li> </ul>

<b>Participant Demographics</b>	<ul style="list-style-type: none"> <li>• Ethnicity</li> <li>• Race</li> <li>• Gender</li> <li>• Primary language</li> <li>• Citizenship</li> <li>• Marital status</li> <li>• Disability</li> <li>• Education level</li> <li>• Employment history</li> <li>• Legal/Criminal history</li> </ul>
<b>Case Management Services:</b>	<ul style="list-style-type: none"> <li>• Identified needs and/or barriers</li> <li>• Action steps to address barriers</li> <li>• Referrals and linkages to services</li> <li>• Community services utilized</li> <li>• Supportive Service Provided (CCMEP &amp; Non-CCMEP)</li> <li>• FCDJFS support services utilized</li> </ul>
<b>Referral Information</b>	<ul style="list-style-type: none"> <li>• Date referred</li> <li>• Date scheduled for Applicant Job Search (if applicable)</li> <li>• Show Date/No Show Date</li> <li>• Hours Completed</li> </ul>
<b>Assignment Information</b>	<ul style="list-style-type: none"> <li>• Site Information</li> <li>• Site Name</li> <li>• Site Address</li> <li>• Site Contact Person</li> <li>• Site Contact Information</li> </ul>
<b>Assignment Details:</b>	<ul style="list-style-type: none"> <li>• Start date of assignment</li> <li>• End date of assignment</li> <li>• Duration of assignment</li> <li>• Number of hours assigned</li> <li>• Proposed Assignment Changes</li> </ul>
<b>Participation Tracking (by day, week, and calendar month):</b>	<ul style="list-style-type: none"> <li>• Hours required (including those deemed)</li> <li>• Hours completed</li> <li>• Hours missed</li> <li>• Hours with good cause (must be supported by documentation)</li> <li>• Participation Met/Failed</li> </ul>
<b>Sanctions:</b>	<ul style="list-style-type: none"> <li>• Date of sanction recommendation</li> <li>• Reason for sanction recommendation</li> <li>• Decision by FCDJFS (approved for sanction action or remain in assignment with Selected Provider)</li> </ul>
<b>If Sanctions Recommendation is Approved:</b>	<ul style="list-style-type: none"> <li>• Status of sanction (pending, fair hearing, applied)</li> <li>• Date sanction applied</li> <li>• Date sanction is to be lifted</li> <li>• Sanction Tier (I, II, or III)</li> </ul>
<b>Applicant Job Search/Compliance Job Search</b>	<ul style="list-style-type: none"> <li>• Date referred</li> <li>• Date scheduled for Applicant/Compliance Job Search (if applicable)</li> <li>• Show Date/No Show Date</li> <li>• Hours Completed</li> </ul>

KEY PROGRAM DATA	REQUIRED REPORTING
<p><b>WORK ACTIVITIES AND SANCTIONS:</b> The provision, tracking, monitoring, and reporting of allowable work activities for all participants referred that allow each participant the opportunity to successfully complete the required participation hours monthly</p> <p>The tracking, monitoring, and reporting of all sanction recommendations</p>	<p>Work Activity Participation Report:</p> <ul style="list-style-type: none"> <li>• Current Assignment (work activity i.e. WEP, Community Service, job search, etc.)</li> <li>• Education and Training activities for vocational education participants</li> <li>• Hours Required</li> <li>• Hours Met</li> <li>• Good Cause Hours</li> <li>• Hours Failed</li> <li>• Reason for Failure</li> <li>• Action Taken (i.e. continue with an assignment, referral back to FCDJFS, Obtained Employment, No Show, Recommended Sanction)</li> </ul> <p>Sanction Recommendation Report:</p> <ul style="list-style-type: none"> <li>• Case information for each participant on the list</li> <li>• Reason for sanction recommendation</li> <li>• Documentation, when applicable, to support the sanction recommendation</li> </ul>
<p><b>CASE MANAGEMENT AND SUPPORTIVE SERVICES:</b> The provision of Case Management Services (Non-CCMEP participants) and Supportive Services to all referred participants to assist in the reduction of barriers to participation and self-sufficiency</p>	<p>Case Management Reports should include:</p> <ul style="list-style-type: none"> <li>• Barriers identification and analysis (what barriers and strengths are participants presenting with, what barriers is the program able to assist with, what are the service gaps)</li> <li>• Community partnerships</li> </ul> <p>Supportive Services Reports should include:</p> <ul style="list-style-type: none"> <li>• Basic participant information</li> <li>• Supportive service provided</li> <li>• Cost</li> <li>• Program (CCMEP or Non-CCMEP)</li> </ul>
<p><b>EMPLOYER ENGAGEMENT:</b> The development and maintenance of a sufficient number and type of appropriate worksites to meet the number of OWF participants assigned to the program. The worksites may be work experience or community service sites, OJT or employment placements (subsidized or unsubsidized)</p>	<p>Worksite Report that includes:</p> <ul style="list-style-type: none"> <li>• Number of worksites</li> <li>• Number of slots (per site, filled/vacant/total)</li> <li>• Type of site (WEP, OJT, Employment)</li> <li>• Industry/Field</li> <li>• Sector (business, non-profit, government, other)</li> <li>• Ability to serve special populations (disability, LEP, criminal history, etc.)</li> <li>• Location (by zip code)</li> <li>• Site and/or Monitoring Issues</li> </ul>
<p><b>EMPLOYMENT PLACEMENT AND RETENTION:</b> The provision and documentation of Employment Placement and Retention Services of all referred participants that align with the compliance requirements of OWF and the reporting requirements of the Ohio Works Incentive Program (OWIP)</p>	<p>Employment Placement data that includes:</p> <ul style="list-style-type: none"> <li>• Name of participant</li> <li>• Name of employer</li> <li>• Industry of employer</li> <li>• Date of hire</li> <li>• Rate of pay</li> <li>• Hours worked per week</li> <li>• Benefits</li> </ul> <p>Retention data that includes:</p> <ul style="list-style-type: none"> <li>• 90-day retention</li> <li>• 180-day retention</li> <li>• Rate of pay (denote if increase from hire)</li> <li>• Hours worked per week (denote if increase or decrease from hire)</li> <li>• Benefits</li> <li>• The report must include all required support/verification documentation</li> </ul>

Data elements will be frequently transmitted between FCDJFS and the Selected Provider. All data elements are subject to revision based on the operational, programmatic, and policy needs of FCDJFS. Regular reporting requirements will be established with FCJDJS at the time of contract negotiations and throughout the term of the contract agreement.

Data, information, and reporting timeframes detailed in each specified report or review outlined above may be adjusted at the discretion of FCDJFS to adhere to program rules and guidance.

## PROPOSAL COMPONENTS

FCDJFS will only accept proposals from 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 “Contractor” references a Bidder selected through this RFP that has a contract agreement with FCDJFS to provide the services described in this RFP. The Bidder will be responsible for completing the agency profile, program narrative attachment, budget, and submitting additional proposal attachments and required documents in the e-CImpact system.

Proposal Section	Information Needed
<p><b>Agency Profile</b></p>	<p>The Bidder <b>MUST</b> complete an agency profile, listing all basic demographic information about the organization including:</p> <ul style="list-style-type: none"> <li>• Organization’s legal name</li> <li>• Federal tax identification number</li> <li>• Address-mailing and/or corporate</li> <li>• Phone and fax numbers</li> <li>• Website address</li> <li>• Leadership information</li> <li>• Mission statement</li> <li>• Organization’s history – brief description</li> <li>• Contact information – Executive Director and Chief Financial Officer</li> </ul> <p><b>The Agency Profile information is entered directly into the e-CIMPACT system</b></p>
<p><b>Board Members</b></p>	<p>For organizations with a governing Board, the Bidder <b>MUST</b> provide a list of Board Members, including:</p> <ul style="list-style-type: none"> <li>• Members’ first and last names</li> <li>• Addresses</li> <li>• Affiliations</li> <li>• Committee titles (office)</li> <li>• Additional committees the member is serving on</li> </ul> <p><b>Board Members’ information is entered directly into the e-CIMPACT system</b></p>
<p><b>Narrative</b></p>	<p>For the OWF Work Required Activities Management RFP, the narrative proposal will be entered directly into e-CImpact.</p> <p>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 providing the requested services, and the Bidder’s capacity to carry out the defined requirements.</p>

<p style="text-align: center;"><b>Narrative (continued)</b></p>	<p>Through the narrative the Bidder will illustrate:</p> <ul style="list-style-type: none"> <li>• Organization’s history in delivering like services outlined in the RFP <ul style="list-style-type: none"> <li>○ Contracts/services implemented over the last three years</li> <li>○ Scope and quality of services</li> <li>○ Budget amounts</li> <li>○ Funding sources</li> <li>○ Time periods</li> <li>○ Successes, challenges, and lessons learned</li> </ul> </li> <li>• Delivery of OWF work activities and workforce services</li> <li>• Capacity to deliver and manage the size and scope of services proposed</li> <li>• Program staffing overview</li> <li>• Job descriptions <ul style="list-style-type: none"> <li>○ Staff qualifications</li> <li>○ Required certifications (if applicable)</li> </ul> </li> <li>• Service delivery model</li> <li>• Monitoring and evaluation of services</li> <li>• Data management <ul style="list-style-type: none"> <li>○ Collection</li> <li>○ Maintenance</li> <li>○ Reporting capability to FCDJFS</li> </ul> </li> <li>• Subcontractor(s) relationships and roles <ul style="list-style-type: none"> <li>○ How will the Organization supervise subcontractors?</li> <li>○ How will the Organization ensure a subcontractor complies with established contractual terms, conditions, and obligations?</li> </ul> </li> <li>• Staffing <ul style="list-style-type: none"> <li>○ Hiring and training plan for the project</li> <li>○ General training process</li> <li>○ Number of in-house team members to provide proposed services</li> </ul> </li> <li>• Training resources for FCDJFS (if needed)</li> <li>• Management structure and supervision</li> </ul> <p><b>The proposal Narrative is entered into the e-CIMPACT system.</b></p>
<p style="text-align: center;"><b>Attachments</b></p>	<p>The following program attachments are required:</p> <ul style="list-style-type: none"> <li>• Job descriptions for all positions</li> <li>• Resumes and licenses (if applicable) of each lead position</li> <li>• Table of Organization for the project</li> <li>• Three business reference letters <ul style="list-style-type: none"> <li>○ For like services provided within the last five years</li> <li>○ Provided on business letterhead</li> <li>○ Outline of project scope of work</li> <li>○ Past performance</li> </ul> </li> </ul> <p><b>The program narrative attachment(s) must be uploaded into the e-CIMPACT system.</b></p>
<p style="text-align: center;"><b>Required Documents</b></p>	<p>The following attachments are required documents:</p> <ul style="list-style-type: none"> <li>• Financial audit</li> <li>• Certificate of professional liability insurance</li> <li>• Certificate of continued existence/certificate of good standing from the Ohio Secretary of State</li> <li>• Worker’s Compensation Certificate</li> <li>• Delinquent personal property tax affidavit (form provided by FCDJFS)</li> <li>• Conflict of interest disclosure form (form provided by FCDJFS)</li> <li>• W-9 form (<a href="http://www.irs.gov/pub/irs-pdf/fw9.pdf">www.irs.gov/pub/irs-pdf/fw9.pdf</a>)</li> <li>• Employee Criminal Background Check Policy</li> <li>• Table of Organization for the Agency</li> </ul>



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 organization
- 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

All contract payments for purchased services will be by fixed unit rate. A fixed unit rate is comprised of all actual costs to the Contractor in order to supply a unit of service. Units of service will be negotiated with the successful Bidder(s) based on the specifics of the proposed services.

These services will be funded through TANF. TANF awards provide funding to Contractors after expenses have been incurred. The Contractor must follow the program procedures to obtain reimbursement for expenses.

FCDJFS will negotiate and approve the budget of a successful Bidder; budget modifications must be submitted in writing and approved by FCDJFS.

## MINIMUM QUALIFICATIONS

FCDJFS will only accept proposals from organizations that meet the minimum qualifications. For a proposal to be reviewed for funding under this RFP, FCDJFS requires that Bidders must:

1. Have a minimum of three (3) years of experience delivering the proposed work activity and workforce services of similar size and scope projects described in this RFP.
2. Have the technology infrastructure and capacity to manage the project and all requisite data as evidenced by electronic case management, timekeeping, and reporting systems. The organization must have data back-up processes and a disaster recovery plan.
3. Submit a complete proposal.

## PROPOSAL SUBMISSION

### e-CImpact

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



Once your agency has access to e-CImpact 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-CImpact well before the submission deadline to avoid being shut out of the system.

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

- Agency Profile
- Program Narratives

The following proposal attachments must be entered into the e-CImpact system:

- 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)
- Budget

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

- OWF Narrative Document
- All Required Documents
- All Program Attachments

## SUBMISSION

- The Completed Proposal MUST be Submitted Electronically via the e-CImpact platform.
- Submission is required **NO LATER THAN 2:00 PM on Tuesday, August 13th, 2024.** No extensions will be granted.
- The e-CImpact platform will **NOT accept** proposals **after** the **deadline**.

## 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](mailto:Reporting.Help@uwcentralohio.org) or call 614.241.3073.

## PROPOSAL FORMAT AND INSTRUCTIONS

There is a proposal narrative and budget document for this RFP release. An excel version of the budget document can be found online at <https://jfs.franklincountyohio.gov/partner-information>.

A complete proposal packet will include the completion of the required e-CImpact sections and the upload of RFP attachments as listed in the "Required Documents, Attachments and Checklists."

The packet entitled Required Documents, Attachments, and Checklist can be found online at <https://jfs.franklincountyohio.gov/partner-information>.

This packet contains documents provided by FCDJFS:

- MANDATORY Letter of Intent
- Delinquent Property Tax Affidavit
- Conflict of Interest Disclosure Form
- OWF Work Required Activities Management RFP Checklists

## 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-contract 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 (Contractor'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 Contractor (Bidder).

The Contractor 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](http://www.sam.gov/portal)
- Ohio Auditor of State, Findings for Recovery Database (certified search) [www.ohioauditor.gov/findings](http://www.ohioauditor.gov/findings)

All fees associated with Agreements must be accounted for in the Bidder's budget. The Bidder should supply any confirmed Agreements at the time of proposal submission. The Contractor 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 Contractor is responsible for making direct payment to the Agreement agency for said services. No Agreement shall in any way relieve the Contractor of any duty, obligation or liability undertaken by the Contractor pursuant to its subaward agreement with FCDJFS.

## 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 the Bidder completely understands the submission requirements and processes.

- The Virtual Bidders' Conference will be held on **Thursday, July 25, 2024 at 11:00 am** via the link provided.
- The Bidders' Conference will cover:
  - Service 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 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 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, Attachments, and Checklist.

**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 for 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](mailto:franklin-cdjfs-ccp@jfs.ohio.gov)
- Subject line must state: Q&A 25-24-RFP-01 OWF

Clarifying questions asked and FCDJFS' responses to approved questions comprise the "Q&A 25-24-RFP-01 OWF Document" for this RFP. FCDJFS will respond to all questions submitted 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 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.

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 the e-CImpact platform 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: [franklin-cdjfs-ccp@jfs.ohio.gov](mailto:franklin-cdjfs-ccp@jfs.ohio.gov).

### Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Submission of a complete and accurate service proposal
- Demonstrated experience administering OWF Work Required Activities Management services of like size and scope
- Organizational Capabilities and Capacity
- Ability to meet the project/service timelines

Greater weight will be placed on the following criteria:

- Ability to meet FCDJFS' outlined OWF Work Required Activities Management services needs
- Cost of Services
- Demonstration of the ability to provide meaningful access to services that are culturally and linguistically appropriate for all eligible participants
- Cost of Services

### 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 submitted by **Tuesday, August 13th, 2024 at 2:00 pm**. No extension of time will be granted. The e-CImpact platform will not allow for late submissions of proposals.

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.

## SCHEDULE & DEADLINES

Activity	Deadlines		General Information
	Date	Time	
RFP Release	Tuesday July 16, 2024	By Close of Business	RFP documents posted on the FCDJFS Website <a href="https://jfs.franklincountyohio.gov/partner-information">https://jfs.franklincountyohio.gov/partner-information</a>
Pre-Bidders' Conference Question Submission Deadline	Monday July 22, 2024	2:00 PM	Email questions to, <a href="mailto:franklin-cdjfs-ccp@jfs.ohio.gov">franklin-cdjfs-ccp@jfs.ohio.gov</a> Questions will be answered at the Bidders' Conference
Virtual Bidders' Conference	Thursday, July 25th, 2024	11:00 AM	The conference will be held virtually at the following site: <a href="https://franklincountyohio.zoom.us/webinar/register/WN_UpIRP9_RSvW8F76MpADtDw">https://franklincountyohio.zoom.us/webinar/register/WN_UpIRP9_RSvW8F76MpADtDw</a>
Mandatory Letter of Intent Due	Friday July 26, 2024	2:00 PM	Letters may be submitted by email to: <a href="mailto:franklin-cdjfs-ccp@jfs.ohio.gov">franklin-cdjfs-ccp@jfs.ohio.gov</a>
Post Bidders' Conference Question Submission Deadline	Tuesday July 30, 2024	2:00 PM	Email questions to <a href="mailto:franklin-cdjfs-ccp@jfs.ohio.gov">franklin-cdjfs-ccp@jfs.ohio.gov</a>
Post Bidders' Conference Questions Answered	Friday, August 2, 2024	By Close of Business	Post Bidders' Conference Q&A will be posted to the FCDJFS website ( <a href="https://jfs.franklincountyohio.gov/partner-information">https://jfs.franklincountyohio.gov/partner-information</a> )
OWF Work Required Activities Management Proposals Due	Tuesday, August 13, 2024	2:00 PM	All proposal material <b>MUST</b> be submitted electronically through the e-CImpact system, unless otherwise authorized by FCDJFS

## CONSIDERATIONS

### Contract Award

FCDJFS reserves the right to award a contract in the manner deemed to be in the best interests 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 interests 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 a 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 contract 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 Contractor.

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](mailto: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, 1<sup>st</sup> Floor,  
Columbus, Ohio 43229

## SUCCESSFUL PROPOSALS

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

### Roles and Responsibilities

#### Contractor Responsibilities:

- Comply with all applicable rules and regulations governing the source of funding for this program
- Comply with procurement requirements - see a copy of the contract boilerplate
- Comply with contract requirements - see a sample copy of the contract boilerplate in the required forms, attachments and checklist document.
- Provide all services within the contract agreement terms and conditions
- Comply with all rules set forth in the Ohio Revised Code 2151.86 (Criminal Records Check)  
<http://codes.ohio.gov/orc/2151.86>
  
- Document program services delivery, inclusive of but not limited to:
  - Date and time of services
  - Name and case number of FCDJFS customer receiving services
  - Documentation of services delivered
  - Statistical data (e.g. language, type of service, duration of service, methodology used, and etc.)
  - Other data elements as defined by FCDJFS on a regular or ad hoc basis
  
- Collect financial documentation
  - Maintain and report to FCDJFS fiscal data and all related service 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, including
  - Review of financial records
  - Monitoring of service implementation
  - Monitoring/review of any other information deemed necessary by FCDJFS

#### FCDJFS Responsibilities:

- Communicate in a timely manner the service needs of the agency, including but not limited to:
  - Service plans/schedules
  - Changes in operations
  - Data requests
  - Service requests
- Provide ongoing technical assistance related, but not limited to:
  - Overall program implementation
  - Service implementation
  - Allowable activities and expenses
- Act as the final authority regarding service provision questions and the handling of grievances
- Review and process approved invoices for payments
- FCDJFS will monitor the contract at least once during the contract period; including but not limited to:
  - Programmatic Monitoring
    - Verify the contracted scope of service has been implemented
    - Observe service provisions
    - Review Contractor service files
    - Monitor and review program performance in relation to stated contract terms and conditions
  
  - Fiscal Monitoring
    - Monitor Payroll distribution
    - Review any expenditures attributed to this funding
    - Verify adherence to internal controls