

***AMENDED***

**REQUEST FOR  
GRANT APPLICATIONS**

**Child Care Resource and Referral Services**

**RFGA # R-1011-06-8020**

**Issued By:  
The Ohio Department of Job and Family Services**

***AMENDED 5-20-2009***

**The Ohio Department of Job & Family Services**  
**REQUEST FOR GRANT APPLICATION**  
**Child Care Resource and Referral Service Systems**  
**RFGA # R-1011-06-8020**

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**The Ohio Department of Job and Family Services  
Request for Grant Applications (RFGA):**

**Child Care Resource and Referral Service Systems  
R-1011-06-8020**

**SECTION I. GENERAL PURPOSE & APPLICANT INFORMATION**

**1.1 Purpose**

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Grant Applications (RFGA) to qualified non-profit organizations for the provision of child care resource and referral (CCR&R) services in the twelve (12) service delivery areas (SDAs) across Ohio. This RFGA is intended to make CCR&R services available to early care providers, Ohio families and community stakeholders. The purpose of CCR&R services is to increase awareness and knowledge about the importance of early care and education for providers, families and community stakeholders as well as to increase the quality services available for early care and education providers, families and community stakeholders. CCR&R services are inclusive of services necessary to support Step Up To Quality (SUTQ), Ohio's quality rating system. Ohio child care resource and referral agencies provide two levels of service: foundational and targeted services.

ODJFS will award funding only to qualified non-profit organizations that provide child care resource and referral services. Applicants will be selected based on timely and quality response to this RFGA and the ability to meet the minimum qualifications established herein. ODJFS will use the selection criteria established in this RFGA to identify organizations that will serve the twelve SDAs. Interested vendors must submit proposals in strict accordance with the instructions provided in this RFGA for award of grants. Should any one agency propose to provide CCR&R services to more than one SDA, that agency must complete and submit a separate application packet, appropriately marked, for each SDA the agency proposes to serve. Each submission will be reviewed separately, and selection for grant awards will be made by ODJFS for each SDA based on the quality of applications submitted for that SDA.

**1.2 Issuing Office**

This RFGA is released by and the subsequent grant agreements will be with ODJFS. State level supervision of all selected applicants' activities will be performed by the Office of Families and Children (OFC), Services to Children – Bureau of Child Care and Development (BCCD). The mission of OFC is to educate and engage communities and systems to jointly provide services to achieve the safety, permanency, self-sufficiency and well-being of Ohio's vulnerable families. Through public and private partnerships, BCCD works to improve the availability and quality of early care and education services for Ohio's children and families and to enhance the delivery of services to families eligible for and in need of early care and education services, especially subsidized early care and education services.

If interested applicants have a need to communicate regarding this RFGA, they must contact **ODJFS** using one of the mechanisms provided for in **Sections 1.7, Internet Question and Answer Period/RFGA Clarification Opportunity, or 1.10, Communication Prohibitions**, of this RFGA. Applicants are cautioned that communication attempts which do not comply with these instructions will not be answered. Further, the State will not consider any proposals submitted to any address other than the one provided in Section 4.1 of this RFGA. Applicant proposals must be submitted to ODJFS in strict accordance with proposal submission instructions provided in **Section 4.1, Proposal Submission Information**.

### **1.3 Using this RFGA and Instructions to Develop and Submit a Proposal**

In key sections of this RFGA, markers such as, “PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS” and “PROPOSAL SCORING NOTE” will identify for potential applicants some instructions on developing necessary components of the proposal and specific instructions where such information, documents, etc., must be placed within the proposal before submitting it to ODJFS. It is essential that interested applicants follow those directions carefully in order to demonstrate their qualifications and program preparedness, as those things will be scored by the State in accordance with the Technical Proposal Score Sheet (provided for reference purposes as Attachment E to this RFGA). Each proposal’s score will be the critical measure used by the State in its decisions of which proposals are to be granted an award of funds.

### **1.4 Background**

ODJFS is statutorily required, pursuant to Chapter 5104 of the Ohio Revised Code (ORC), to develop and implement a statewide Child Care Resource and Referral services system. The provision of statewide Child Care and Resource and Referral (CCR&R) services is required in the Child Care Development Fund (CCDF) quality set-aside and in Chapter 5104 of the Ohio Revised Code (ORC) to support and promote early care and education services to providers, families and community stakeholders. In 2007, more than 23,000 Ohio families contacted local CCR&R agencies for assistance locating programs for their children, more than 30% of the families had earnings below the federal poverty level; and over 52,000 participants attended training on topics ranging from health and safety to supporting language and literacy development. CCR&Rs continue to be integral to community planning efforts from addressing issues such as workforce development to closing the achievement gap.

### **1.5 Overview of the Project**

In Ohio there are over 564,052 children under the age of six whose families are in need of child care while they work. Many of these children will be in some form of child care arrangement from the time they are six weeks old that lasts well into their school years. The research is clear, these early experiences last a lifetime - in other words investing early in a person's life yields lifelong benefits and those benefits are greatest for the children who are the most vulnerable.

Funding for CCR&R services is designed to ensure that systems are developed and strengthened so that Ohio's children have the type of experiences that will prepare them for school and life. Child Care Resource and Referral services increase the awareness and knowledge of early care and education providers, families and community stakeholders as well as increase the quality of services available to early care and education providers, families and community stakeholders.

## 1.6 Objectives of the Project

The Child Care Resource and Referral (CCR&R) agencies purpose is to provide foundational and targeted services to providers, families and community stakeholders that will:

- A. Foundational Services: Increase the knowledge of early care and education for providers, families and community stakeholders; and
- B. Targeted Services: Increase the quality of services available to providers, families and community stakeholders.

## 1.7 Anticipated Procurement Timetable

ORIGINAL DATE	EVENT/ACTIVITY	AMENDED DATE
May 13, 2009	ODJFS Releases RFGA to Potential Applicants on ODJFS Web Site; Q&A Period Opens - RFGA becomes active - Applicants may submit inquiries for RFGA clarification	NO CHANGE
May 21, 2009	Applicant Q&A Period Closes, 10:00 a.m. (for inquiries for RFGA Clarification) - No further inquiries for RFGA clarification will be accepted	NO CHANGE
May 26, 2009	ODJFS provides Final Applicant Question & Answer Document (estimated)	<b>May 28, 2009</b>
<b>Thursday June 4, 2009</b>	<b>Deadline for Applicants to Submit Proposals to ODJFS (3:00 p.m.)</b> - This is the proposal opening date, beginning the ODJFS process of proposal review	<b>Tuesday, June 9, 2009</b>
June 16, 2009	ODJFS Issues Grant Award Notification Letters (estimated) - Applicants that submitted proposals in response to this RFGA will be sent letters stating whether their proposal was accepted for award of the grant	<b>June 22, 2009</b>
July 15, 2009	Implementation* (estimated—following notification of all contractual and funding approvals) <b><u>ODJFS grants are not valid and effective until the state Office of Budget and Management approves the purchase order.</u></b>	<b>August 1, 2009</b>

<i>June 30, 2011</i>	Project Completion under original Grant Period- All work must be completed and approved by the ODJFS Grant Manager	NO CHANGE
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Potential Grant renewal period: In the event further funding becomes available for the period of SFY 2012 to SFY 2013 – part or all – the State may at its sole discretion, opt to renew funding to some grantees selected through this RFGA. **ONLY THOSE GRANTEES WHICH DEMONSTRATE SIGNIFICANT PROGRAMMATIC SUCCESS AND FULL ADMINISTRATIVE AND FISCAL RESPONSIBILITY WILL BE CONSIDERED FOR ANY POSSIBLE RENEWAL.** Any such renewals will be contingent upon available funding, all necessary contractual and funding approvals, and the satisfactory performance of the grantee. Any possible renewal period is at the sole discretion of the State.

ODJFS reserves the right to revise this schedule in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations and after providing reasonable notice.

\* According to requirements of Ohio Revised Code (ORC) 126.07, ODJFS contractual agreements are not valid and enforceable until the Office of Budget and Management (OBM) certifies the availability of appropriate funding, as indicated by the approval of the Purchase Order (P.O.). The selected applicants may neither perform work nor submit an invoice for payment for work performed for this project for any time period prior to the P.O. approval date. The ODJFS Grant Manager will notify the selected applicants when the requirements of ORC Section 126.07 have been met.

### **1.8 RFGA Clarification Opportunities**

This competitive procurement must be conducted in a public setting, with no individual or organization obtaining information not universally available to all interested parties, and is, therefore, being conducted in an electronic forum for greatest efficiency and openness. **THE ONLY** vehicle for interested parties to gain any needed clarification regarding this competitive opportunity is through the **Internet Question & Answer Period** described here. **Attempts at prohibited communications (see Section 1.10, below) may result in complete disqualification of the applicant organization.**

#### **Internet Question and Answer Process**

Potential applicants may ask clarifying questions regarding this RFGA via the Internet during the Q&A Period as outlined in Section 1.7, Anticipated Procurement Timetable. To ask a question, potential applicants must use the following Internet process:

- \* **Access the ODJFS Web Page at <http://jfs.ohio.gov/>**
- \* **Select “About Us” on the front page;**
- \* **Select “Doing Business with ODJFS;”**
- \* **Select “Requests for Proposals, Letterhead Solicitations, and Other Invitations;”**
- \* **RFGA Number *R-1011-06-8020***
- \* **Select “Ask a Question about this RFGA” function; and**
- \* **Follow the instructions to send an e-mail question.**

Questions about this RFGA must reference the relevant part of this RFGA, the heading for the provision under question, and the page number of the RFGA where the provision can be found. The potential applicant must also include the name of a representative of the potential applicant, the organization's name and business phone number. ODJFS may, at its option, disregard any questions which do not appropriately reference an RFGA provision or location, or which do not include identification for the originator of the question. ODJFS will not respond to any questions submitted after **10:00 a.m.** on the date the Q&A period closes. **No questions asked via telephone calls or in private face-to-face meeting will be answered!**

ODJFS responses to all questions asked via the Internet will be posted on the Internet website dedicated to this RFGA, for reference by all potential applicants. Potential applicants will not receive personalized or individual e-mail responses. Clarifying questions asked and ODJFS responses to them comprise the "ODJFS Q&A Document" for this RFGA.

Applicant proposals in response to this RFGA are to take into account any information communicated by ODJFS in the Final Q&A Document for the RFGA. **It is the responsibility of all potential applicants to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding this RFGA.**

Accessibility to the ODJFS Q&A Document will be clearly identified on the website dedicated to this RFGA, once that document is made available.

**IMPORTANT:** Requests from potential applicants for copies of previous RFGAs, past applicant proposals, score sheets or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFGA. PRRs submitted in accordance with directions provided in Section 1.10, Communication Prohibitions, will be honored. The posted time frames for ODJFS responses to Internet questions for RFGA clarification do not apply to PRRs.

Applicants are to base their RFGA responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFGA for the future contractual agreements, NOT on details of any current or past related agreement. Requirements under a current project may or may not be required by ODJFS under any future agreement, and so may not be useful information for applicants who choose to respond to the RFGA. If applicants ask questions about existing or past agreements using the Internet Q&A process, ODJFS will use its discretion in deciding whether to provide answers. Interested applicants should also refer to RFGA Section 1.11, Time Frames and Funding Source, for related information.

There is an established time period for the Applicant Q&A process (see Section 1.8, Anticipated Procurement Timetable, above). ODJFS will only answer those questions submitted within the stated time frame for submission of applicant questions, and which pertain to issues of RFGA clarity, and which are not requests for public information. ODJFS is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

\* **IMPORTANT NOTE:** Should applicants experience technical difficulties accessing either the ODJFS website where the RFGA and its related documents are published, they may contact the ODJFS Office of Contracts and Acquisitions, RFGA/RLB Unit, at (614) 728-5693 for guidance.

Telephone calls seeking anything other than assistance in obtaining access to the Internet posted procurement documents will not be accepted.

### **1.9 Applicants' Library:**

Potential vendors may view for the following website for additional information that maybe helpful to complete the RFGA:

- <http://www.naccrra.org>
- <http://www.naeyc.org>
- <http://www.stepuptoquality.org>
- <http://www.ocrra.org>
- <http://www.acf.hhs.gov>
- <http://www.nccic.org>

### **1.10 Communication Prohibitions:**

**THE ONLY** vehicle for interested parties to gain any needed clarification regarding this competitive opportunity is specified in RFGA Clarification Opportunity described in Section 1.8 above.

From the issuance date of this RFGA until grants are awarded, **there may be no communications concerning the RFGA** between any applicant that expects to submit a proposal and any employee of ODJFS in the issuing office, or any other ODJFS employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RFGA or the selection of the grantee. **Attempts at prohibited communications may result in complete disqualification of the applicant organization.**

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 1.8, RFGA Clarification Opportunity;
2. As necessary in any pre-existing or on-going business relationship between ODJFS and any applicant that could submit a proposal in response to this RFGA;
3. As part of any applicant interview process or proposal clarification process initiated by ODJFS, which ODJFS deems necessary in order to make a final selection;
4. If it becomes necessary to revise any part of this RFGA, ODJFS will post those revisions, amendments, etc., to the website dedicated to this RFGA;\* and
5. Any Public Records Request (PRR) made through the ODJFS Office of Legal Services.

\* **Important Note:** Amendments to the RFGA or to any documents related to it will be accessible to interested applicants through the original web page established for the RFGA. All interested applicants must refer to that web page regularly for amendments or other announcements. ODJFS may not specifically notify any applicant of changes or announcements related to this RFGA except through the website posting. It is the affirmative responsibility of interested applicants to be aware of and to fully respond to all updated information posted on this web page.

All communications regarding this RFGA are to take place in the open forums as provided for in Section 1.8. No personal inquiries or phone calls for RFGA clarification will be accepted.

ODJFS is not responsible for the accuracy of any information regarding this RFGA that was obtained or gathered through a source other than the Q&A process described in this RFGA. Any attempts at prohibited communications by applicants may result in the disqualification of those applicants' proposals.

**IMPORTANT:** Requests from potential vendors for copies of previous RFPs, past vendor proposals, score sheets or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFP. PRRs submitted in accordance with directions provided in Section 1.10, Communication Prohibitions, will be honored. The posted time frames for ODJFS responses to Internet questions for RFP clarification do not apply to PRRs.

### **1.11 Time Frames & Funding Source**

Funds to be awarded under this RFGA have been made available through the federal Child Care Development Fund (CCDF). Each successful applicant must enter into a grant agreement with ODJFS and must comply with all applicable federal and state requirements governing the expenditure of CCDF funds. These requirements are further described in this RFGA and referenced documents. The federal Child Care Development Fund will award up to approximately nineteen million dollars (\$19,000,000.00) to support state child care resource and referral services in the biennium in effect from July 1, 2009 to June 30, 2011.

ODJFS plans to make awards to agencies selected as a result of this RFGA for time periods of up to 24 (twenty-four) months (July 1, 2009 through June 30, 2011) with the option of renewing the agreement for an additional 24 (twenty-four) months (July 1, 2011 through June 30, 2013) depending upon the availability of CCDF funds.

Following the selection process, the applicant's project budget will be incorporated into the grant agreement. ODJFS may at its discretion allow for an advance of up to 1/12<sup>th</sup> of the first year grant award as the initial payment, if circumstances warrant. Consequent reimbursements will be on a monthly basis based on actual activity expenses, up to specified limits, and as documented by reports and proper invoicing provided to ODJFS by the grantee.

Awards will be for amounts ranging from four hundred fifty thousand dollars (\$450,000.00) for smaller SDAs, and up to three million, four hundred thousand dollars (\$3,400,000.00) for larger SDAs, depending upon the actual amount of funding available (see Appendix E. to this RFGA). The funding amounts awarded will be for the entire grant term, from project implementation through June 30, 2011; applicants' proposals must provide project budgets explaining project costs, and must specify the portion of the award requested for State Fiscal Year (SFY) 2010 (*i.e.*, from approximately July 1, 2009 through June 30, 2010) and for SFY 2011 (*i.e.*, from July 1, 2010 through June 30, 2011).

**Potential Grant renewal period:** In the event further funding for the CCR&R Program becomes available for the period of SFY 2012 to SFY 2014 (*i.e.*, July 1, 2011 through June 30, 2013) – part or all – the State may at its sole discretion, opt to renew funding to some grantees selected through this RFGA. **ONLY THOSE GRANTEES WHICH DEMONSTRATE SIGNIFICANT PROGRAMMATIC SUCCESS AND FULL ADMINISTRATIVE AND FISCAL RESPONSIBILITY WILL BE CONSIDERED FOR ANY POSSIBLE RENEWAL.** Any such

renewals will be contingent upon available funding, all necessary contractual and funding approvals, and the satisfactory performance of the grantee. Any possible renewal period is at the sole discretion of the State. Selected grantees must not assume their projects will be eligible for an automatic review.

There are references in this RFGA to the application due date. Prospective applicants must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, Ohio local time) that the applications are due. Proposals not received by the deadline due to mail delays or security screening will not be evaluated. It is the responsibility of the Prospective Applicant to ensure the proposal is received prior to 3:00 p.m. on 5/28/2009. Applications received after 3:00 p.m. on the due date **will not** be evaluated. There is only one location for receipt of proposals (as stated in Section 4.1) and any misdirected proposals will not be considered.

## **SECTION II. APPLICANT EXPERIENCE AND QUALIFICATIONS**

***PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: Organizations are to include all documentation and other information to satisfy these requirements in TAB 2.1 of their proposals.***

ODJFS will only consider awarding funds to organizations qualified to perform the work effectively and that will be accountable for programmatic outcomes and for proper expenditure of funds. In order to demonstrate to the State that an applicant is properly qualified and prepared, proposals **must** address all the qualifications and provide documentation as specified in this Section.

### **2.1 Mandatory Applicant Qualifications**

In order to be considered for the grant agreements expected to result from this RFGA, ODJFS requires that interested applicants **must** meet, at minimum, **all** the following qualification requirements:

- A. All proposals submitted must include a copy of the applicant organization's current and valid non-profit Federal 501(c)3 tax status determination letter from the Internal Revenue Service (IRS) in order to be eligible for consideration for funding under this project. A sample 501(c)3 tax status determination letter has been provided as Appendix F, for applicant reference;
- B. Provide a written statement stating they are a community based non-profit organization that does not provide direct child care services, (i.e. child care programs);
- C. Provide a written statement stating they are a community based non-profit that has delivered early care and education services for at least three years (i.e. community organization, foundation, organization that provides training and/or technical assistance etc.) identifying the services provided etc.;
- D. Provide a statement detailing the assets and needs in the service delivery area and the efforts that will have the greatest impact on providers, families and stakeholders.

***PROPOSAL SCORING NOTE: Applicants whose proposals do not satisfactorily demonstrate that the applicant organization meets ALL the above experience and qualification requirements will be disqualified from further consideration for grant award.***

## **2.2 Organizational Experience and Capabilities**

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS:** Organizations are to include all documentation and other information to satisfy these requirements in **TAB 2.2** of their proposals.

The applicant must provide a summary of the organization's past experience providing early care and education services and ability to meet the objectives of the RFGA.

The designated lead organization must, at minimum:

- A. Have three (3) years of successfully completing similar or related work with providers, families and community stakeholders;
- B. Have the capacity to undertake the scope of work (see Section 3.1) based on an organizational structure with adequate facilities, fiscal controls and other resources;
- C. Be an organization that seeks out and collaborates with early care and education partners who have the expertise to assist them meeting the goals of this grant;
- D. Be either best practice certified or best practice certified within 12 months from the initial contract start date by the National Association of Child Care Resource and Referral Agencies (NACCRRRA) and utilize NACCRRRA WARE for parent referral and tracking;
- E. Be an organization that has as part of its mission the provision of services to all socio-economic groups;
- F. Be accessible and responsive to all families and early care and education providers in all counties of the service delivery area;
- G. Be competent in providing culturally appropriate services to the linguistic and ethnic groups in their service delivery area;
- H. Employ staff with the education, expertise and experience as required by ODJFS.

## **2.3 Staff Experience and Capabilities Application Narrative and Forms**

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS:** Organizations are to include all documentation and other information to satisfy these requirements in **TAB 2.3** of their proposals.

Applicants must include an organizational chart that identifies key staff responsible for the scope of work in this grant:

- A. Identify and assign a Executive Director/Project Manager who must be a paid employee with, at minimum, an Associate's Degree and at least three (3) years experience working with programs serving families and children. The proposal must include a job description with minimum qualifications if the position is not currently filled, or resume/bio, if Executive Director/Project Manager is already selected. Documentation

must also be provided to clearly illustrate that no less than 50% of Executive Director's/Project Manager's work hours will be exclusively dedicated to the ODJFS project;

- B. Identify key leadership such as fiscal manager and data manager;
- C. Identify staff that will be responsible for the following:
  - 1. Training and technical assistance services to infant, toddler, preschool and school-age staff;
  - 2. Professional development services; and
  - 3. Parent referral services; and
  - 4. Other pertinent staff.
- D. Proposal must include a Excel spreadsheet format (sample attached) which outlines staff in A, B, C their title highest level of education; years of experience; percentage of time staff will dedicate to project, whether the position(s) is to be filled or if already filled the resume for each key staff.

**Important!** It is the affirmative responsibility of the vendor submitting a proposal to **remove all personal confidential information (such as home addresses and social security numbers)** of vendor staff and/or of any sub-contractor and sub-contractor staff from resumes or any other part of the proposal package. Following submission to ODJFS, all proposals submitted become part of the public record. ODJFS reserves the right to disqualify any vendor whose proposal is found to contain such prohibited personal information.

### **SECTION III. PROJECT PLAN & SPECIFICATIONS OF PROJECT DELIVERABLES**

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS:** *Organizations are to include all descriptions, justification, and other information to satisfy these requirements in TAB 3.1 of their proposals.*

#### **3.1 Scope of Work**

The applicant must describe plans to make CCR&R services accessible to all counties in the SDA, including plans to serve parents, providers, and community stakeholders. This section of the application **must** include a narrative description of how, if awarded a CCR&R grant, the agency will define, perform and achieve each of the six mandatory CCR&R program outcomes and activities as specified, and, if applicable, how they will develop and manage those services performed under any and all sub-contracting arrangements. Proposals should be organized so that information is presented clearly and corresponds to the appropriate outcomes. The following six (6) outcomes, their performance indicators and quality measures will be required of the selected grantees under the grant agreements expected to result from this RFGA. **Applicant proposals must convey to ODJFS the applicants' ability to successfully achieve ALL these outcomes, by completing a work plan and returning it as a part of the application packet. In order to adequately indicate that ability, the completed work plan must provide details describing how the applicant would achieve the six**

**outcomes and performance indicators successfully. Pursuant to OAC 5101:2-15-01 and OAC 5101:2-15-02, those agencies awarded grants will be responsible, at minimum, for the following outcomes. Performance Indicators for Outcomes 1a through 2c will serve as the foundation for ongoing evaluation of the selected grantees by the ODJFS Grant Manager. (Amended Section)**

**Mandatory Activities:**

**A. Increase knowledge about Early Care and Education and the application of that knowledge (up to 80% of total grant award minus administrative costs)**

**1. Foundational Provider Services Outcome:** Early Care and Education providers have access to high quality professional development, technical assistance and resources so they can support children's optimal development and learning (up to 70% of the total grant award).

**a. Performance Indicators:**

- (1) Provide the following professional development opportunities:
  - (a) General in-service training (i.e. health and safety, child development);
  - (b) Specialized training (i.e. All About series);
  - (c) Pre-requisite training (Administrator, Infant Toddler, Pre-school, School-age); and
  - (d) Child Development Associate (CDA).
- (2) Provide peer to peer technical assistance/learning opportunities on best practices related to the following:
  - (a) General technical assistance (i.e. new program start up, recruitment/outreach);
  - (b) Step Up To Quality (SUTQ) processes (i.e. registry, career pathways, evidence portfolios, quality achievement awards); and
  - (c) Age-specific questions/concerns.
- (3) Maintain a provider lending library on-site and/or on-line.

**b. Quality Assurance Measure(s):**

- (1) Submit quarterly report to OCCRRA documenting the number of each training types offered for each county in the SDA, the number of participants for each and the evaluation scores for each; the number of each technical assistance encounter by type for each county in the SDA so OCCRRA on behalf of ODJFS can conduct cross-cutting analysis by SDA and report out at quarterly meeting with ODJFS;
- (2) All trainers must meet trainer qualifications for the level of training provided;
- (3) All Pre-requisite trainers must be observed annually using a tool identified by ODJFS; and

- (4) Training must align to core knowledge and competencies and utilize evidence based content.

**c. Base funding includes:**

Hiring, training, supervising of trainers/technical assistance staff and/or consultants, training marketing/registration, training preparation time, training equipment/materials, costs related to specific job requirements (ERS, PITC etc.), participation in network-wide professional development requirements (train the trainer), participation in statewide meetings and lending library resources.

2. **Foundational Family Services Outcome:** Families have access to technical assistance and resources to increase their knowledge of the characteristics of high quality Early Care and Education (ECE) services so they exercise their right and responsibility to choose ECE that support their children optimal development and learning. (up to 20% of the total grant award)

**a. Performance indicators:**

- (1) Provide resource and referral services to families via toll-free phone lines, email, in person, community events and online through NACCRRRAWARE;
- (2) Develop and distribute educational materials to families utilizing multiple strategies (i.e. brochures, newsletters, media); and
- (3) Maintain a family lending library/family resources either on-site or on-line.

- b. Quality Assurance Measure:** Submit quarterly report to OCCRRA utilizing NACCRRRAWARE documenting the number of families, organized by income, age of child, type of care requested and/or information requested and a summary of specialized family outreach/education efforts for each county in the SDA so OCCRRA on behalf of ODJFS can conduct cross-cutting analysis by SDA and report out at quarterly meeting with ODJFS.

- c. Base funding includes:** Hiring, training, supervising of family services staff, intake, consultation, referrals, material development, data base administration and maintenance and related administrative costs related to specific job requirements, participation in network wide professional development requirements, participation in statewide meetings, lending library resources.

3. **Foundational Community Services Outcome:** Community stakeholders have access to information/resources to increase their knowledge of the importance of early care and education so they can be fully engaged in local/state efforts (up to 10% of the total grant award).

**a. Performance indicators:**

- (1) Provide supply and demand data, issue papers, reports etc., to stakeholders;
- (2) Conduct/participate in data collection efforts (i.e. market rate surveys, economic impact studies, need assessments);
- (3) Conduct community outreach via presentations, serving on local/state workgroups/initiatives;
- (4) Provide employer outreach services; and
- (5) Maintain a research/best practice library on-site or on-line.

**b. Quality Assurance Measure:** Submit quarterly report to OCCRRA documenting the number of data requests filled; number of presentations given; list of workgroups with hours of participation, purpose, actions taken and/or accomplishments; number of employers contacted/served so OCCRRA on behalf of ODJFS can conduct cross-cutting analysis by SDA and report out at quarterly meeting with ODJFS.

**c. Base funding includes:** Hiring, training, supervising of staff, meeting/presentation marketing/registration, meeting/presentation preparation time, equipment/materials, data collection/distribution, and research/best practice library resources.

**B. Increase the supply of and demand for high quality Early Care and Education (ECE) services (Unit rate reimbursement - up to 25% of total funding).**

**1. Targeted Provider Services Outcome:** Early care and education programs achieve higher levels of quality to increase the supply of high quality programs so that children have experiences that support their optimal development and learning.

**a. Performance Indicators:**

- (1) Eligible programs as defined by ODJFS are assigned a single point of contact that oversees the initial assessment(s), the development of the quality improvement plan, coordination of specialists/services and ongoing communication of progress; and
- (2) Increase the number of Two Star rated Programs. Specialists, who are assigned as the single point of contact, must meet qualifications and performance requirements as set forth by OCCRRA on behalf of ODJFS upon hire and throughout employment.

**b. Quality Assurance Measure(s):** Monthly report that has number of programs by county, ODJFS license number, entry date, number of monthly contact hours by assigned staff person, assessment data and any other data as requested by ODJFS.



for the agency to determine how much they will spend on foundational services and targeted services based on local needs not to exceed the funding percentage for those services and not to exceed 100% of total funding.

For example: If an agency is awarded a grant to serve SDA one, then its total grant award is \$591,675.82. Of that amount, \$59,167.58 (10%) is set aside for administrative costs. The remaining grant award of \$532,508.24 has funding caps for each of the lines of service: providers, \$372,755.76 (70%), families, \$106,501.65 (20%) and community stakeholders \$53,250.82 (10%). The grantee would allocate funding across the levels of service to best meet the needs and requirements of their SDA. For example, a grantee could determine that it is going to spend 80% of provider service funding on foundational services and the remaining 20% on targeted services; alternatively, they could elect to spend 75% of provider service funding on foundational services and 25% on targeted services. This process would be done for the remaining two lines of service: families and community stakeholders.

**Example of Funding Allocation**

<b>Total Grant:</b>	\$591,675.82
<b>Admin Costs (10%):</b>	\$59,167.58
<b>Remaining Balance:</b>	\$532,508.24
<b>*a. Provider services (70% of \$532,508.24)</b>	\$372,755.76
<b>*b. Families Services (20% of \$532,508.24)</b>	\$106,501.65
<b>*c. Community stakeholders (10% of \$532,508.24)</b>	\$53,250.82
<b>*There is flexibility on how the grantee proposes to utilize funding that best meets local needs.</b>	

**Note: Once a grant agreement has been signed, performance will be evaluated utilizing the quarterly Performance Plan Reports (see Appendix A to this RFGA). (Amended Section)** Changes to the Performance Plan must be pre-approved by the ODJFS Grant Manager and may only be adjusted once per quarter, and must be due to documented changing local needs based on the foundational services and targeted services required for the SDA. All amendments to ODJFS grant awards must be committed to writing with all appropriate approvals in order to be valid.

Applicants’ proposals must clearly present an effective plan for the work the agency has proposed to do. Proposals will be fully evaluated by ODJFS for the purpose of determining which offer will effectively and efficiently achieve outcomes and their respective performance indicators included in this RFGA for a specified target population.

Each proposal must:

1. Identify what percentage of funding will be allocated to foundational and targeted services;
2. **Develop a work-plan that addresses each outcome (Appendix B & C) for all counties in the SDA based on the percentage of funding allocated; and (Amended Section)**

3. Identify accountability measures to assure compliance with grant award.

### **3.3 Administrative Structures—Proposed Work Plan**

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS:** *Organizations are to include all descriptions, justification, and other information to satisfy these requirements in TAB 3.3 of their proposals.*

In addition to a detailed description of the proposed project plan/scope of work, as described in Section 3.1, above, applicant proposals must include, at minimum, the following administrative structures and technical approach for the proposed work plan. The applicant's proposal must:

- A. Describe internal reporting procedure that monitors the work completed and the process for addressing unanticipated problems; and
- C. Provide a timeline for each performance indicator required by the scope of work and for the project overall.

### **3.4 Specifications of Deliverables**

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS:** *Organizations are to include all descriptions, justification, and other information to satisfy these requirements in TAB 3.4 of their proposals.*

**The deliverables for each selected grantee will be specific to the funding of that grantee's accepted performance plan. (Amended Section)** All grantees selected through this RFGA process will at minimum include the following general project outcomes:

**A. Develop and implement a work-plan, to last approximately twenty-four (24) months, that achieves all specified outcomes and their respective performance indicators for: (Amended Section)**

1. Increasing awareness, access and availability of early care and education services to providers, families and community stakeholders; and
  2. Increasing supply of quality early care and education services to providers, families and community stakeholders.
- B. Provide quarterly and annual reports and all other materials to ODJFS upon request and prior to the deadline established. Reporting should reflect the grantee's progress toward achieving the outcomes outlined in the proposal.

### **3.5 Selected Applicant Compensation Structure**

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS:** **This Section 3.5 is for informational purposes only; proposals DO NOT NEED TO INCLUDE ANY INFORMATION in response to this section. It describes the general compensation structure that will be**

determined by the final approved budget **under terms of the grant agreements for those selected organizations.**

Following selection, the applicant's project budget will be incorporated into the grant agreement. ODJFS may, at its sole discretion, allow for an advance of up to 1/12<sup>th</sup> of the first year grant award and only under circumstances of need as approved by ODJFS. Consequent reimbursements will be on a monthly basis based on actual allowed project activity expenses, as documented by reports, and upon proper invoicing provided to ODJFS by the grantee.

**IMPORTANT:** A sample Technical Proposal Score Sheet is provided as **Attachment E** of this RFGA. **Applicants are strongly encouraged to use the Score Sheet to check their proposals for quality, compliance, and completeness prior to submission.**

## **SECTION IV. PROPOSAL FORMAT & SUBMISSION**

### **4.1 Proposal Submission Information**

Applications must include the following items, in the order described below. Any proposal which does not satisfactorily demonstrate that the applicant agency complies with Section II, Qualification and Experience, of this RFGA will be disqualified from the review process. The entire application packet including all the required attachments listed below **must not exceed 75 pages**, and all pages must be sequentially numbered.

- A. Summary of Organization Qualifications/Experience (not to exceed 15 pages, and must address all requirements in Section II, Qualifications and Experience, Attachment A)**

The applicant must provide a summary of the organization's past experience providing early care and education services. Applicant must include an organizational chart and an Excel spreadsheet providing details on individual staff that will be assigned to the project.

- B. Narrative Description of the Scope of Work (not to exceed 25 pages), as required in Section III.I**

The applicant must describe the plans to make CCR&R services accessible to all counties in the SDA, including plans to serve providers, families, and community stakeholders. The applicant must include a narrative description (**work plan**) of how, if awarded a CCR&R grant, the agency will define and perform each of the outcomes and activities as specified (**Appendix B & C**), with a corresponding percentage of the total budget that is to be devoted to outcomes for foundational and targeted services, and, if applicable, how the agency will develop and manage those services performed under any and all sub-contracting arrangements. Proposals should be organized so that information is presented clearly and corresponds to the appropriate outcome and performance indicators. (*Amended Section*)

**AMENDMENT NOTE: in the originally posted version of this RFGA, Section 4.1, C. had been: “C. Performance Plan Report (Appendix A).” That entire section 4.1, C. is now deleted, and the remaining sections of 4.1 are re-numbered as “4.1 C., Project Budget Summary” through “4.1, G., Declaration Regarding Material Assistance/Non-Material Assistance To A Terrorist Organization (DMA) Form” rather than through 4.1, H.**

**C. Project Budget Summary (Attachment F)**

The applicant must prepare and submit a Project Budget Summary (template provided as Attachment F to this RFGA) demonstrating how much of the CCDF funding for the relevant SDA will be spent for what outcomes.

In the budget, the applicant must demonstrate a link between actual expenditures and the project’s outcomes and performance indicators. The applicant must use the budget template form to complete the budget and may attach additional pages if necessary.

If the CCDF funds requested will fund only a part of the total project/program, in addition to the Project Budget Summary, a complete budget for the project/program organized by funding sources, MUST also be attached. Matching funds are not required to meet minimum qualifications for this grant. A new Project Budget Summary must be submitted each grant year.

**D. W-9 Request for Taxpayer Identification Number (Attachment B)**

The W-9 Form (provided as Attachment C to this RFGA) must be completed, signed in BLUE INK and included in the application packet.

**E. Required Grant Applicant Information and Certifications (Attachment A)**

The Required Grant Application Information and Certification form (provided as Attachment D to this RFGA) must be completed and included in the application packet.

**F. Sub-Grantee/Vendor Sub-contract and/or Agreement (Section 5.5)**

If the applicant intends to conduct a procurement process for any sub-grantee or vendor activity related to this project, the nature of the work and anticipated procurement time line must be provided. The applicant must identify the individual(s) with oversight authority and responsibility for any agreement/contract with sub-grantees/vendors to this project. If available, the applicant should include contact information for each sub-grantee/vendor(s).

If applicant has signed agreement(s) with sub-grantee(s) or vendor(s) already in place, copies of those agreement(s) must be provided with the application package. This information must be included in the Application Packet and clearly labeled “Sub-Grantee/Vendor Information.”

If no sub-grant or sub-contract will be used, the proposal must acknowledge that.

**G. Declaration Regarding Material Assistance/Non-Material Assistance To A Terrorist Organization (DMA) Form (Attachment C). All vendors must either**

submit a DMA form pursuant to R.C. 2909.33 or be pre-certified by Office of Budget and Management (OBM) before receiving any funds from ODJFS.

ODJFS requires proposal submissions in both paper and electronic format. The proposal must be prepared and submitted in accordance with instructions found in this Section. The proposal submission must be comprised of: **Six (6) paper copies (one [1] original and five [5] copies) and one (1) CD-ROM copy of the entire Application (including all components of the Application).**

The applicants' total proposal submissions (both the technical and project budget and required documents) must be received by ODJFS complete no later than 3:00 p.m., local time on **Tuesday, June 9, 2009**. Faxes or e-mailed submissions will not be accepted. **Proposals must be addressed to:**

**Office of Contracts & Acquisitions  
Ohio Department of Job and Family Services  
30 East Broad Street, 31<sup>st</sup> Floor  
Columbus, Ohio 43215-3414  
ATTN: RFGA/RLB Unit**

The CD-ROM must include all components of the Technical Proposal and Project Budget, including any required or voluntary attachments to it. The requested CDs will be used by ODJFS for archiving purposes and for fulfillment of Public Records Requests, and failure to include them or to properly label them may, at ODJFS discretion, result in the rejection of the applicant from any consideration.

All proposal submissions must be received, complete, at the above address, via mail or hand delivery by the above date and time. Materials received separately from a applicant's proposal submission (e.g., letters of support, recommendations from past customers of the applicant's services) will not be added to the proposal nor considered in the review and scoring process. Materials received after the date and time as stated above will not be included in any previous submissions, nor will they be considered. ODJFS is not responsible for proposals incorrectly addressed or for proposals delivered to any ODJFS location other than the address specified above. No confirmation of mailed proposals can be provided.

For hand delivery on the due date, applicants are to allow sufficient time for downtown parking considerations, as well as for security checks at both the lobby of the Rhodes State Office Tower (address as stated above) and again on the 31<sup>st</sup> Floor. All proposals received on the due date by the Office of Contracts & Acquisitions, on the 31<sup>st</sup> Floor of the Rhodes State Office Tower. **ODJFS is not responsible for any proposals delivered to any address other than the address provided above.**

Submission of a proposal indicates acceptance by the applicant of the conditions contained in this RFGA, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between ODJFS and the applicant selected.

#### **4.2 Format for Organization of the Proposal**

##### **A. Overall Proposal Organization**

The applicant's Technical Proposal must contain the following components (organized in four (4) primary tabs and divided into sub-tabs) as described below. Any other information thought to be relevant, but not applicable to a specific RFGA section number/letter must be provided as an appendix to the proposal and so marked as an additional tab. ODJFS reserves the right not to review submitted appendices which includes information/materials not required in the RFGA. All pages starting with Tab 1 shall be sequentially numbered.

## **B. Technical Proposal Details**

The applicant's Technical Proposal must contain the following components, at minimum. It is mandatory that applicant proposals be organized in the following order, and that wherever appropriate, sections/portions of the applicant proposal make reference by section number/letter to those RFGA requirements to which they correspond. Applicants must organize their Technical Proposals in the following order:

### **1. Tab 1. Contents:**

#### **Tab 1-A. Required Applicant Information & Certifications:**

In this section, the applicant is required to provide required information and certifications of eligibility for state contract awards, as described in **Attachment A.** to this RFGA, entitled "Required Applicant Information & Certifications Document." Applicants may, at their discretion, either print **Attachment A.**, complete and sign it (in blue ink), and return it as the content of their Proposal Tab 1; or they may provide all the required information and certifications (each fully re-stated from **Attachment A.**) on their own letterhead, properly signed (in blue ink), and use that document as the content of their Proposal Tab 1. Applicants who fail to provide all information and certifications as described in **Attachment A.** in their Proposal Tab 1 risk disqualification.

In the event that the applicant proposes the use of any subcontractors, information on the subcontractor(s) and letters of commitment as required by Sec. 5.5, Subcontractor Identification and Participation Information should also be provided in Tab 1.

#### **Tab 1-B. Request for Taxpayer Identification Number (W-9) Form:**

The applicant must attach the Request for Taxpayer Identification Number (W-9) Form, which is provided as Attachment B. to this RFGA, completed with an original signature in blue ink.

#### **Tab 1-C. Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization:**

Applicants are required to provide a declaration regarding material assistance to a terrorist organization or an organization that supports

terrorism as identified by the U.S. Department of State Terrorist Exclusion List and described in **Attachment C, Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization**. Applicants **MUST** print **Attachment C.**, complete and sign it (in blue ink), and return it as the content of their Proposal Tab 1. Applicants who fail to provide a signed and completed **Attachment C.** risk disqualification. This form may also be accessed and printed at the Ohio Department of Public Safety, Division of Homeland Security's Website at <http://www.homelandsecurity.ohio.gov>.

The signed (blue ink) originals of the above referenced forms (**RFGA Attachments A., B., and C.**) are to be provided in the applicant's original proposal; photocopies of the completed and signed forms must also be provided with each of the required copies.

**AMENDMENT NOTE:** in the originally posted version of this RFGA, Section 4.2, B. had included **"Tab 1-D. Signed Original ODJFS Grant Agreement."** **That entire Tab 1-D requirement is now deleted.** Applicants are not to include a signed copy of the grant agreement in their proposals. The remaining sections of 4.2 remain unchanged.

**2. Tab 2 Contents:**

**Applicant Experience & Qualifications**

In this section of the proposal, the applicant should include all information and documentation requested in Sections 2.1, 2.2, and 2.3 of this RFGA, such as a summary of organizations qualifications and experience (not to exceed 15 pages), photocopy of the 501(c) 3 document, organizational chart with key staff, letters of support from partners, etc.

**3. Tab 3 Contents:**

**The Proposed Project: Its Scope of Work, Participants, and Administrative Structures—Proposed Work Plan**

This section should describe in detail all the information requested in Sections 3.1, 3.2, and 3.3 of this RFGA, such as a narrative description of the Scope of Work (not to exceed 25 pages), must describe the plans to make CCR&R services accessible to all counties in the SDA, including plans to serve providers, families, and community stakeholders, completed **work plan** describing how outcomes and performance indicators will be achieved and include administrative structures and technical approach for proposed work plan. (*Amended Section*)

**4. Tab 4 Contents:**

**The Project Budget:** Applicants **MUST** complete the Project Budget Form, provided as **Attachment F.** to this RFGA according to instructions, sign it, and

submit it fully completed as specified in the RFGA. The Project Budget Form requires interested applicants to provide individual prices for those services defined in **Section III, Scope of Work and Specifications of Deliverables** for the initial period of this possible grant award for SFY July 1, 2009 through June 30, 2010; and July 1, 2010 through June 30, 2011.

### C. Project Budget

**Applicants are to only show expenses directly related to the proposal project (travel is not to be included) and include a budget narrative and justification which clearly display how approximate costs and allocations were determined for each site. Budget and budget item descriptions MUST support the objectives outlined for the project as well as any and/or all of the grant applicant's proposed program activities.** At the applicant's discretion, additional documentation may also be included with the completed **Attachment F.**, as explanatory information, but when making the applicant selections and when executing the agreement, ODJFS will consider only the dollar amounts displayed on the Project Budget Form.

Applicants are to use their professional comprehension of the effort required to perform those services and to propose an all-inclusive budget for performing all necessary activities. The budget line items proposed in the applicant's Project Budget will be the compensation in effect throughout the agreement period, as described in Section 1.11, Time Frames & Funding Source, of this RFGA.

In calculating their total proposed budget, applicants must consider cost resulting from all work described in Section III of this RFGA, as well as all program costs, primary and incidental, necessary to complete all program activities (whether explicitly identified by ODJFS in this RFGA or not).

## SECTION V. CONDITIONS AND OTHER REQUIREMENTS

Through this section of the RFGA, ODJFS notifies applicants seeking award of a contract of certain conditions and requirements which may affect their eligibility or willingness to participate in any procurement (RFGA, RLB, etc.) process; or their eligibility to be awarded a contract; and of requirements that would be in effect, should they be awarded an agreement. This Section establishes basic conditions under which a grant award can be made, mandatory requirements regarding ethical behavior during the procurement process and during any grant term, and established basic understandings of the responsibilities of potential applicants, grantees, and the State. Applicants should read this section carefully for this information.

### 5.1 Start Work Date

The selected applicant must be able to begin work no later than seven (7) working days after the time funds are encumbered and approved by the Office of Budget and Management. The selected applicant will be notified by the ODJFS grant/project manager when work may begin. **Any work begun by the applicant prior to this notification will NOT be reimbursable by the State of Ohio.**

## **5.2 Proposal Costs**

Costs incurred in the preparation of this proposal are to be borne by the applicant, and ODJFS will not contribute in any way to the costs of the preparation. Any costs associated with interviews will be borne by the applicant and will not be ODJFS' responsibility (see Section 5.2, above).

## **5.3 Contractual Requirements**

- A. Any contract resulting from the issuance of this RFGA is subject to the terms and conditions as provided in the model grant, which is included as **Attachment D.** of this RFGA;
- B. Many of the terms and conditions contained in the model grant (See **Attachment D.**) are required by state and federal law; however, the applicant may propose changes to the model grant by annotating the model and returning it with the applicant's proposal submission. Any changes are subject to ODJFS review and approval;
- C. Payments for any and all services provided pursuant to the grant are contingent upon the availability of state and federal funds;
- D. All aspects of the grant apply equally to work performed by any and all subcontractors;
- E. The grantee, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFGA. The grantee, and any subcontractor(s), agrees to be bound by the same standards of confidentiality that apply to the employees of ODJFS and the State of Ohio. Any violation of confidentiality will result in an immediate termination of the grant and may result in legal action;
- F. As a condition of receiving a grant from ODJFS, the grantee, and any subcontractor(s), shall certify compliance with any court order for the withholding of child support, which is issued pursuant to Section 3113.217 of the ORC. The grantee, and any subcontractor(s), must also agree to cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring that the grantee or employees of the grantee meet child support obligations established under state law;
- G. By signing a grant with ODJFS, a applicant agrees that all necessary insurance is in effect; and
- H. The selected grantee shall be required to comply with prevailing wage standards, as established in ORC 4115.03 to 4115.16.

## **5.4 Travel Reimbursement**

Travel by program administrative and program staff should be folded into the administrative and/or base funding and not to be listed separately.

## **5.5 Subcontractor Identification and Participation Information**

Any applicants proposing to use a subcontractor for any part of the work described in this RFGA must clearly identify the subcontractor(s) and their tasks in their proposals. The proposal must include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

1. The subcontractor's legal status, federal tax ID number, and principle business address;
2. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;
4. A commitment to do the work, if the applicant is selected;
5. A statement that the subcontractor has read and understands the RFGA, the nature of the work, and the requirements of the RFGA.

**There may be no dollar amounts of any kind included with sub-contractor information; inclusion of dollar amounts will result in the disqualification of the applicant's entire proposal.**

## **5.6 Public Release of Records**

Public release of any evaluation or monitoring reports funded under this agreement will be made only by ODJFS. Prior to public release of such reports, ODJFS must have at least a 30-day period for review and comment.

## **5.7 Confidentiality**

All contracts and grant agreements will require that the grantee maintain the confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

## **5.8 Key Personnel**

ODJFS may require a clause in the resulting contract/grant agreement regarding key personnel in that any person identified as critical to the success of the project may not be removed without reasonable notice to ODJFS, and replacements will not be made without ODJFS approval.

## **5.9 Ethical & Conflict of Interest Requirements**

- A. No grantee or individual, company or organization seeking a grant shall promise or give to any ODJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties;
- B. No grantee or individual, company, or organization seeking a grant shall solicit any ODJFS employee to violate any of the conduct requirements for employees;
- C. Any grantee acting on behalf of ODJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any grantee or potential grantee who violates the requirements and prohibitions defined here or of Section 102.04 of the

ORC is subject to termination of the grant or refusal by ODJFS to enter into a grant; and

- D. ODJFS employees and grantees who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the ORC may be prosecuted for criminal violations.

### **5.10 Health Insurance Portability & Accessibility Act (HIPAA) Requirements**

As a condition of receiving a grant from ODJFS, the grantee, and any subcontractor(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and Sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the grantee from or on behalf of ODJFS that meets the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health & Human Services, specifically 45 CFR 164.501 and any amendments thereto. The selected applicant can reasonably anticipate HIPAA language in the contract that results from this RFGA.

In the event of a material breach of grantee obligations under this section, ODJFS may at its option terminate the grant according to provisions within the grant for termination.

### **5.11 Waiver of Minor Proposal Errors**

ODJFS may, at its sole discretion, waive minor errors or omissions in applicants' Technical and/or Cost proposals/forms when those errors do not unreasonably obscure the meaning of the content.

### **5.12 Proposal Clarifications**

ODJFS reserves the right to request clarifications from applicants of any information in their Technical and/or Cost proposals/forms, and may request such clarification as it deems necessary at any point in the proposal review process.

### **5.13 Contractual Requirements and Prevailing Wage Requirements**

Any grant resulting from the issuance of this solicitation is subject to the terms and conditions as provided in the model grant, which is provided as **Attachment D.** to this RFGA. Potential applicants are strongly encouraged to read the model grant and to be fully aware of ODJFS' contractual requirements. Additionally, the selected grantee will be required to comply with prevailing wage standards, as established in ORC 4115.03-4115.16.

### **5.14 Unresolved Findings for Recovery (R.C. 9.24)**

ORC Section 9.24 prohibits ODJFS from awarding a grant to any entity against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, the applicant warrants that it is not now, and will not become, subject to an "unresolved" finding for recovery under R.C. 9.24 prior to the award of any grant arising out of this RFGA, without notifying ODJFS of such finding. ODJFS will review the Auditor of State's website prior to completion of evaluations of proposals submitted pursuant to this RFGA. ODJFS will not evaluate a proposal from any applicant whose name, or the name of any of the subcontractors

proposed by the applicant, appears on the website of the Auditor of the State of Ohio as having an “unresolved” finding for recovery.

### **5.15 Mandatory Contract Performance Disclosure**

Each proposal must disclose whether the applicant’s performance, or the performance of any of the proposed subcontractor(s), under contracts for the provision of services that are the same or similar to those to be provided for the project which is the subject of this RFGA has resulted in any “formal claims” for breach of those contracts. For purposes of this disclosure, “formal claims” means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. If any such claims are disclosed, applicant shall fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action results from those allegations, and the results of any litigation, arbitration or mediation regarding those claims, including terms of any settlement. While disclosure of any formal claims in response to this section will not automatically disqualify a applicant from consideration, at the sole discretion of ODJFS, such claims and a review of the background details may result in a rejection of the applicant’s proposal. ODJFS will make this decision based on its determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the applicant’s performance of the work, and the best interests of ODJFS.

### **5.16 Mandatory Disclosures of Governmental Investigations**

Each proposal must indicate whether the applicant and any of the proposed subcontractor(s) has been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to applicant’s performance of services similar to those described in this RFGA. If any such instances are disclosed, applicant must fully explain, in detail, the nature of the governmental action, the allegations that led to the governmental action, and the results of the governmental action including any legal action that was taken against applicant by the governmental agency. While disclosure of any governmental action in response to this section will not automatically disqualify a applicant from consideration, such governmental action and a review of the background details may result in a rejection of the applicant’s proposal at the sole discretion of ODJFS. The decision by ODJFS on this issue will be based on a determination of the seriousness of the matter, the matter’s potential impact on the applicant’s performance of the work, and the best interests of ODJFS.

### **5.17 Applicant Selection Restriction**

Any applicant deemed not responsible, or submitting a proposal deemed not to be responsive to the terms of this RFGA, shall not be awarded the resulting grant.

### **5.18 Declaration of Material Assistance Requirements**

Any applicant responding to any ODJFS RFGA, RLB, or any other procurement opportunity is required to provide certification that the applicant has not provided material support or resources to any organization listed on the “Terrorist Exclusion List” (TEL) maintained by the U.S. Department of State. The Declaration of Material Assistance Form, provided as **Attachment C** to this RFGA, must be printed, completed, and signed by the interested applicant’s authorized representative, and returned to ODJFS as a component of the applicant technical proposal/bid. Failure to properly complete the form or to provide it as part of the proposal submitted to ODJFS may result in the disqualification of the applicant’s proposal from consideration.

Applicants may access the TEL from the Ohio Homeland Security Office website, located at [www.homelandsecurity.ohio.gov.dma.asp](http://www.homelandsecurity.ohio.gov.dma.asp) or via e-mail to [dma-info@dps.state.oh.us](mailto:dma-info@dps.state.oh.us) for the current list of excluded organizations and additional information.

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS:** This Section V. is for informational purposes only. It describes the mandatory requirements regarding the conduct of applicants during the RFGA process and mandatory conduct of selected grantees following award of funds. Proposals DO NOT NEED TO INCLUDE ANY INFORMATION in response to this section – with the only possible exceptions being as follows:

- A. **Regarding 5.14, Unresolved Findings for Recovery** (R.C. 9.24), applicants **must** provide information as requested by completing the Declaration of Material Assistance Form, provided as Attachment C. and submitting it with their proposal in Tab1;
- B. **Regarding 5.15, Mandatory Contract Performance Disclosure**, applicants must disclose any such formal claims, if any have been made, in Tab 1 of their proposals; and,
- C. **Regarding 5.16, Mandatory Disclosures of Governmental Investigations**, applicants must disclose (and detail the nature and the outcome) of any such adverse regulatory or adverse administrative governmental action if any have been made, in Tab 1 of their proposals;

**PROPOSAL SCORING NOTE:** Not applicable to Section V.; however, in the event that an applicant organization is found to be ineligible for a grant award due to the requirements described in sections 5.14, 5.15, or 5.16 ODJFS will disqualify that organization's proposal from consideration

## **SECTION VI. CRITERIA FOR PROPOSAL EVALUATION & SELECTION**

### **6.1 Scoring of Proposals**

ODJFS will contract with applicants that best demonstrate the ability to meet requirements as specified in this RFGA. Applicants submitting a response will be evaluated based on the capacity and experience demonstrated in their Technical and Project Budget. All proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from the Bureau of Child Care and Development and their designees. Applicants should not assume that the review team members are familiar with any current or past work activities with ODJFS. Proposals containing assumptions, lack of sufficient detail, poor organization, lacks of proofreading and unnecessary use of self-promotional claims will be evaluated accordingly. PRT members will be required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the proposal review and grantee selection process.

Selection of the applicant will be based upon the criteria specified in Sections I, II., III., IV., and V. of this RFGA. Any proposals not meeting the requirements contained in those sections of this RFGA will not be scored or may be held pending receipt of required clarifications. The PRT reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The review team may waive minor defects that are not material when no prejudice will result to the rights of any applicant or to the public. In scoring the proposals, ODJFS will score in three phases:

**A. Phase I. Review—Initial Qualifying Criteria:**

In order to be fully reviewed and scored, proposals submitted must pass the following Phase I. Review. **Any “no” for the listed Phase I. criteria will eliminate a proposal from further consideration.**

1. Was the proposal received by the deadline as specified in Sections 1.7 and 4.1?
2. Did the applicant submit six (6) paper copies (one original and five copies) and one electronic copy of their grant application (proposal)?
3. Does the applicant’s proposal include all required affirmative statements and certifications, signed by the applicant’s responsible representative, as described in Attachments A. and C. to the RFGA?
4. According to those certifications, does the applicant affirmatively indicate that it is not on the federal debarment list; that there are no unfair labor findings against it; and it is not in violation of ORC Section 9.24, and therefore may enter into an agreement with ODJFS?
5. Does ODJFS’ review of the Auditor of State website verify that the applicant is not excluded from entering into an agreement with ODJFS by ORC Section 9.24 for an unresolved finding for recovery (i.e., the proposal of any applicant whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?
6. Has the applicant provided documentation (a photocopy of its certification) that it is an Federal 501(c)(3) nonprofit organization?
7. Is the applicant a community based non-profit organization that does not provide direct child care services (i.e. child care program)?
8. Is the applicant a community based non-profit that has delivered early care and education services for at least three years (i.e. community, foundation and organization that provide training and technical assistance)?
9. Is the applicant either best practice certified or best practice certified within 12 months from the initial contract start date by the National Association of Child Care Resource and Referral Agencies (NACCRRA)?
10. Is the applicant an organization that has as part of its mission the provision of services to all socio-economic groups?
11. Is the applicant accessible and responsive to all families and early care and education providers in all counties of the service delivery area?
12. Is the applicant competent in providing culturally appropriate services to the linguistic and ethnic groups in their service delivery area?

- 13. Does applicant employ staff with the education, expertise and experience as required by ODJFS?
- 14. Is the applicant an organization that seeks out and collaborates with Early Care and Education partners who have the expertise to assist with meeting the goals of this grant?

**B. Phase II. Review—Criteria for Scoring the Technical Proposal:**

The PRT will then score those qualifying technical proposals, not eliminated in Phase I. Review, by assessing how well the applicant meets the requirements as specified in Sections II, III, IV, V, and VI. of this RFGA. Using the score sheet for Phase II scoring (see **Attachment E.** of this RFGA for specific evaluation criteria), the PRT will read, review, discuss, and reach consensus on the final technical score for each qualifying technical proposal.

A maximum of **890 points** will be awarded for the Technical Proposal. A technical proposal must achieve a total of at least **691 points** (a score which represents that the applicant could be expected to successfully perform the resulting contractual duties) out of the possible **890 points** to qualify for continued consideration. Any proposal which does not meet the minimum required technical proposal points will be disqualified from any further consideration, and its cost proposal will neither be opened nor considered.

All Phase II technical proposal evaluation criteria will be scored according to the following scale, based on a proposed plan’s ability to meet ODJFS needs. The Technical Proposal Score Sheet (see **Attachment E.**) uses the following point values for rating each requirement.

0	6	8	10
Does Not Meet Requirement	Partially Meets	Meets Requirement	Exceeds Requirement

**Technical Performance Scoring Definitions:**

**“Does Not Meet Requirement”**- A particular RFGA requirement was not addressed in the applicant’s proposal, **Score: 0**

**“Partially Meets Requirement”**-Applicant proposal demonstrates some attempt at meeting a particular RFGA requirement, but that attempt falls below acceptable level, **Score: 6**

**“Meets Requirement”**-Applicant proposal fulfills a particular RFGA requirement in all material respects, potentially with only minor, non-substantial deviation, **Score: 8**

**“Exceeds Requirement”**-Applicant proposal fulfills a particular RFGA requirement in all material respects, and offers some additional level of quality in excess of ODJFS expectations, **Score: 10**

**IMPORTANT:** Before submitting a proposal to ODJFS in response to this RFGA, applicants are strongly encouraged to use the Technical Proposal Score Sheet (**Attachment E.**) and the above technical performance scoring information to review their proposals for completeness, compliance, and quality.

### C. **Phase III.—Criteria for Considering the Project Budget**

Applicants' projects must at least meet the minimum Phase II technical score of **691 points** in order for their project proposal to remain in consideration for grant award. The Project Budgets of those proposals meeting all mandatory requirements and earning at least the minimum technical quality score will be then reviewed by the PRT.

If the project budgets of all technically qualifying applicants (as determined by the scoring process described in this section and by the Technical Proposal Score Sheet, **Attachment E.** to this RFGA) are deemed excessive, or if they are in excess of the available funding for this project, ODJFS may, at its sole discretion, negotiate with all technically qualifying applicants for a revised project budget. Applicants may then submit one last and best offer, or may request that ODJFS view its original project budget as its last and best offer, or may formally withdraw from further consideration, and shall formally indicate its choice according to directions provided by ODJFS at that time. Upon receipt of all last and best offers, and assuming that one or more have submitted a project budget that is within project funding, ODJFS will then consider those applicants' revised project budgets which are within the budget according to the evaluation process described in this section, above, and in the Technical Proposal Score Sheet, **Attachment E.**, for determination of grant awards.

#### **6.2 Review Process Caveats**

ODJFS may, at its sole discretion, waive minor errors or omissions in applicants' Technical Proposal and/or Project Budgets/forms when those errors do not unreasonably obscure the meaning of the content.

ODJFS reserves the right to request clarifications from applicants to any information in their Technical and/or Project Budgets/forms, and may request such clarification as it deems necessary at any point in the proposal review process. Any such requests for proposal clarification when initiated by ODJFS, and applicants' verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 1.10 of this RFGA. Such communications are expressly permitted when initiated by ODJFS, but are at the sole discretion of ODJFS.

Should ODJFS determine a need for interviewing applicants prior to making a final selection, results to interview questions shall be scored in a manner similar to the process described in Section 6.1, Scoring of Proposals, above. Such scored results may be either added to those applicants' proposal scores, or will replace certain criteria scores, at the discretion of ODJFS. The standards for scoring the interviews and the method used for considering the results of the interviews shall be applied consistently for all applicants participating in the interview process for that RFGA.

ODJFS reserves the right to negotiate with applicants for adjustments to their proposals should ODJFS determine, for any reason, to adjust the scope of the project for which this RFGA is released. Such communications are not violations of any communications prohibition, and are expressly permitted when initiated by ODJFS, but are at the sole discretion of ODJFS.

Any applicant deemed not responsible, or any submitting a proposal deemed not to be responsive to the terms of this RFGA, shall not be awarded the contract.

### **6.3 Final Applicant Recommendation**

The PRT will recommend to the Director of ODJFS the technically qualified, responsible applicants (expected to be at least 12 in number, and not expected to exceed 15) offering the proposals determined most likely to result in successful programmatic goals and outcomes as determined by the processes and requirements established in this RFGA.

Funding for those projects selected through this RFGA will range between four hundred fifty thousand dollars (\$450,000.00) and three million, four hundred thousand dollars (\$3,400,000.00). ODJFS reserves the right to determine final budget amounts, regions to be served and project size and scope in order to meet the overall statewide objectives of the program.

The State reserves the right, at its sole discretion, to make awards so that funded programs are dispersed widely across the state, even if to do so, lower scoring proposals are selected over one or more higher scoring proposals when multiple higher scoring proposals were submitted for one geographic area. In cases where more than one proposal is submitted for the same area, and the State determines the need to disperse awards across the state, the highest scoring of those in one area may be selected, and the lower scoring proposal(s) for that same area may not be funded in order to fund a project that achieves greater geographic coverage. However, in all situations, the standard for awarding to higher scoring proposals over lower scoring proposals will be followed to every extent possible.

## **SECTION VII. PROTEST PROCEDURE**

### **7.1 Protests**

Any potential, or actual, applicant objecting to the award of a contract resulting from the issuance of this RFGA may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFGA. The protest shall be in writing and shall contain the following information:
  1. The name, address, and telephone number of the protestor;
  2. The name and number of the RFGA being protested;
  3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
  4. A request for a ruling by ODJFS;
  5. A statement as to the form of relief requested from ODJFS; and
  6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely protest shall be considered by ODJFS, if it is received by ODJFS' Office of Legal Services, within the following periods:
  - 1.. A protest based on alleged improprieties in the issuance of the RFGA or any other event preceding the closing date for receipt of proposals which are apparent or should

be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. the closing date for receipt of proposals, as specified in Section 1.7, Anticipated Procurement Time Table, of this RFGA;

2. If the protest relates to the announced intent to award the grant(s), the protest shall be filed no later than 3:00 p.m. of the *seventh (7th)* calendar day after the issuance of formal letters sent to each responding applicant informing them of the State's decision regarding their proposal for funding. The date on these ODJFS letters to responding applicants is the date used to determine if a protest regarding the intent to award is submitted by the end of the protest period.
  - A. An untimely protest may be considered by ODJFS if ODJFS determines that the protest raises issues significant to the department's procurement system. An untimely protest is one received by ODJFS' Office of Legal Services after the time periods set forth in Item B. of this section.
  - B. All protests must be filed at the following location:

Chief Legal Counsel  
ODJFS Office of Legal Services  
30 East Broad Street, 31st Floor  
Columbus, Ohio 43215-0423
  - C. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODJFS determines that a delay will severely disadvantage the Department. The applicant(s) who would have been awarded the contract shall be notified of the receipt of the protest.
  - D. ODJFS' Office of Legal Services shall issue written decisions on all timely protests and shall notify any applicant who filed an untimely protest as to whether or not the protest will be considered.

## 7.2 Caveats

**ODJFS is under no obligation to issue a contract as a result of this solicitation if, in the opinion of ODJFS and the proposal review team, none of the proposals are responsive to the objectives and needs of the Department. ODJFS reserves the right to not select any applicant should ODJFS decide not to proceed. Changes in this RFGA of a material nature will be provided via the agency website. All applicants are responsible for obtaining any such changes without further notice by ODJFS.**

## SECTION VIII. ATTACHMENTS AND THEIR USES

- A. **Required Applicant Information and Certifications** (*To be completed & included in proposal packet as specified in Sec. 4.2, B., 1.*)
- B. **Request for Taxpayer Identification Number (W-9) Form** (*To be completed & included in proposal packet as specified in Sec. 4.2, B., 1.*)

- C. Declaration of Material Assistance Form (*To be completed & included in proposal packet as specified in Sec. 4.2, B., 1.*)**
- D. ODJFS Model Grant Agreement (*For informational purposes only.*)**
- E. Technical Proposal Score Sheet (*For applicant self-evaluation purposes...do not submit*)  
(SEE AMENDED VERSION POSTED WITH THIS AMENDED RFGA DOCUMENT)**
- F. Project Budget (*To be completed & included in cost proposal packet as specified in Sec. 4.2, C.*)**

**SECTION IX. APPENDICES AND THEIR USES**

- A. Appendix A – Performance Plan Report**
- B. Appendix B – Performance Plan – Foundational Services**
- C. Appendix C – Performance Plan – Targeted Services**
- D. Appendix D - Staffing Experience and Capabilities**
- E. Appendix E – CCR&R SDA Allocations (SEE AMENDED VERSION POSTED WITH THIS AMENDED RFGA DOCUMENT)**
- F. Appendix F – Sample 501 (c) 3 Letter**

Thank you for your interest in this project.