

**REQUEST FOR
GRANT APPLICATIONS**

Ohio Fatherhood Initiative

RFGA # R-1011-06-8023

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

July 31, 2009

The Ohio Department of Job & Family Services
REQUEST FOR GRANT APPLICATION
FATHERHOOD INITIATIVE
RFGA # R-1011-06-8023

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**The Ohio Department of Job and Family Services
Request for Grant Applications (RFGA) for the
Ohio Fatherhood Initiatives
Grant Program
RFGA#: R-1011-06-8023**

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) on behalf of the Ohio Fatherhood Initiative (OFI) in order to award nine grants to any political subdivision, County Government or qualified non-profit faith based or community organizations to implement partnership-based, innovative and effective regional fatherhood-specific programs on topics such as emotional accessibility, family support, and responsibility.

Through this RFGA, ODJFS intends to award funding to qualified organizations to provide fatherhood specific programs. The programs selected through this competitive process must demonstrate innovative and effective approaches to 1) building the parenting skills of fathers, 2) providing employment related services to low income, non-custodial fathers, 3) preventing premature fatherhood, 4) provide services to fathers who are inmates in or have just been released from imprisonment in a state correctional or in any other detention facility, so that they are able to maintain or reestablish their relationships with their families 5) reconciling fathers with their families, or 6) increasing public awareness of the critical role that fathers play. ODJFS is seeking non-profit applicants with a minimum of two years' experience serving families and children, with a emphasis on fatherhood-specific programming. **All non-profits submitting proposals must include a copy of the applicant organization's current non-profit (501(c)3) tax status with the Ohio Secretary of State in order to receive any consideration for funding under this project.**

All communications regarding this RFGA are to take place in the open forum as provided for in Section 1.7 (Internet Question and Answer Period; RFGA Clarification Opportunity).

1.2 Issuing Office

This RFGA is released by and the subsequent grant agreement(s) will be with ODJFS. State level supervision of all selected applicants' activities will be performed by OFI. The mission of OFI is to: Enhance the well being of Ohio's children by inspiring and supporting diverse groups and communities to improve the quality of fatherhood.

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 **1.9, Communication Prohibitions**, of this RFGA. Applicants are cautioned that communication attempts which do not comply with these instructions will not be answered. The State will not consider any proposals submitted to any address other than the one provided in Section 5.1 of this RFGA. Applicant proposals must be submitted to ODJFS in

strict accordance with proposal submission instructions provided in **Section 5.1, 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 their proposal and specific instructions of where such information, documents, etc., must be placed within it 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 G 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

Ohio Revised Code (O.R.C) 5101.34 established the Ohio Commission on Fatherhood; the Ohio budget set aside funding for fatherhood-specific programming through the Ohio Fatherhood Initiative (OFI). OFI would like to fund a Fatherhood Initiative project in nine of the twelve (12) economic regions established by the Ohio Department of Development (See Section 1.9, Applicants library). Preference will be given to projects to ensure services are provided throughout the State.

Funding for those projects selected through this RFGA will not exceed \$100,000 per fiscal year. Actual grant award amounts may vary depending upon the number and quality of proposals submitted, among other factors. OFI 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 OFI.

1.5 Overview of the Project

A. Collaborative Structures and Organizational Partnerships

In support of the Ohio Commission on Fatherhood, OFI was developed to optimize child development by maximizing the physical and emotional presence of fathers, and ensuring that absent fathers become emotionally and financially supportive parents. The current funding will be used to support regional partnerships comprised of one larger non-profit working with several (four to eight) other smaller, faith-based and community organizations and a child advocacy agency working together to implement fatherhood projects in targeted regions of Ohio. Funding under this program is not available to single organizations which do not propose regional partnerships.

One organization must be clearly established in the proposal as the lead organization for the proposed project, and if selected for award, the grant agreement will be a two-party agreement between ODJFS and that lead agency. That designated lead organization will be responsible for the performance of all partner organizations and will act as fiscal agent on behalf of those partner organizations for any funds received through the OFI grant award. Additionally, letters of support/participation from the partnership organizations, indicating their support of and participation in the project are to be included in the proposal. One letter must be from a County Government Executive or county commissioner. **(IMPORTANT – all such letters of support must be included IN THE PROPOSAL SUBMITTED TO ODJFS by the specified due-date**

and time. Letters of support sent separately from the proposal will not be accepted or considered by the State in reviewing proposals and recommending proposals for grant awards.)

The State may, at its sole discretion, accept proposals from applicant organizations submitting an application (or 'proposal') alone, without its partnerships established by the time of proposal submission, however any such grant application must include a detailed plan for establishing a collaborative network in the proposed area of service to include a child advocacy agency and other faith-based and community organizations. ODJFS reserves the right to select for funding any qualified proposal which is submitted with partnership roles and responsibilities in place at the time of proposal submission over any proposals submitted with only a plan for achieving its proposed partnership arrangements. Under no circumstances will ODJFS award funding under this program to one organization working alone.

B. Regional Specifications

Applicants must specify a single geographic region (defined as Economic Development Regions, or EDRs, by the Ohio Department of Development) in which they are located and in which they plan to implement a fatherhood-specific program. Applicant proposals must provide an explanation of the need for a fatherhood program in their intended area of service, and a description of how the proposed project will address that need.

The Ohio Department of Development Regions are as follows:

- Region 1 (Central Ohio): Delaware, Fairfield, Franklin, Licking, Logan, Madison, Pickaway and Union counties.
- Region 2 (Northwest Ohio): Defiance, Erie, Fulton, Henry, Lucas, Ottawa, Sandusky, Williams and Wood counties.
- Region 3 (West Central Ohio): Allen, Auglaize, Hancock, Hardin, Mercer, Paulding, Putnam and Van Wert counties.
- Region 4 (Southwest Central Ohio): Champaign, Clark, Clinton, Darke, Greene, Miami, Montgomery, Preble, and Shelby counties.
- Region 5 (Southwest Ohio): Hamilton, Butler, Warren and Clermont Counties.
- Region 6 (North Central Ohio): Ashland, Crawford, Huron, Knox, Marion, Morrow, Richland, Seneca, and Wyandot counties.
- Region 7 (Southern Ohio): Adams, Brown, Gallia, Highland, Jackson, Lawrence, Pike, Ross, Scioto and Vinton counties.
- Region 8 (Northern Ohio): Cuyahoga, Geauga, Lake and Lorain counties.
- Region 9 (Northeast Central Ohio): Medina, Wayne, Summit, Stark and Portage counties.
- Region 10 (East Central Ohio): Holmes, Coshocton, Muskingum, Tuscarawas, Guernsey, Carroll, Harrison, Columbiana, Jefferson and Belmont counties.
- Region 11 (Southeast Ohio): Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington counties.
- Region 12 (Northeast Ohio): Ashtabula, Mahoning and Trumbull counties.

The county boundaries for each geographic region listed are illustrated at:

<http://www.odod.state.oh.us/regionals.htm>

1.6 **Objectives of the Project**

A. Defined Project Objectives

OFI seeks to fund projects that will help create stronger relationships between fathers and their children, and thus seeks projects designed to achieve specific, measurable objectives. Some possible examples of measurable objectives that proposed projects may address include:

- Increased visitation by non-custodial fathers;
- Improved self-esteem of both children and fathers as measured by a nationally recognized tool;
- Increased participation by both children and their fathers in community-based activities;
- Increased safety in the child's custodial home and in the father's home (if father is non-custodial);
- Improved grades (reading levels, math scores) for children enrolled in the program;
- Enhanced skills which could lead toward employment for the fathers enrolled in the program;
- Improved or increased attendance at higher education (GED or other or work training programs);
- Improved child nutrition and health;
- Decreased involvement in substance and alcohol abuse/misuse;
- Decreased (as appropriate) involvement in the Child Welfare System;
- Addressed special issues faced by young men at risk of premature fatherhood;
- Decreased violence between children and fathers and fathers and their partners; and
- Increased use of non-violent conflict management techniques to solve family-specific problems.

It is not necessary for an applicant organization to propose a project to address all, or even one, of the above **sample** objectives in their proposed project. OFI encourages applicants to build their projects according to the most relevant objective or objectives that would address the needs of the target populations in their respective regions. Funded applicants will be required to conduct pre- and post-assessments with the fathers and children enrolled in their programs in an effort to ensure that project objectives are being met. Pre-assessments will be conducted when participants begin the program, and post-assessments will be administered at the completion of the program. Funded grantees will not be expected to track those participants who drop out during the program.

Each funded applicant will work with the OFI staff to develop a pre- and post-assessment for its project, which will allow the organization to determine: 1) the primary needs of the fathers and children participating in the program; and 2) the initial data points necessary for effectively evaluating the impact of the program once the individuals graduate or leave the program.

In addition to the pre- and post-assessments a complete program evaluation will be conducted by an outside evaluator to be hired by the Ohio Department of Job and Family Services (ODJFS) using a competitive Request for Letterhead Bids (RLB) process.

B. Project Target Population

The target populations for the OFI program include 1) married, unmarried, non-custodial, young men at risk of becoming premature fathers, and 2) cohabitating fathers, still living in the State of Ohio, with children exhibiting such high-risk behaviors as drug use, truancy, and criminal activity. Proposals must specify that the proposed project would target fathers\men meeting either of the above two criteria **and AT LEAST ONE** of the following list of characteristics:

1. who are coping with poverty and/or low income status;
2. who have a family history of single parenthood and/or violence;
3. who have a family history or current problem with substance abuse and misuse (including drugs and/or alcohol);
4. who are experiencing recent or long-term lack of employment;
5. who have limited interaction with their children;
6. who are attempting to reconnect or build strong relationships with their children;
7. who have a child with a disability, such as Serious Emotional Disturbances (SED);
8. who have immediate family involvement in the Child Welfare System;
9. who are transitioning out of the criminal justice system or have a partner transitioning out of the criminal justice system;
10. who are involved in gangs; *and/or*
11. who are interested in improving, strengthening or developing a relationship with one or more of their children.

While these populations are the focus of the program, please note that individuals cannot be excluded from participation in the OFI services based on race, gender, age, disability, veteran's status, sexual orientation, or religion. Furthermore, the OFI is a voluntary program for all program participants.

1.7 Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
July 31, 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
August 10, 2009	BIDDERS'/APPICANTS' CONFERENCE Monday, August 10, 2009 10:00 a.m. to 12:00 noon Room A119, Aircenter 4020 E. 5th Ave., Columbus, Ohio 43219

August 17, 2009	Applicant Q&A Period Closes, 10:00 a.m. (for inquiries for RFGA Clarification) - No further inquiries for RFGA clarification will be accepted
August 28, 2009	Answers to Final Q&A Questions Posted
September 4, 2009	Deadline for Applicants to Submit Proposals to ODJFS (3:00 p.m.) - This is the proposal opening date, beginning the ODJFS process of proposal review
September 11, 2009	ODJFS Issues Grant Award Notification Letters (<u>estimated</u>) - Applicants that submitted proposals in response to this RFGA will be sent letters stating whether their proposal was accepted for award of the grant
September 18, 2009	Implementation* (<u>estimated</u> –following notification of all contractual and funding approvals) - ODJFS grants are not valid and effective until the state Office of Budget and Management approves the purchase order.
June 30, 2010	Project Completion under original Grant Period- All work must be completed and approved by the ODJFS Grant Manager

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. **THERE ARE ONLY TWO** vehicles for interested parties to gain any needed clarification regarding this competitive opportunity: one is through the **Internet Question & Answer Period**, and the other is through participation in the **Bidders'\Applicants' Conference**, both described here. **Attempts at prohibited communications (see Section 1.10, below) may result in complete disqualification of the applicant organization.**

A. 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 1.6, 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 *R1011068023*;**
- * **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!**

B. Bidders’\Applicants’ Conference

The State will hold a conference to enable potential applicants to meet OFI staff and ask pertinent questions about the Fatherhood Initiative Program or the application process. While attendance is not required, it is strongly encouraged! There is no need to register in advance for the conference, which will be held:

Monday, August 10, 2009 10:00 a.m. to 12:00 noon
Room A119, Air Center
4020 E Fifth Ave Columbus, Ohio 43219

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

- http://www.fatherhood.gov/documents/nrfc_logic_model.pdf
- https://www.fatherhood.org/doclibrary/evaluations/Evaluation_247Dad_BaldwinCty_Outcome.pdf
- <http://fatherhood.hhs.gov/Parenting/Final/PDF>
- <http://www.odod.state.oh.us/regionals/htm>
- <http://www.odod.state.oh.us/regionals.htm> - Web site illustrating Ohio Department of Development Economic Development Regions (EDRs)
- <http://www.fatherhood.gov/researchers/index.cfm> - National Responsible Fatherhood Clearinghouse – Researcher Resources
- <http://www.fatherhood.gov/documents/whatworks.pdf>
- <http://www.odod.state.oh.us/regionals.htm> - Web site illustrating Ohio Department of Development Economic Development Regions (EDRs)
- <http://www.fatherhood.gov/researchers/index.cfm> - National Responsible Fatherhood Clearinghouse – Researcher Resources

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.

1.11 Time Frames & Funding Source

The State is seeking to enter into agreements with grantees for the period of (approximately) November 1, 2009 through June 30, 2011. Awards made will not exceed \$100,000 for each fiscal year. The funding amounts awarded will be for the entire grant term, from project implementation through June 30, 2011 unless the conditions in Section 3.4 are not met for the second SFY; 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 November 1, 2009 through June 30, 2010) and for SFY 2011* (*i.e.*, from July 1, 2010 through June 30, 2011).

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 Friday, **September 4, 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.

*** Potential Grant renewal period: State may at its sole discretion, opt to not renew funding to some grantees selected through this RFGA into SFY 2011 according to the conditions listed in section 3.4. 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.**

SECTION II. APPLICANT EXPERIENCE AND QUALIFICATIONS

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 following qualifications and provide documentation as specified.

2.1 Mandatory Applicant Qualifications

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

- A. Proposals must be submitted by either a government entity (Section 1.1) or a private non-profit organizations. All proposals submitted by private non-profit organizations must include a copy of the applicant organization's current and valid non-profit Ohio 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 A for applicant reference.
- B. The applicant organization must have at least two years experience in serving families and children.
- C. ODJFS will award funds only to projects which involve operational partnerships, so applicant proposals must indicate any and all community partners who will participate in the project with the primary applicant, OR, if submitting the application alone, must include a detailed plan for establishing a collaborative network including faith-based

and community organizations as well as a linkage with their Child Support Agency, in the proposed geographic area of service. Proposals must include a detailed plan for developing the network, and/or for how those partnerships will operate to accomplish project goals. The State prefers that proposals be submitted with such partnerships already developed, and with supportive letters from partners included in the proposals indicating the partners' commitment to the proposed project. **Note: While the State will consider proposals without all such letters included, the State reserves the right to offer selection preference to those proposals which include those letters of support from all partnerships. See Section 1.5A., Overview of the Project.**

- D. Applicant proposals must affirm that, if awarded a grant, all paid and volunteer staff members shall undergo and pass a mandatory background check. The applicant shall be responsible for any and all costs incurred to perform the background checks and their delivery to OFI.
- E. Applicants must keep their administrative costs below 15% when budgeting for this grant. The proposal must include a project budget using the Budget Form, provided as Attachment F) which establishes all project administrative costs are within this limit.

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.

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 Staff Experience and Capabilities

The applicant must demonstrate its expertise by assigning staff to key leadership roles for this project. Key positions will require profiles and resumes or curriculum vitae of staff, if identified. In the proposals, the applicant must, at minimum:

- A. Identify, by position and by name (if already named), those staff the applicant considers key to the project's success. The grant applicants must, AT MINIMUM:
 1. Identify and assign a Program Director who must be a paid employee with, at minimum, an Associate's Degree and at least three years of experience working with programs serving families and children, preferably with fatherhood-specific programs.
 2. Identify and assign a Case Manager who must be a paid employee with, at minimum, an Associate's Degree and at least three years of experience working with programs serving families and children, preferably with fatherhood-specific programs.
 3. Demonstrate that any other key program staff members have had at least six months experience working with families and children in a family support program, school

setting, after-school program, or camp setting or other appropriate family-based settings; and,

- B. Identify all support staff roles (support staff do not need to be named at this time prior to grant award) and provide a justification for each such position.
- C. Identify all volunteer positions (volunteers do not need to be named at this point, just the positions and their functions) and explain the role that volunteers will play in implementing the program.

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.

PROPOSAL SCORING NOTE: Applicant proposals will be evaluated on the quality and completeness of the information and documentation provided to address the above staff experience and capabilities expectations.

2.3 Organizational Experience and Capabilities

The designated lead organization must, at minimum demonstrate:

- A. The capacity to undertake the scope of work (see 3.1) based on demonstrated history of successfully completing similar or related work with the targeted service population.
- B. The capacity to undertake the scope of work (see 3.1) based on an organizational structure with adequate facilities, fiscal controls and other resources.
- C. An appropriate management structure and staffing as documented in a current organizational chart/Table of Organization, a description of the key positions and the work each performs and the credentials/resume(s) of the people filling the key positions.
- D. The ability to work collaboratively, as documented by a description of its inclusion of “partners” and/or a plan that will utilize/participate with partners in program service delivery. The documentation must state the applicant’s plan to maintain, foster and sustain ongoing relationships with Ohio faith-based and community organizations during and after the contract period.
- E. A history of serving the targeted population of fathers as documented in a detailed description of services provided in the past and a brief evaluation of its performance, based on data provided from previous projects.

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 subcontractor and subcontractor 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.

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.

PROPOSAL SCORING NOTE: Applicant proposals will be evaluated on the quality and completeness of the information and documentation provided to address the above organizational experience and capabilities expectations.

SECTION III. PROJECT PLAN & SPECIFICATIONS OF PROJECT DELIVERABLES

3.1 Scope of Work

Applicants' proposals must clearly present a meaningful plan for the work they propose to do. Proposals will be fully evaluated by OFI for the purpose of determining which offer innovative and meaningful plans with meaningful outcomes which address some objectives included in this RFGA for a specified target population.

OFI encourages applicants to build their projects according to the most relevant objective or objectives that would address the needs of the target populations in their respective regions. Funded applicants will be required to conduct pre- and post-assessments with the fathers and children enrolled in their programs in an effort to ensure that the project objectives are being met. Pre-assessments will be conducted when participants begin the program, and post-assessments will be administered at the completion of the program. Funded grantees will not be expected to track those participants who drop out during the program.

Each funded applicant will work with the OFI staff to develop a pre- and post-assessment for its project to allow the organization to determine: (1) the primary needs of fathers and children participating in the program; and (2) the initial data points necessary for effectively evaluating the impact of the program once the individuals graduate or leave the program.

Each proposal must:

- Justify the need for the proposed program in the intended service area by describing the demographics of the proposed service region in terms of the number of fathers and children who could potentially be served by the fatherhood program. Indicators such as low income, poverty indexes, fathers without custody or limited contact or visitation with their children are examples of acceptable data that will justify the level of need in the proposed service area. Be very specific as to age, race, socio-economic status and geographic region for the fathers being proposed to serve.
- Determine appropriate program participants by creating a criterion based on the following determinants:
 - Fathers who have minimal interaction with children
 - Fathers who live at, near or below the poverty line.
 - Fathers who have no custody of the children and/or the children reside in a low-income household.

- Develop an effective recruitment plan that will attract appropriate program fathers who will benefit from the program’s services.
- Develop a program plan of approximately 18-20 months; specifically, the plan must, at minimum, include how the program will achieve success in the following areas:
 - Building relationships with children through various constructive activities.
 - Decreasing substance and alcohol abuse.
 - Developing skills that will lead fathers to steady employment opportunities.
 - Learning nonviolent conflict management techniques.
 - Decreasing domestic violence.
 - Improving children’s overall physical, social and academic performance.
- Applicants are strongly encouraged to provide program participants with meaningful community volunteer opportunities as part of their fatherhood program experience.
- Structure the program so that it is accessible to working fathers and their children.
- Create a program based on a proven, successful curriculum.
- Develop intake and outtake procedures that will help assess the success of each father throughout the program and beyond.
- Identify a successful curriculum for the fatherhood program in accordance with National Best Practices.

PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: Organizations are to include all descriptions, justification, and other information to satisfy these requirements in TAB 2 of their proposals.

PROPOSAL SCORING NOTE: Applicant proposals will be evaluated on the quality and thoroughness of their plans, and on how innovative and meaningful the plans would be in addressing objectives included in this RFGA for a specified target population.

3.2 Number of Participants

Each project must be designed to serve a minimum of **250** participants during the grant period. Each proposal must provide a description of how such fathers will be identified and invited to participate.

PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: Organizations are to include all descriptions, justification, and other information to satisfy these requirements in TAB 2 of their proposals.

PROPOSAL SCORING NOTE: Applicant proposals will be evaluated on the quality and completeness of the information provided to satisfy these requirements.

3.3 Administrative Structures—Proposed Work Plan

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. Identify and explain the key objectives of the proposed project and describe why those objectives were identified as appropriate for the regional target population.
- B. Provide a status reporting procedure for reporting work completed and for resolution of unanticipated problems;
- C. Provide a timeline for each component of the scope of work and for the project overall.

PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: Organizations are to include all descriptions, justification, and other information to satisfy these requirements in **TAB 2** of their proposals.

PROPOSAL SCORING NOTE: Applicant proposals will be evaluated on the quality and completeness of the information provided to satisfy these requirements.

3.4 Specifications of Deliverables

The deliverables for each selected grantee will be specific to the details of that grantee's accepted project plan. However, all grantees selected through this RFGA process will at minimum include the following general project services and activities:

- A. Finalize and implement a regional fatherhood initiative program, to last approximately 18-20 months, to help at least 250 low-income fathers achieve success in **a minimum of two** of the following areas:
 - a. Building relationships with children through various constructive activities.
 - b. Decreasing substance and alcohol abuse.
 - c. Developing skills that will lead fathers to steady employment opportunities.
 - d. Learning nonviolent conflict management techniques.
 - e. Decreasing domestic violence.
 - f. Improving children's overall physical, social and academic performance.
- B. Finalize and employ a plan to attract appropriate fathers to participate in the program.
- C. Employ intake and outtake procedures to track each individual participant's progress through the program.
- D. Provide monthly, quarterly and yearly reports and all other materials requested by OFI or ODJFS upon request and prior to the deadline established by the requesting agency. Reporting should reflect the grantee's progress toward achieving the goals outlined in the proposal or final project plan approved in writing by the State. Report templates will be provided by OFI.

- E. On a monthly basis grantees will be required to collect and submit multiple types of data, a summary report of activities and an expenditure report for reimbursement. In cooperation with an external independent evaluator, to be selected by the State on best practices, all sites will be collecting information from participating families for monthly submission to OFI . In addition they will be required to have a representative of their project participate in a monthly conference call with OFI.
- F. Manage, support, and supervise all regional partners in the project activities, providing them with necessary guidance and support (including any agreed-upon fiscal support) to complete their roles in the project, and ensuring the partners comply fully with all terms and conditions of the RFGA and resulting grant agreement.

Under the grant agreements, failure by a grantee to provide timely and accurate reports on the project may constitute a breach of the grant agreement and result in the termination of the grant award from the State. Projects will be monitored throughout the grant period to ensure goals and timelines outlined in the original proposal are met. A special review will be conducted to ensure all of these objectives are being met before further funding is granted for SFY 2011. Further, all changes to the program and the implementation of the project (including staff, budgetary and other changes) must be approved in writing by the State prior to the implementation of any changes. Failure to notify and receive approval from the State may result in reimbursements being denied for payment, or in termination of the grant agreement. Reimbursements may only be issued for costs included in the approved budget, including any costs to administer and market the project.

PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: This Section 3.4 is for informational purposes only; proposals DO NOT NEED TO INCLUDE ANY INFORMATION in response to this section. It describes the general structure of the work that will be required under terms of the grant agreements for selected organizations.

PROPOSAL SCORING NOTE: Not applicable to Section 3.4.

3.5 Selected Applicant Compensation Structure

Grantees will be compensated by reimbursement on a monthly basis for actual expenses incurred. Grantees will send OFI a record of each month's expenses on the OFI invoice document within ten business days of the close of each month of the grant's life. All invoices are subject to examination and nonpayment if expenses do not fill the specific needs of the project and/or fit into the agreed budget.

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 method that will be used under terms of the grant agreements for selected organizations.

PROPOSAL SCORING NOTE: Not applicable to Section 3.5.

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

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** (paper copies (**one signed original** and **five copies**) and one CD-ROM copy of the Application (including all components of the Application).

The applicant's total proposal submission (both the technical and project budget) must be received by ODJFS complete no later than 3:00 p.m., local time on **September 4, 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, 31st 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. 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 31st Floor. All proposals received on the due date by the Office of Contracts & Acquisitions, on the 31st Floor of the Rhodes 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

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

The applicant's Technical Proposal must contain the following components (organized in three (3) 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 beyond Tab 1 shall be sequentially numbered.

Applicants must organize their Technical Proposals in the following order:

Tab 1 Required Applicant Information and Certification Document
Request for Taxpayer Identification Number (W-9) Form
Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization

Tab 2 Applicant Experience & Qualifications

Sub-Tab 2a. Mandatory Applicant Qualifications (Section 2.1, A through E)
Sub-Tab 2b. Staff Experience & Capabilities (Section 2.2, A through C)
Sub-Tab 2c. Organizational Experience & Capabilities (Section 2.3, A through E)

Tab 3 Specifications of Deliverables

Sub-Tab 3a. Deliverable A
Sub-Tab 3b. Deliverable B
Sub-Tab 3c. Deliverable C
Sub-Tab 3d. Deliverable D
Sub-Tab 3e. Deliverable E
Sub-Tab 3f. Deliverable F

Tab 4 Program Budget – to be presented using the Proposed Project Budget Forms, provided as Attachment F. to this RFGA.

Tab 5 Grantee Appendices – to be presented using the ODJFS Application Form and Commitment Letter, provided as Appendices A. and B. t this RFGA.

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)
 - **Required Applicant Information & Certifications;**
 - **Request for taxpayer Identification Number (W-9) Form;**

- Declaration Regarding material Assistance/Non-Assistance to a Terrorist Organization.

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. 5.7, Subcontractor Identification and Participation Information should also be provided in Tab 1.

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.

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 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.

Applicants are to provide one signed original grant agreement signature page (provided in **Attachment D** of this RFGA) in their grant application. This will expedite ODJFS’ preparation of the resulting grant agreements.

In the event that the applicant proposes the use of any subcontractors, information on the subcontractor(s) and letters of commitment as required by Section 4.8, Minority Business Enterprise or 4.9, Subcontractor Identification and Participation Information should also be provided in Tab 1.

2. **(Tab 2)**
Applicant Experience & Qualifications

a. Mandatory Applicant Qualifications (**Sub-Tab 2 a.**)

The applicant must include information on the mandatory experience of the applicant, as described in **Section 2.1, (items 1., 2., and 3.)** of this RFGA.

b. Staff Experience and Capabilities (**Sub-Tab 2 b.**)

Under this section the applicant is required to include resumes, education, experience, and list of related published works of all key personnel for this project, and describe any appropriate supplemental and support staff (including any subcontractors) to be involved, as described in **Section 2.2, (items 1., 2., and 3.)** of this RFGA.

c. Organizational Experience and Capabilities (Sub-Tab 2 c.)

The applicant should include information on the relevant experience of the applicant including any subcontractors; and any prior experience relevant to this RFGA, as described in **Section 2.3, (items 1. and 2.)** of this RFGA.

3. **(Tab 3)**
Scope of Work - Administrative Structures - Proposed Work Plan

This section should describe in detail (in the order as outlined) the applicant's administrative structures and project plan as specified in Sections 3.1, Scope of Work, 3.2, Number of Participants, and 3.3, Administrative Structures—Proposed Work Plan, of this RFGA.

4. **(Tab 4)**
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 2010 and SFY 2011 (i.e., July 1, 2010 through June 30, 2011).

IMPORTANT BUDGET NOTE: In the event that the State eventually decides to renew any projects selected through this RFGA process beyond that initial period (i.e., November 1, 2009 to June 30, 2010), those grantees offered the possibility of an extension will then be required to provide a project budget covering the potential renewal term; all such requested budgets must be in accordance with program, administrative, and fiscal standards and requirements set in this RFGA, and all will be subject to ODJFS approval.

Applicants are to only show expenses directly related to the proposal project 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 **Appendix A.**, 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 OFI/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 4.2, 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 staff should be folded into the overhead, per diem, the hourly rates, or budget categories and not to be listed separately. Travel as a program expense, for example, travel vouchers, taxi vouchers, and bus passes for participants to attend a scheduled MPCCT program, are permitted and should be listed on the budget sheet.

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 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 resulting 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 or via e-mail to 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:

- **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;**
- **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,**
- **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 5.14, 5.15, 5.16, or 5.18. 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 Ohio Fatherhood Initiative, 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, lack 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 6 paper copies (one original and 5 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 Ohio 501(c)(3) nonprofit organization?
7. Are the applicants administrative costs below 15% when budgeting for this grant?
8. Applicants must keep equipment charges to a minimum.

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 **1,030 points** will be awarded for the Technical Proposal. A technical proposal must achieve a total of at least **798 points** (a score which represents that the applicant could be expected to successfully perform the resulting contractual duties) out of the possible **1,026 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 **798 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 and scored 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 nine (9)), 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 not exceed \$100,000.00 depending upon the number and quality of proposals submitted, among other factors. 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 OFI.

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 all responding applicants regarding the State's intent to make the awards. 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 (*Sign the signature page in BLUE INK and return it with your application.*)
- E. Technical Proposal Score Sheet (*For applicant self-evaluation purposes...do not submit*)
- F. Project Budget Forms(*To be completed & included in cost proposal packet as specified in Sec. 4.2, C.*)
 - 1. Budget Categories
 - 2. Applicant Budget

SECTION IX. APPENDICES AND THEIR USES

- A. ODJFS Application Form (*To be completed & included in proposal packet as specified in Sec. 4.2, B., 1.*)
- B. ODJFS Commitment Letter (*To be completed& included in proposal packet as specified in Sec. 4.2, B., 1.*)

Thank you for your interest in this project.