



Department of
Job and Family Services

Ted Strickland, Governor
Douglas E. Lumpkin, Director

REQUEST FOR PROPOSALS CONSTRUCTING FUTURES

RFP#: R-1011-15-8024

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

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Constructing Futures:
ARRA Stimulus Initiative RFP
RFP#: R-1011-15-8024

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***Constructing Futures:
ARRA Stimulus Initiative***
Ohio Department of Job and Family Services
RFP#: R-1011-15-8024

SECTION I. GENERAL PURPOSE & APPLICANT INFORMATION

1.1 Purpose

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Proposals (RFP) to solicit applications from integrated, collaborative partnerships that include representatives of the education, business, and workforce development sectors. Each applicant's proposal must identify a Registered Apprenticeship sponsor as the partnership's lead entity responsible for administration and reporting; and must identify a local WIA Board (LWIB) as fiscal agent for the proposed project.

Through this RFP, ODJFS expects to award multiple grants, with maximum amounts of \$300,000 for each recipient partnership that includes a single LWIB and \$500,000 for each recipient partnership that includes two or more LWIBs, from a total fund of \$4 million. Each recipient is required to provide leveraging support for the project from some source(s) other than this fund, equivalent to 100% or more of the grant amount.

Projects selected for funding through this RFP must develop pre-apprenticeship training programs that serve low-income non-working adults and/or dislocated workers, with special emphasis on minority and female participation. These programs must help trainees attain successful careers in construction occupations by preparing them for full Registered Apprenticeship programs in those occupations; must use Ohio's integrated Career Pathways approach; and must confirm or add to the body of knowledge about effective pre-apprenticeship training and therefore aid the further development of a nationwide pre-apprenticeship model.

Applicant proposals must demonstrate the formation of collaborative partnerships among Registered Apprenticeship sponsors; campuses of the University System of Ohio; One-Stop employment and training centers operating under the Workforce Investment Act (WIA); non-profit organizations specializing in career development for female and minority workers; and other entities with a role to play in the described program activities.

This project utilizes stimulus funds under the American Recovery and Reinvestment Act (ARRA), allotted through a WIA state discretionary grant. The purpose of ARRA is to combat the current recession by putting people to work as quickly as possible, helping businesses to survive and grow, and supporting the development of a financially and environmentally sustainable economy.

To be eligible for funding, applicants must demonstrate the ability to provide participants the instructional and other services that prepare them to complete Registered Apprenticeship training for careers in construction trades paying \$30,000 or more per year plus benefits. The necessary focus for all funded projects must be fast but successful transition into Registered Apprenticeship or other permanent employment in an occupation identified by the trainee while participating in this program.

Applying partnerships must also demonstrate that all member organizations are familiar with the Workforce Investment Act of 1998, the American Recovery and Reinvestment Act of 2009, and the Registered Apprenticeship training system defined by 29 CFR 29 and OAC 5101:11.

Applicants for funding under this RFP must also file an expression of interest in obtaining ARRA recovery funds, by registering at the State of Ohio Federal Stimulus Initiative website at <http://recovery.ohio.gov/opportunities/state/>. When registering, the program categories “Poverty, Work and Opportunity” and “Apprenticeship Programs” should be selected. If the registration is accepted, a confirmation will be received by email. If not, the information should be entered again. A copy of the email confirmation must be included with the applicants proposal for the proposal to be considered. Entities that fail to register at that website by July 24, 2009 will be disqualified **from selection under this RFP**.

Proposals submitted in response to this RFP must demonstrate the partnership members’ qualifications and experience; their organizational strengths and capacities; administrative preparedness for their respective tasks in quickly launching and operating a pre-apprenticeship program; and their ability to collaboratively develop exemplary, research-based training models.

Proposals must also describe the member organizations’ relevant past performance and indicate the strengths of the management structures, plans, resources, and capabilities geared to producing results fast. Professional agility, a dedication to high quality services, and cost-effectiveness are all necessary characteristics for success in this ODJFS project, and will be key criteria in the sub-recipient selection process.

1.2 Terminology

- o Program participants = Those who will receive the services to be provided by the grantees -- i.e., non-working, low-income adults and/or dislocated workers reflecting this project’s particular concern for female and minority applicants,
- o Applicant = A partnership of organizations that submits proposals through this RFP process. May also refer to such an entity that considers submitting a proposal, whether or not it eventually does so.
- o Partnership = A group of organizations that mutually agree to collaborate in planning and implementing a pre-apprenticeship program and, for that purpose, to apply for a sub-grant under this RFP, committing themselves in writing to fulfilling the RFP requirements.
- o Partnership Member = An organization that is a member of a partnership defined above.
- o Sub-grantee = A partnership selected through this RFP process, and that is therefore a sub-recipient of federal funds passed to ODJFS.
- o Grantee = Sub-grantee. These terms may be used interchangeably.
- o Sub-recipient = Grantee. These terms are also interchangeable.
- o Recipient = Sub-recipient.
- o Application = Proposal = Response to this RFP. These terms may be used interchangeably.

- o Initiative = The ODJFS project known as Constructing Futures, which will award grants through this RFP process to develop improved models for exemplary pre-apprenticeship training, and to help individuals enter Registered Apprenticeship programs, and ultimately successful careers, in the construction trades.
- o Low income = A recipient of either unemployment compensation, food stamps, or other public assistance.
- o Leverage = leveraging support = Support for the sub-recipient's program, other than this grant.
- o Administrative expenses = Expenses not included in the direct provision of services to pre-apprentice participants. Examples of administrative expense include costs incurred for on-going maintenance, operation, and oversight of the partner organizations and for auditing and reporting program results. A full definition is available on line at: http://edocket.access.gpo.gov/cfr_2008/aprqrtr/pdf/20cfr667.220.pdf.

1.3 Issuing Office

This RFP is released by and the subsequent grants will be with ODJFS. The Ohio State Apprenticeship Council (OSAC) staff unit, which is housed within ODJFS' Office of Workforce Development (OWD), will administer the grants and will be responsible for state-level supervision of all activities of the sub-recipients. OWD coordinates programs and delivers services to ensure that Ohio's workforce is equipped with the necessary tools to be matched with available, high-quality jobs. OWD serves an integral role in the proper alignment of Ohio's workforce system with the needs of other stakeholders and partners such as economic development, education, and Ohio employers. OWD also provides direction and oversight for Ohio's One-Stop System.

The role of OWD is to work in partnership with the U.S. Department of Labor (DOL), the Governor's Office and a variety of stakeholders in order to provide administration and operational management for workforce development programs and provide services in support of those programs. OWD is functionally aligned and structured by program and services. OWD's overall responsibility is to promote job creation and to advance Ohio's workforce.

If interested applicants have a need to communicate regarding this RFP, they must contact **ODJFS** using one of the mechanisms provided for in **Sections 1.8, Internet Question and Answer Period/RFP Clarification Opportunity, or 1.10, Communication Prohibitions**, of this RFP. Applicants are cautioned that communication attempts which do not comply with these instructions will not be answered, and that ODJFS will not consider any proposals submitted to any address other than the one provided in Section 5.1 of this RFP. Applicant proposals must be submitted to ODJFS in strict accordance with proposal submission instructions provided in **Section 5.1, Proposal Submission Information**.

1.4 Background

Economic stimulus programs such as ARRA are focused not only on job creation, but also re-training. Many of the jobs lost in the current recession and in longer-term structural changes, will not return. And many new jobs will require new skills for the work-place technologies of a more sustainable economy. Pre-apprenticeship can be a useful first step in acquiring these skills. And when done properly, it prepares workers for Registered Apprenticeship, which provides immediate employment and long-term careers in lucrative occupations. Hence, the first goal of this project is to quickly move unemployed adults into stable employment by providing the basic skills needed for Registered Apprenticeship.

But, as DOL has recognized, there is a lack of research into the “best practices” that make for effective pre-apprenticeship training. So the second goal of this project is to help fill knowledge gaps concerning all aspects of pre-apprenticeship program design.

One such aspect is the accommodation of adult learning styles. Another involves the particular needs of dislocated and long-term unemployed workers. The transition from one career to another, or in some cases from sporadic to stable employment, is different from a young adult’s entrance to the job market.

Another “gap” to be filled is the need for reliable methods of skill credentialing. Today’s worker must repeatedly adapt to new jobs and new training. So it is important to have a common “language” denoting the skills needed at each stage of a career, and to have commonly accepted ways to document those skills. This project aims to produce viable skill credentialing models that define a pre-apprenticeship graduate’s “rung” on the career ladder.

These goals concerning re-employment, skill credentialing, and overall program modeling, are consistent with other state and federal initiatives that can provide technical knowledge and in some cases funding to Constructing Futures sub-recipients. These initiatives include:

- A. RA/WIA integration -- DOL Training and Guidance Letter 2-07 (July 12, 2007) reflects a new emphasis on coordinating the work of the WIA One-Stop system and Registered Apprenticeship programs. The two systems provide complementary services to many of the same segments of the workforce. Both entities are vital partners in this pre-apprenticeship project, and conversely, this partnership can help to advance their coordination goals under TEG 20-07;
- B. 29 CFR 29 -- This set of federal regulations governing Registered Apprenticeship, was revised in October 2008. The changes include a reinforced mandate for coordination with the WIA system, as well as new provisions for two program components that help to define skill attainments: competency-based RA programs and interim credentials;
- C. Integrated Education and Training -- This State of Ohio initiative provides individuals a combination of workforce education programs for specific occupations or occupational tracks, clustered with other adult education activities, including English literacy instruction (under WIA Title II) and programs which provide for dual enrollment;
- D. Career Pathways -- The phrase denotes a high-quality, rigorous, and engaging system of instruction that:
 1. aligns adult, post-secondary, and/or vocational education with job training to qualify the individual for a career with strong projected employment opportunities;
 2. includes a case management approach; and,
 3. leads to the following credentials:
 - a. a secondary school diploma or its equivalent, as appropriate; and
 - b. a post-secondary degree, a Registered Apprenticeship completion certificate, or other occupational certificate, certification, or license;
- E. Career-Technical College Transfer (CT2) -- Ohio’s career-technical centers and public post-secondary institutions are establishing common definitions of course content and skill credentials, and streamlining the procedures for student transfers between instructional programs; and,
- F. Multiple-points-of-entry model -- The CT2 advisory committee is developing agreements between

secondary and post-secondary institutions and the state's Registered Apprenticeship system, to ease the movement of students in and out of instructional programs at times that suit their individual career paths.

1.5 Overview of the Project

Selected partnerships will be required to design, implement, and report on innovative pre-apprenticeship programs that efficiently and effectively prepare unemployed adults for construction careers, and that contribute to professional knowledge of "what works" in pre-apprenticeship training. Each applicant's proposal must state all resources - human, organizational, material, and financial - that will be made available for the required program activities. The applicant's proposal must describe the collaborative process by which partner organizations will develop a detailed implementation plan for those activities. In addition, if implementation plans are already developed for some or all of the program, those should be included in the proposal.

A. Program Activities

The required program activities will include the following:

1. Recruitment of participants from the targeted populations;
2. Pre-assessment to determine individual service needs, considering factors such as job readiness, occupational preference, income, family concerns, and others;
3. Individual service plans that identify program activities for each participant based on skill testing and needs assessments;
4. Guidance for individual career planning; and,
5. Occupational training in settings such as the class-room or lab.

B. Services based on Pre-Assessment

In addition, sub-recipient programs must make these services available as needed by individuals, based on pre-assessment:

1. Work experience and/or observation, which might include, for instance, job shadowing, field trips, practice exercises, labs, internships, and/or other exposure to the nature of daily work in construction;
2. Remedial instruction for job readiness and for adult education and literacy, including technological literacy; and,
3. Stipends to cover the expenses of equipment, tools, and economic needs.

Funded proposals will provide for collaborative, research-based planning to establish skill attainment goals and the means to fulfill them, and will provide service designs that maximize the likelihood of participant success in the expeditious time-frame required for an economic stimulus. In measuring performance under this grant, participant success is defined primarily as enrollment and retention in a Registered Apprenticeship program or placement in a permanent job at a living wage plus benefits, and secondarily as enrollment in further training geared to identified career goals.

C. Applicant proposals are expected to reflect the following principles:

1. An important goal of this grant project is to increase access to construction careers for

- minority and female workers. Recruitment activities must therefore include affirmative outreach through such avenues as mass media, appropriate social and advocacy groups, and other channels of contact with the communities of interest.
2. For the same reason, the planners of service designs must include organizations that specialize in helping female and minority workers attain career success.
 3. Programs may focus on: preparing each trainee for apprenticeship in their chosen occupation (a “trade” approach); imparting skills that apply across several construction trades (a “sector” approach); or either of these options depending on individual need (an “alternative” approach). Besides the obvious implications for training curricula, this decision might affect plans concerning career guidance, individual service planning, length of training, and/or other aspects.
 4. Regardless of which skill focus it adopts, each sub-recipient is expected to use state and federal labor market data to determine what construction occupations have growth potential in the program’s geographic service area and especially which occupations and industries have the potential for active involvement in a green economy.
 5. Sub-recipients are expected to work closely with curriculum and assessment experts of the University System of Ohio, to determine what attainment levels in which skills will maximize the likelihood of success in Registered Apprenticeship and construction careers. Research into this question should consider specific skills in multiple categories, including basic, academic, technical, personal, employability, etc., and should include surveys of area employers and Registered Apprenticeship sponsors, concerning the most common barriers to apprenticeship and employment in the relevant construction trades.
 6. At the pre-apprenticeship level, work experience and/or observation will focus on the rudimentary skills, work habits, and experiences of a particular occupation or of construction jobs in general. Therefore, this program element is expected to constitute no more than half of the hours spent in skill training overall.
 7. As adults, the trainees targeted by this project have had time to diverge along different paths in life; conversely, they will need to adapt to accelerating changes in employer demand. The State of Ohio is addressing this complexity in the current labor market through initiatives such as Integrated Education and Training, the Ohio Skills Bank, Stackable Certificates, Career Pathways, Career-Technical to College Transfer (CT2), multiple points-of-entry plans, etc. Proposals must address how recipients will coordinate with these initiatives in the development of pre-apprenticeship skill standards, credentialing, and curricula. More broadly, proposals must demonstrate strategies for preparing people of diverse backgrounds and skills to enter the career ladder at any of several “rungs”.
 8. Job readiness training may be an important service for adults who have been unemployed for long periods. This component may include structured job search or job club activities that use information tools such as the “Ohio Means Jobs” data base. An effective design may include activities such as resume writing, interviewing skills, mock interviews, dressing for success, peer networking, etc., and a structured process for getting and following through on job leads.
 9. Applicants must ensure the availability, for all who need them, of supportive services, stipends, and/or needs-related payments that are necessary for successful participation in job training. A primary funding source for this component is the One-Stop system, as described in WIA section 134(e)(2) and (3) and in WIA regulations 20 CFR part 663, subpart H.
 10. Successful applicants will demonstrate preparedness to help eligible customers take advantage of the significant increase in Pell Grant funds also included in the Recovery Act by coordinating with the Pell Grant program in accordance with 20 CFR 663.320.
 11. Organizations should also take into account the additional weeks of UI benefits available under the Emergency Unemployment Compensation and Extended Benefits that may help eligible customers complete longer-term training.

12. Proposals should incorporate priority of services for veterans and eligible spouses.
13. As some key services will be provided through the One-Stop system, program designs must take account of the required activity sequence under WIA regulations. In order to provide training services, the One-Stop first must determine that an individual is unable to obtain permanent employment simply through core and/or intensive services. As stated in the preamble to the WIA regulations, these determinations do not mean that the individual WIA applicant must go through layers of service to prove the need for training; the determination of need itself can be a core and/or intensive service, such as an assessment or the development of an individual employment plan. Thus, a case manager could initially meet with a participant, assess his or her skills, consider labor market conditions, and determine that core or intensive services will not be sufficient to ensure employment for the participant. The provision of training or other needed services can then be provided sequentially, concurrently, or in whatever order makes the most sense for the participant.
14. Programs funded by this initiative will be required to register all trainees in Sharing Career Opportunities and Training Information (SCOTI), the management information system (MIS) for WIA in Ohio, and to identify and document which of these trainees are eligible to enroll as participants in WIA itself.

Grants will be awarded in amounts up to \$300,000 for partnerships involving a single Workforce Investment Board and up to \$500,000 for those that involve two or more Workforce Investment Boards. Applicants must demonstrate leveraging support for their programs from sources other than these grants. For each program, this support must be equivalent to 100% or more of the grant amount. Up to 25% of the leveraging amount may be obtained from in-kind sources.

ODJFS, at its sole discretion, may extend the period of performance for a sub-grantee beyond December 30, 2010. The decision to do so will be dependant on available funding and the demonstrated expenditure rate and performance outcomes of the sub-grantee.

ODJFS intends to make grant awards from the \$4 million in ARRA stimulus funds set aside for the Constructing Futures project, until those funds have been obligated. Based on the expenditure levels and performance outcomes of the sub-grantees originally selected, there is a possibility that sub-grantee awards may be modified or cancelled. ODJFS reserves the right to make additional, subsequent awards to ensure that all funds are obligated in order to maximize services to Ohio job seekers. In the event that additional awards are issued, ODJFS will select the next technically qualifying proposals with the highest scores (sequentially from highest score to lower scores) and issue awards until all ARRA funds are again fully obligated.

Applicants that are not originally selected for an award through this RFP should maintain a copy of their proposals in the event that they receive an award at a later date as outlined in the paragraph above. For purposes of additional, later grant awards, ODJFS will maintain all technically qualifying proposals through December 30, 2010; copies will be maintained by ODJFS beyond that date, but only for purposes of records retention requirements.

The total award notification for a single proposal will be for the full duration of the project, from the award date through the termination date. All Ohio WIA areas have a WIA sub-grant agreement, and terms and conditions under that agreement will apply to programs selected through this RFP. However, allocation letters will be issued quarterly by ODJFS to allow for subsequent awards one quarter at a time. **It will be the responsibility of WIBs to contract with their partners.**

Subsequent allocations are contingent upon satisfactory grantee performance during the prior quarter(s). The quarters will begin on the first of July, October, January, and April, but the first and last grant agreement and purchase order may be for a partial quarter to correspond, as necessary, with the grant award and termination dates. There is no process to appeal a decision by ODJFS to not renew a grant after the end of a quarter.

1.6 Objectives of the Project

Each project that is funded will be required to develop and implement innovative pre-apprenticeship programs that achieve **all four** of the following objectives:

- (1) integrate data-driven designs for skill standards, assessment, career counseling, and curricula into their service strategies;
- (2) help non-working low-income adults and dislocated workers, especially minority members and women, to enroll and succeed in Registered Apprenticeship training;
- (3) align with areas of anticipated economic and job growth in Ohio, especially in occupations and industries that build a green economy; and
- (4) leave a record of project-period performance and observations, that significantly adds to professional knowledge of best practices in pre-apprenticeship training.

The intended outcomes for participants will be: access to and success in construction careers with family-sustaining wages of \$30,000 or more per year plus benefits; skills with wide and lasting application in a changing labor market; and the personal satisfaction of competency in a chosen career. The intended outcomes for workforce development professionals will be a better understanding of pre-apprenticeship training, especially as applied to the career needs and learning styles of adults. The intended outcomes for society at large will be a faster recovery from economic recession, and a stronger human resource base for long-term competitiveness in a 21st century economy. To achieve these results, ODJFS will invest Recovery Act funds in pre-apprenticeship programs that directly serve Ohio's job seekers.

1.7 Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
Tuesday, June 30, 2009	ODJFS Releases RFP to Potential Applicants on ODJFS Web Site; Q&A Period Opens - RFP becomes active - Applicants may submit inquiries for RFP clarification
Wednesday July 8, 2009, 10:00 AM	Applicant Q&A Period Closes, 10 a.m. (for inquiries for RFP Clarification) - No further inquiries for RFP clarification will be accepted
Wednesday, July 15, 2009	ODJFS provides Final Applicant Question & Answer Document (estimated)

Friday, July 24, 2009	Deadline for all potential applicants to submit a mandatory expression of interest via the State of Ohio Federal Stimulus Initiative website at: http://recovery.ohio.gov/opportunities/state/ (Any interested organization that fails to register its intent through this website by this deadline will be disqualified from consideration.)
Thursday, July 30, 2009, 3:00 PM	Deadline for Applicants to Submit Proposals to ODJFS (3 p.m.) - This is the proposal opening date, beginning the ODJFS process of proposal review
Thursday, August 20, 2009	ODJFS Issues Grant Award Notification Letter (estimated) - Applicants that submitted proposals in response to this RFP will be sent letters stating whether their proposal was accepted for award of the grant
Thursday, September 3, 2009	Implementation* (estimated—following notification of all contractual and funding approvals) - ODJFS will issue the first incremental/quarterly award to selected WIBs via an allocation letter.
December 30, 2010	Project Completion** - All work must be completed and approved by 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.

Since Constructing Futures funds will be issued through allocation letters and via the ODJFS County Finance Bureau, final expenses must be up-loaded through the County Finance Information System (CFIS). All expenses must be reported and liquidated by March 31, 2011. The selected applicants may neither perform work nor draw funds for work performed for this project for any time period prior to award of an allocation letter.

It is the intent of ODJFS to make all grant awards by late August, 2009, based upon the proposals received by July 30, 2009. Once funds are awarded and work is underway, there is a possibility that some of the sub-grant projects may not continue. In such cases, ODJFS reserves the right to award funding that become available in this way to the highest rated proposals on the list of those received by the proposal due date (as established above) and subsequently rated. Technically qualified proposals next highest on the list will be considered for funding, until all funds have been awarded.

The Office of Workforce Development will hold a mandatory one-day training session to provide instructions to awardees regarding programmatic, reporting, and fiscal requirements under the grant. This training will be targeted to take place within the first 60 days of a grant.

1.8 Internet Question & Answer Period; RFP Clarification Opportunity

Potential applicants may ask clarifying questions regarding this RFP 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;”**
- * **RFP Number R1011158024;**
- * **Select “Ask a Question about this RFP” function; and**
- * **Follow the instructions to send an e-mail question.**

Questions about this RFP must reference the relevant part of this RFP, the heading for the provision under question, and the page number of the RFP where the provision can be found. The potential applicant must also include the name of a representative of the potential applicant, the organization name, and business phone number. ODJFS may, at its option, disregard any questions which do not appropriately reference an RFP provision or location, or which do not include an 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.

ODJFS responses to all questions asked via the Internet will be posted on the Internet website dedicated to this RFP, for reference by all interested parties. Potential applicants will not receive personalized or individual e-mail responses. Clarifying questions asked and ODJFS responses to them will appear in the “ODJFS Q&A Document” for this RFP. If possible, ODJFS will post an interim Q&A Document, without identifying the parties asking questions, as well as the final version (in which all parties that posed questions will be identified). ODJFS strongly encourages potential applicants to ask questions as early as possible in the Q&A period so that interim answers can be posted with sufficient time for the possibility of applicants’ follow-up questions.

Applicant proposals in response to this RFP are to take into account any information communicated by ODJFS in the Final Q&A Document for the RFP. **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 RFP.**

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

IMPORTANT: Requests from potential applicants for copies of previous RFPs, 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 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.

Applicants are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFP for the future grant, NOT on details of any current or past related grant. Requirements under a current project may or may not be required by ODJFS under any future grant, and so may not be useful information for applicants who choose to respond to the RFP. If applicants ask questions about existing or past grants using the Internet Q&A process, ODJFS will use its discretion in deciding whether to provide answers. Interested applicants should also refer to RFP 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 1.7, 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 RFP 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.

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

1.9 Applicants' Library

The following is a list of informational resources that interested applicants will find useful in developing their responses according to the expectations of ODJFS for program design:

Workforce Investment Act (WIA) and the WIA One-Stop system

- o Ohio's State Plan for Title I of the Workforce Investment Act of 1998 -- http://jfs.ohio.gov/workforce/workforceprof/Final_State_Plan_TOC.stm
- o Ohio's One-Stop System -- <http://jfs.ohio.gov/workforce/jobseekers/onestopmap.stm>
- o Workforce Investment Act of 1998, as amended (29 U.S.C. 2801 et seq.) -- <http://www.doleta.gov/USWORKFORCE/WIA/wialaw.txt>
- o WIA Regulations, 20 CFR parts 652 and 660-671 -- <http://www.doleta.gov/regs/statutes/finalrule.htm>
- o WIA Eligibility Determination and Documentation Letter -- <http://jfs.ohio.gov/workforce/docs/workforceprof/WIAElig1.pdf>
- o Source Documentation for WIA Eligibility -- <http://jfs.ohio.gov/workforce/docs/workforceprof/PolicyGuidance/SourceDocumentationforWIAEligibility.pdf>

WIA / RA Integration

- o USDOL Training and Employment Guidance Letter No. 14-08 -- http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2728

Economic Recovery Initiatives

- o The American Recovery and Reinvestment Act of 2009 (P.L. 111-5) (ARRA) -- http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=111_cong_bills&docid=f:h1enr.txt.pdf
- o ARRA Implementation Guidance -- http://jfs.ohio.gov/workforce/docs/workforceprof/TEGL_14-08.pdf
- o Turnaround Ohio: The Strickland/Fisher plan to create and keeps jobs in Ohio -- http://jfs.ohio.gov/workforce/docs/Attach_C_TurnaroundOhio-JFS.pdf
- o Ohio Department of Development Strategic Plan -- <http://development.ohio.gov/strategicplan>

Occupational Data and Occupational Skill Requirements

- o Ohio Labor Market Information -- <http://www.ohioworkforceinformer.org/> -- <http://lmi.state.oh.us/> -- <http://ohiolmi.com/tools.htm> -- <http://ohiolmi.com/maps/MapofOneStops2007.htm>
- o ONET Occupational Data by Career Cluster (for construction) -- <http://online.onetcenter.org/find/career?c=2>
- o apprenticeable occupations -- http://www.doleta.gov/OA/bul08/Bulletin_2008_ListOfApprenticeableOccupations.pdf

Registered Apprenticeship System

- o 29 CFR 29 and 30 (governing federal regulations)
 - http://www.access.gpo.gov/nara/cfr/waisidx_08/29cfr29_08.html
 - http://www.access.gpo.gov/nara/cfr/waisidx_08/29cfr30_08.html

- o OAC 5101:11 (governing state regulations) -- <http://codes.ohio.gov/oac/5101%3A11>
 - o Registered Apprenticeship Sponsors in Ohio -- <http://oa.doleta.gov/bat.cfm>
- Skill Credentialing, Career Pathways, and Credit Transfer
- o Ohio Board of Regents
 - Ten-Year Strategic Plan --
http://www.uso.edu/strategicplan/downloads/documents/strategicPlan/USOStrategicPlan_bw.pdf
 - Strategic Plan Summary --
http://www.uso.edu/strategicplan/downloads/documents/strategicPlan/USOStrategicPlan_ExecSummary.pdf
 - o Ohio Career-Technical Transfer & Articulation (CT2) --
<http://regents.ohio.gov/careertechtransfer/index.html>
 - o Transition of Adult Workforce Development to the Ohio Board of Regents --
http://www.ohioocc.org/pdf/Adult_Transfer_1.pdf
 - o Ohio Skills Bank -- <http://www.uso.edu/opportunities/ohioskillsbank/documents.php>
- Defining the “green economy” and “green jobs”
- o ‘Preparing the Workforce for a “Green Jobs” Economy’ --
http://www.heldrich.rutgers.edu/uploadedFiles/Publications/Heldrich%20Center_Green%20Jobs%20Brief.pdf
 - o EPA’s State Climate and Energy Technical Forum --
http://www.epa.gov/solar/documents/stateforum/02_24_09/background_paper_workforce_2-24-2009.pdf
- Services for Minority and Female Workers
- o Urban League of Ohio -- separate branches in metropolitan areas throughout the state:
 - Cincinnati -- <http://www.gcul.org/>
 - Cleveland -- <http://www.ulcleveland.org/>
 - Columbus -- <http://www.cul.org/>
 - Dayton -- <http://www.daytonurbanleague.org/>
 - Toledo -- <http://www.gtul.org/>
 - o Hard Hatted Women -- www.hardhattedwomen.org
 - o Chicago Women in Trades -- <http://www.chicagowomenintrades.org>

NOTE: All communications regarding this RFP are to take place in the open forum provided for in Section 1.8 (Internet Question and Answer Period; RFP Clarification Opportunity).

1.10 Communication Prohibitions

From the issuance date of this RFP until an actual grant is awarded to a grantee, there may be no communications concerning the RFP 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 RFP or the selection of the grantee.

The only exceptions to this prohibition are as follows:

1. communications conducted pursuant to Section 1.8, Internet Q&A Period;
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 RFP;
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. posting by ODJFS of revisions, amendments, etc., to this RFP, on the website* dedicated to it, if

these become necessary;

5. any Public Records Request (PRR) made through the ODJFS Office of Legal Services.

* Important Note: Amendments to the RFP or to any documents related to it will be accessible to interested applicants through the original web page established for the RFP. 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 RFP 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.

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

1.11 Time Frames & Funding Source

ODJFS is seeking to contract with sub-recipients to perform services from (approximately) September 2009 to no later than December 30, 2010. All grants financed with ARRA stimulus funds, without regard to the award date, will terminate on March 31, 2011 or on the termination date in the award, whichever is sooner. Based on available funding, ODJFS may, at its sole discretion extend the sub-grant awards to providers.

Grants financed with ARRA stimulus funds will be awarded according to the time table established in Section 1.7 or until all funds have been obligated. Successful proposals selected for awards will be awarded grants approximately 21 days after the deadline for submission. Because the grant process is designed to help as many Ohioans return to work as soon as possible and to create a stimulative affect on Ohio's economy, ODJFS expects to maximize the amount of funds awarded.

All proposals are due to ODJFS according to the time table in Section 1.7 of this RFP. All providers that submit proposals in response to this RFP must also register a corresponding expression of interest in applying for recovery funds, by using the State of Ohio Federal Stimulus Initiative website at <http://recovery.ohio.gov/opportunities/state/>. A copy of the email confirmation of registration must be included with the applicant's proposal for the proposal to be considered. Entities that fail to register on that website by July 24, 2009 will be disqualified.

ODJFS expects to award approximately four million dollars (\$4,000,000) in amounts up to \$300,000 for each selected partnership that includes a single LWIB and up to \$500,000 for each selected partnership that includes more than one LWIB. All proposals will be reviewed first to see if they technically qualify, and only technically qualifying proposals will be rated. Every grantee must obtain leveraging support equivalent to 100% or more of the grant amount, and each proposal must state the amount and source(s) of this support. No more than 25% of the leveraging amount may come from in-kind sources.

Once funds are awarded and work is underway there is a possibility that some of the grant recipients' projects may not continue. In such cases ODJFS reserves the right to award funding in order of rating to proposals on the list that technically qualify but had not yet received a grant under this project.

Proposals not selected for funding, but which could potentially be eligible for awards if additional funding becomes available, will be maintained by ODJFS until December 30, 2010 for the purpose of

future consideration.

Potential sub-recipients are advised that ODJFS may, at its sole discretion, negotiate with all technically qualifying providers for a revised project budget if the project budgets of all technically qualifying applicants are in excess of the available funding for this project or if, in the sole opinion of ODJFS, such proposed budgets are excessive. Section 6.1 C. of this RFP establishes further information on ODJFS procedures to be implemented if this occurs.

ODJFS reserves the right to modify any resulting award according to federal or state requirements in the event that funding is not authorized during the contract period.

SECTION II. APPLICANT EXPERIENCE AND QUALIFICATIONS

In order to be considered for a contract expected to result from this RFP, an interested applicant must meet, at minimum, all the following requirements.

2.1 Mandatory Applicant Qualifications

In applying for funds under this RFP, the applicant must comply with ALL the following requirements regarding Application Procedures and Organizational Experience and Capabilities:

A. Application Procedure

1. ensure that its proposal is received by ODJFS on or before the deadline specified in this RFP;
2. **seven** paper copies (**one signed original** and **six** copies) and one CD-ROM copy of the proposal, including the Technical Proposal and the Project budget, and any required or optional attachments; and,
3. by July 24, 2009, register a corresponding expression of interest in applying for recovery funds, by using the State of Ohio Federal Stimulus Initiative website at <http://recovery.ohio.gov/opportunities/state/>. **Note: A copy of the email confirmation of registration must be included with the applicant's proposal for the proposal to be considered.**

B Organizational Experience and Capabilities

To demonstrate organizational and staff qualifications, the applicant's proposal must:

1. include all required affirmative statements and certifications, signed by the applicant's responsible representative, as described in Attachments A., and C. to the RFP;
2. affirmatively indicate, according to those certifications, that the applicant 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;
3. provide an affirmation that the applicant is not excluded by the Auditor of State under ORC Section 9.24 from entering into an agreement with ODJFS, due to 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);
4. demonstrate that the applicant is a collaborative partnership that includes one or more entity in each of the following five categories:
 - (1.) Local WIA Boards (LWIBs);
 - (2.) Registered Apprenticeship sponsors;
 - (3.) Campuses of the University System of Ohio;
 - (4.) ABLÉ program sponsors; and,
 - (5.) Community-based organizations helping the target population to attain viable careers through direct job placement, training, supportive services, referrals, and/or other services; (In addition, partnerships are encouraged to include other entities with a role to play in the described project activities);
 5. include a letter of commitment from each partner organization;
 6. identify a Registered Apprenticeship sponsor as the partnership's lead entity responsible for administration and reporting; **and** identify a local WIA Board (LWIB) as fiscal agent for the proposed project;
 7. attest to the partnership members having a physical presence in the geographic area to be served;
 8. identify the amount and source(s) of leveraging support for the project, equivalent to 100% or more of the grant amount, up to 25% of which may be obtained from in-kind sources; and;
 9. include a narrative of eight pages or less describing:
 - a. the experience that member organizations of the partnership have had in the planning and administration of services detailed in Sections 1 and 3, including, where applicable;
 - b. the names and contact information for organizations (such as employers, public agencies, etc.) that might have contracted with them, or with whom they may have collaborated, for these services.
 10. identify a **Project Manager** who has a minimum of two years administrative or instructional experience with Registered Apprenticeship programs in the construction trades.

2.2 Staff Experience and Capabilities

In a section numbering eight pages or less, the proposal must demonstrate that staff with significant expertise will fill the key leadership roles for the project, as listed below. This section must provide a job description for each of these positions, as well as the qualifications and experience required to fill them, including those described here. Within the eight-page section, the applicant **MUST** identify a project manager by name and provide a profile, resume, and/or curriculum vitae to demonstrate qualifications. Wherever possible, the same information should be provided for individuals assigned to

the other key roles. The eight-page section must, at minimum, address these positions:

- A. **A Project Manager** who has a minimum of two years administrative or instructional experience with Registered Apprenticeship programs in the construction trades. ODJFS will consider as especially valuable, a project manager's experience working successfully with employers, non-working adults, dislocated workers, public assistance recipients, unemployment compensation recipients, One-Stop career center operations, education institutions, programs that place clients in subsidized and/or unsubsidized employment, and other related entities and programs;
- B. **A Case Manager**, who arranges relevant services to non-working low-income adults and/or dislocated workers and has at least two years experience working with the target population identified in the submitted proposal; and,
- C. **An Outreach Coordinator** who oversees recruitment of trainees and of employers and instructional providers offering post-program placement opportunities, and who has at least two years experience working with the target population, including minority and female workers, in the context of employment and training services.

If an applicant finds any other key staff position(s) essential to program success, this eight-page section should include the requisite information for such position(s).

Note: One individual may fill more than one of the key roles if all necessary qualifications are demonstrated.

Important: Sensitive Personal Information - It is the affirmative responsibility of the applicant organization submitting a proposal to remove all personal confidential information (such as home addresses and social security numbers) 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 applicant whose proposal is found to contain such prohibited personal information.

SECTION III. SCOPE OF WORK

3.1 Scope of Work

Applicant proposals are to describe the proposed project, including, at minimum, the following components:

- A. Each application submitted to ODJFS must contain a work plan clearly describing the ways that partnership members **will collaborate to achieve the objectives** defined in Section 1.6 (Objectives of the Project) and to achieve program activity and design requirements described in Sections 1.5 (Overview of the Project) and 3.3 (Specifications of Deliverables).
- B. This work plan (referenced in A., above) must describe **in detail** the resources and planning processes that will be used to develop and implement the pre-apprenticeship program.

The first deliverable in the project will be an implementation plan specifying the content, scheduling, methods, responsible staff, and other details of component services in the sub-recipient's pre-apprenticeship program. **But the proposed work plan must describe the**

planning process by which partnership members will develop the plan, and all the resources -- organizations, staff, facilities, etc. -- to be used in each program activity.

To the extent that the component services are already being delivered by partnership members in a different program context, or have already been planned for this one, the applicant proposal should include the implementation plan for those and an explanation of how they were developed. Applicants should be aware, however, that adult pre-apprenticeship is considered an innovative area of programming, and is not automatically assumed to be fully addressed by plans developed for other target groups or forms of instruction.

- C. Proposals must demonstrate that all project activities were or will be planned collaboratively, through full participation of each of the defined partners; and, empirically, based on the best methods of research and/or using best existing research findings, about labor market conditions and current best-practices.
- D. Each proposal must realistically project the applicant's expected number of total enrollments for the grant period and its expected attainment levels under the three dimensions of performance listed below. This information must also be consistently reflected in the program implementation plan. The size and reliability of these projections will be an important factor in awarding grant funds.
- E. To re-cap, each project at the sub-recipient level will include the following four basic activities. Proposals must describe how the project would address each of these:
 - 1. outreach and recruitment to non-working low-income adults and dislocated workers, with special emphasis on female and minority workers. Applicant proposals must demonstrate that recruitment will be planned in close collaboration with entities that provide relevant services to the target populations;
 - 2. an instructional component that identifies the skills needed for success in Registered Apprenticeship; sets attainment goals on that basis; provides the corresponding courses, work experience and/or observation, and pre- and post-assessment activities; and is developed in close collaboration with assessment and curriculum experts of the University System of Ohio, based on reliable research and data;
 - 3. supplemental services as outlined in Sections 1.5 and 3.3, that facilitate trainees' participation in the program and their success in subsequent employment and training; and,
 - 4. reporting according to the schedules and topics stipulated in Section 3.3.J. The proposal must state the partnership's commitment to comply with the reporting requirements as detailed and specify the means and methods to be used.
- F. Applicant proposals must provide details on how follow-up monitoring of post-program outcomes for trainees will be carried out, including, at minimum, a description of methods, schedules, procedures, and partnership responsibilities.
- G. Proposals must describe how the proposed project would successfully accomplish all four goals established in Section 1.6, Objectives of the Project.

3.2 Management Structures for the Proposed Work Plan

The work plan must describe the management structure and approach for the pre-apprenticeship program, by providing, at minimum, the following:

- A. a proposed timeline and resource allocation for all planning processes and service delivery;
- B. a detailed description of all procedures for reporting to ODJFS during the program's operation, regarding work completed and the resolution of unanticipated problems;
- C. for each partner organization and subgrantee, a current organizational chart; identifying the key management and administrative personnel who will be assigned to this project; stating the number of hours to be devoted to the project by staff; and specifying the percentage of each key management person's time that will be allocated to the project.

3.3 Specifications of Deliverables

Each sub-recipient selected for funding is expected to develop an implementation plan that will be submitted with the first performance report, on December 10, 2009 (or, at a comparable first quarter point in the case of awards made subsequent to the initial selection announcements), and will fully detail program components for skill instruction, recruitment, enrollment, and supplemental services. To the extent that a partnership has already developed that plan, the proposal should include it. But every proposal must at minimum describe the resources that will be used by the partnership for all required activities, and the process by which partnership members develop plans for each program component. In addition, sub-grant deliverables shall include, but need not be limited to, the following activities:

- A. Planning Process: Proposals must demonstrate that all project activities were or will be planned in this manner:
 - collaboratively, through full participation of each of the defined partners;
 - empirically, based on the best methods of research and/or using best existing research findings, about labor market conditions and current best-practices.
- B. Recruitment: Applicant proposals must demonstrate that recruitment will be planned in close collaboration with entities that provide relevant services to the target populations. Recruitment plans will provide detail on:
 - Methods and techniques that will be used to recruit the target populations;
 - How activities will be coordinated with existing advocacy and service groups that work with the target populations.
- C. Intake: Plans must be developed in collaboration with the local WIA board (LWIB) and must provide detail on:
 - The screening process for determining if applicants are non-working low-income adults and/or dislocated workers;
 - Pre-assessment to determine supplemental service needs involving matters such as job readiness, occupational preference, income, family concerns, and others;
 - Eligibility determination for WIA core and intensive services, following the guidelines of relevant laws and ODJFS policy/guidance. Proposals must demonstrate that procedures for WIA eligibility determination and service delivery will be adapted to expedite enrollment into training services
 - Process for registering all Constructing Futures trainees in the SCOTI electronic management

information system (MIS);

- Assessment tools and strategies to identify needs for services other than technical instruction;
- Individual service planning that identifies program activities for each participant based on skill testing and needs assessments;
- Individual career planning to identify for each participant some appropriate occupation(s) and the steps needed to attain the various stages of a career in the targeted occupation(s);
- Referral to other programs for individuals whose career goals do not match the services provided by Constructing Futures pre-apprenticeship training.

D. **Skills Instruction:** Programs may focus on preparing participants for specific occupations (a “trade” approach), for the construction trades in general (a “sector” approach), or for either of these, depending on individual need (an “alternative” approach). But in any case, the implementation plan for this component must be developed in close collaboration with curriculum and assessment experts of the University System of Ohio. It must be based on reliable data regarding occupational and industrial trends in skill demands, employment, and job growth, and on professional knowledge of existing best practices in pre-apprenticeship. It must incorporate Ohio’s Career Pathways and Technical Transfer methods for defining skills, courses, and credentials. And finally, it must include these elements:

- identification of the apprenticeable construction occupations projected to grow in the service area, with specific details about their potential for “green job” development;
- quantitative definitions of the skill sets -- academic, technical, employability, and otherwise -- that pre-apprenticeship graduates need in order to excel in Registered Apprenticeship for the targeted occupations;
- specifications for assessment tests that will reliably measure these skills before, during, and after participation in the program;
- identification of the barriers to enrollment and completion of Registered Apprenticeship training, including specific skill deficits, and based in part on a survey of Registered Apprenticeship sponsors;
- a curriculum for technical instruction delivered by a partnership member (via classroom, lab, workshop, and/or other setting controlled by the program), to meet learning objectives and overcome technical skill barriers;
- a description of arrangements making work experience and/or observation activities available as needed, as well as specifications for total time allotment, who will provide them on what terms, how they will achieve the identified learning goals, and what options will be offered (for instance, job shadowing, field trips, practice exercises, labs, internships, and/or other exposure to the nature of daily work in construction);
- detailed provisions for making remedial instruction available as needed, as well as what options will be offered - such options to include but not necessarily be limited to job-readiness training, guidance in job-searching with the Ohio Mean Jobs web site and other effective tools, and adult basic literacy education, including technological literacy;
- description of methods for documenting skill attainments and issuing completion credentials;

E. **Supplemental Services and Activities:** For each of these services, the implementation plans will describe eligibility criteria; specific activities; expected duration; where and by whom it will be provided; intended outcome(s); and how it will: (1) facilitate participation in the program and (2) prepare trainees for success in subsequent employment and/or training. The menu of available services must include, at minimum:

- case management
- capturing of case notes to document progress and interaction with the participant

- supportive services, stipends, and/or needs-related payments

F. Administration: Grantees will be required to perform, at minimum, the following general administrative functions:

- financial activities (accounting, budgeting, financial and cash management);
- procurement and purchasing;
- property management;
- personnel management;
- payroll;
- coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;
- auditing;
- developing systems and procedures related to these general administrative functions

Each proposal must describe in detail the applicant partnership's administrative capacity and approach to this project. The proposal must demonstrate total project administrative costs not to exceed 10% of the total sub-recipient budget. These administrative costs may be personnel-related and/or non-personnel-related.

G. Attendance: Every sub-recipient must send at least one member of its key project staff, as defined in Section 2.3, to each mandatory training, workshop, and meeting. One such gathering will convey detailed information on implementation, accounting, SCOTI, and reporting. Additional meetings will be scheduled as necessary by ODJFS.

H. Performance: Each proposal must realistically project the applicant's expected number of total enrollments for the grant period and its expected attainment levels under the three dimensions of performance listed below. This information must also be consistently reflected in the program implementation plan. The size and reliability of these projections will be an important factor in awarding grant funds, and eventual program outcomes in these areas will be considered in gauging the success of funded programs and in deciding whether to continue, reduce, or terminate funding.

The performance dimensions are:

- retention / completion -- the percentage of enrollees who complete training;
- apprenticeship placement -- the percentage of completing pre-apprentices who are placed in Registered Apprenticeship;
- non-apprenticeship placement -- the percentage of completing pre-apprentices who are placed in construction jobs and/or further training for occupation(s) identified in the participants' career plans;

I. Continuous Improvement: Testing and improving the instructional model in the course of program activity, based on rates of retention in and successful completion of training.

J. Reporting: The US Office of Management and Budget has issued guidelines for ARRA that emphasize streamlined collection of high-quality program data, including adequate measurement of significant outcomes. ETA is developing report guidelines, with the intent of minimizing new collection burdens. Meanwhile, the proposal must state the partnership's commitment to comply with the following reporting requirements and specify the means and methods to be used:

- Reports shall be submitted electronically to the ODJFS Project Manager, using templates designated (and modified as necessary) by ODJFS, and drawing data wherever possible from

SCOTI;

- Each grantee will submit a monthly service schedule projecting the number of non-working low-income adults and/or dislocated workers who will be enrolled in the coming month, along with the planned number of exits to Registered Apprenticeship, other employment, or further training in identified construction occupations.
- The grantee will provide the following demographic data monthly for each participant:
 - > identifying information (name, address, date of birth, etc.)
 - > social grouping (race, ethnicity, etc.)
 - > status at enrollment (income, employment, education, job history, etc.)
 - > program status (dates of enrollment and exit, services received, etc.)
- Each grantee will submit performance reports on December 10, 2009; the twelfth day of April, July, and October, 2010; and on January 10, 2011. Performance reports will provide information for the immediately preceding quarter as well as cumulative information for the program period to-date, and shall include but not necessarily be limited to:
 - > these performance measures:
 - retention / completion rates;
 - total rate of placement in Registered Apprenticeship, construction jobs, and further training, with the specific placements to be identified;
 - > objective analysis of how each performance measure was met, exceeded, or not met;
 - > description of continuous improvement efforts based on this analysis.
- At the end of the project period, each grantee will assess the relative effectiveness of different techniques, methods, and strategies, based upon its performance data.
- All grantees will provide such additional data and reports as required by ODJFS.

- K. Follow-Up: Grantees will be required to perform project follow-up activities to determine participants' employment status, income, and additional training received, at six and twelve months following exit from the program. Applicant proposals must provide details on how this function will be carried out, including, at minimum:
- Who will conduct follow-up monitoring of post-program outcomes for trainees;
 - The specific schedule and procedures for follow-up;
 - Specific methods and forms for documenting follow-up results

3.4 Selected Applicant Compensation Structure

Initial awards to WIA Area Fiscal Agents will be assessed via allocation letter. If the enrollment or performance in any program falls below projected levels, the program may be subject to grant termination. Subsequent allocations are subject to program and financial performance.

Service providers may request an advance payment of no more than one quarter of their approved first year's budget in accordance with procedures to be identified by ODJFS. The request and justification for the advance must be included in the proposal. In the event an advance is granted, it must be reconciled by the end of the quarter with invoices and documentation to indicate that it was expended in accordance with the planned budget.

The total grant award for a single proposal will be for the full duration of the project, from the award date through the termination date. However, allocation letters will be issued one quarter at a time.

Subsequent allocation letters are contingent upon satisfactory grantee performance as assessed cumulatively for the project period to date. The quarters will begin on the first of September, December, March, and June, or upon other dates as specified by ODJFS based upon actual (not

estimated) grant implementation dates. The first and last grant agreement and purchase order may be for a partial quarter to correspond, as necessary, with the grant award and termination dates. There is no process to appeal a decision by ODJFS to not renew a grant after the end of a quarter.

Awards will strictly correspond with the approved monthly budgets for each successful proposal. Grantees must submit monthly reports to provide participant and financial data. This should match the expenses reported in the CFIS (County Financial Information System).

Grant funds will not be paid for services already planned and budgeted by partnership members.

Continuing quarterly awards may be tied to the timely submission of reporting data. Sub-grantees whose reported expenditure rates and/or performance fall below projections may be subject to grant reduction or cancellation. ODJFS may at its sole discretion determine if corrective action or cancellation is in the best interest of this project. Decisions by ODJFS to cancel or not renew a sub-grant are final and may not be appealed.

A sub-recipient whose grant is revised or canceled will be provided with a revised award letter notifying them of the change, and allocations will be updated to reflect the revised award. There is no process to appeal a decision by ODJFS to rescind grant funds.

SECTION IV. CONDITIONS AND OTHER REQUIREMENTS

Through this section of the RFP, ODJFS notifies applicants seeking award of funding of certain conditions and requirements which may affect their eligibility or willingness to participate in any procurement (RFP, RLB, etc.) process; or their eligibility to receive an award; and of requirements that would then be in effect.

4.1 State Contracts

Proposals must list any current contracts the applicant has with State of Ohio agencies. The list must indicate the purpose of the contract, the amount of the contract, the time period covered by the contract, and the percentage of the project completed. Applicants must complete a copy of the Required Applicant/Applicants Information and Certifications Document (provided as Attachment A.) to report this information and include the completed document in the applicant's proposal as specified in Section 5.2 B., 1 of this RFP.

4.2 Interview

Applicants submitting proposals may be required to participate in an in-depth interview as part of the evaluation process. The interview, if necessary, may include participants from ODJFS and/or other state or county agency staff or other representatives it may appoint, as appropriate. ODJFS reserves the right to select from responding applicants for interviews and may not interview all applicants submitting proposals. The applicant shall bear all costs of any scheduled interview.

4.3 Start Work Date

The selected applicants must be able to begin work no later than seven (7) working days after the time funds are encumbered and the grantee is notified. Those selected will be notified by the ODJFS project manager when work may begin. **Any work begun by the applicant prior to this notification will**

NOT be reimbursable by ODJFS.**4.4 Proposal Costs**

Costs incurred in the preparation of this proposal are to be borne by the applicants, 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).

4.5 Trade Secrets Prohibition; Public Information Disclaimer

Applicants are prohibited from including any trade secret information as defined in ORC 1333.61 in their proposals in response to any ODJFS RFP, RLB or other procurement efforts. ODJFS shall consider all proposals voluntarily submitted in response to any ODJFS RFP (or etc.) to be free of trade secrets and such proposals shall, in their entirety, be made a part of the public record.

All proposals and any other documents submitted to ODJFS in response to this RFP shall become the property of ODJFS. This RFP and, after formal announcement by ODJFS of the results of this RFP project (*e.g.*, notices provided to responding applicants regarding applicant selection, notice of project cancellation, etc.), any proposals submitted in response to the RFP are deemed to be public records pursuant to R.C. 149.43. For purposes of this section, "proposal" shall mean both the technical and the project budgets (if opened by ODJFS) submitted by the applicants, any attachments, addenda, appendices, or sample products.

Any proposals submitted in response to this or any ODJFS RFP which make claims of trade secret information shall be disqualified from consideration immediately upon determination that such unallowable claim has been made.

4.6 Contractual Requirements

- A. Payments for any and all services provided pursuant to the contract are contingent upon the availability of state and federal funds;
- B. All aspects of the grant agreement apply equally to work performed by any and all members in the partnership;
- C. The grantee, and any members in the partnership, will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFP. The grantee and all members in the partnership, agree 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 award, and may result in legal action;
- D. As a condition of receiving a grant from ODJFS, the grantee, and all members in the partnership 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 all members in the partnership 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;
- E. By accepting funding from ODJFS for this project, the partnership agrees that all necessary

insurance is in effect; and

- F. The selected partnerships shall be required to comply with prevailing wage standards, as established in ORC 4115.03 to 4115.16.

4.7 Travel Reimbursement

Travel should be folded into the overhead, per diem, or the hourly rates which are built into the cost of the deliverables. Travel is not to be listed separately unless otherwise specified in Section 5.2 C. (Proposal Format and Submission – Project budget) of this RFP.

4.8 Minority Business Enterprise

ODJFS is required by Section 125.081(B) and 123.151 of the ORC to award fifteen percent (15%) of its total procurements to applicants certified as Minority Business Enterprises (MBE). Ohio certified MBE is defined in ORC Section 122.71. Applicants are strongly encouraged to subcontract a minimum of fifteen percent (15%) of the total contract price to an Ohio certified MBE.

The proposal must clearly indicate the name of any proposed Ohio MBE applicant and the exact nature of the work to be performed under the proposed subcontract. The proposal must include a letter from the proposed MBE, signed by a person authorized to legally bind the grantee, indicating the following:

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

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

A listing of Ohio certified MBEs can be accessed through the Ohio Department of Administrative Services (DAS) Web Site at: <http://das.ohio.gov/Eod/MBESearch/index.asp>.

While ODJFS strongly encourages the use of MBE subgrantees, the applicant's use of an MBE subgrantee will have no effect on applicants' technical scores or on final grantee selection for this RFP, **unless** Section VI, Criteria for Proposal Evaluation and Selection of this RFP (and/or the Technical Proposal Score Sheet for this RFP) affirmatively establish an MBE participation criterion.

4.9 Subcontractor Identification and Participation Information

Not applicable in this RFP.

4.10 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.

4.11 Confidentiality

All 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.

4.12 Key Personnel

ODJFS will require a clause in the resulting contract 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.

4.13 Ethical & Conflict of Interest Requirements

- A. No grantee or individual, company or organization seeking a contract 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 contract 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 applicant 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 contract or refusal by ODJFS to enter into a contract; 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.

4.14 Health Insurance Portability & Accessibility Act (HIPAA) Requirements

As a condition of receiving an award from ODJFS, the grantee, and any partnership member(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 grantee can reasonably anticipate HIPAA language in the contract that results from this RFP.

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.

4.15 Waiver of Minor Proposal Errors

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

4.16 Proposal Clarifications

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

4.17 Contractual Requirements and Prevailing Wage Requirements

The selected applicants will be required to comply with prevailing wage standards, as established in ORC 4115.03-4115.16.

4.18 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 RFP, 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 RFP. ODJFS will not evaluate a proposal from any applicant whose name, or the name of any of the partnership members proposed by the applicant, appears on the website of the Auditor of the State of Ohio as having an “unresolved” finding for recovery.

4.19 Mandatory Contract Performance Disclosure

Each proposal must disclose whether the applicant’s performance, or the performance of any of the proposed partnership member(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 RFP 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 an 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.

4.20 Mandatory Disclosures of Governmental Investigations

Each proposal must indicate whether the applicant and any of the proposed partnership member(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 RFP. 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 an 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.

4.21 Mandatory Disclosures of Work Location

Proposals must explicitly state the location(s) (city, state/province, country) where work described in this RFP would be performed, whether by the applicant or by any partnership members.

4.22 Applicant Selection Restriction

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

4.23 Declaration of Material Assistance Requirements

Any applicant responding to any ODJFS RFP, 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 RFP, 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. 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.

Applicant's 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.

4.24 Ohio Presence Consideration

This section is not applicable in this RFP.

SECTION V. PROPOSAL FORMAT & SUBMISSION

5.1 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:

- **seven** paper copies (**one signed original** and **six** copies) and one CD-ROM copy of the proposal, including the Technical Proposal and the Project budget, and any required or optional attachments;

The applicants' total proposal submission (all documents and all required copies) must be received by ODJFS complete no later than 3:00 p.m. on **July 30, 2009**. Faxes or e-mailed submissions will not be accepted. INFORMATION SUBMITTED SEPARATELY WILL NOT BE REVIEWED. **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: RFP/RLB Unit**

Applicants' original proposal must contain all the information and documents specified in this RFP and all copies (both paper and CD-ROM) must include copies of ALL information, documents, and pages in the original proposal.

The CD-ROM copy of the proposal must include all components of the proposal, including any required or voluntary attachments to it. The CD-ROM must be labeled with the applicant's name, the RFP number, and the proposal submission date or proposal due-date, at minimum. The requested CD will be used by ODJFS for archiving purposes and for fulfillment of Public Records Requests, and failure to include it or to properly label it 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 recommendation 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 possible security checks at both the lobby of the Rhodes State Office Tower (address as stated above) and again on the 31st Floor. All proposals must be 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 RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between ODJFS and the applicant selected.

5.2 Format for Organization of the Proposal

A. Overall Proposal Organization

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

The applicant's Technical Proposal must contain the following components (organized in five (5) primary tabs and divided into sub-tabs) as described below. Any other information thought to be relevant, but not applicable to a specific RFP 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 RFP. 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 Certifications Document
Request for Taxpayer Identification Number (W-9) Form
Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Org.
- Tab 2 -** Applicant Experience & Qualifications:
Sub-Tab 2a. Mandatory Application Procedures and Organizational Experience and Capabilities (Section 2.1, A. and B.)
Sub-Tab 2b. Staff Experience and Capabilities (Section 2.2, A. – C., plus any additional optional key staff information.)
- Tab 3 -** Scope of Work:
Sub-Tab 3a. Scope of Work Component A.
Sub-Tab 3b. Scope of Work Component B.
Sub-Tab 3c. Scope of Work Component C.
Sub-Tab 3d. Scope of Work Component D.
Sub-Tab 3e. Scope of Work Component E.
Sub-Tab 3f. Scope of Work Component F.
Sub-Tab 3g. Scope of Work Component G.
- Tab 4 -** Administrative Structures for Proposed Work Plan:
Sub-Tab 3a. Item A.
Sub-Tab 3b. Item B.
Sub-Tab 3c. Item C.
- Tab 5 -** Project Budget
- Tab 6 -** Optional Applicant Attachments or Appendices (*for example, for excerpts/samples of work products.*)

All pages in the Technical Proposal must be sequentially numbered, with the exception of Tab 1 contents.

NOTE: Applicants are required to submit **one additional CD-ROM copy** of their entire proposal package in non-rewriteable CD format. One document may, at applicant option, be excepted from the electronic technical proposal version: the “Request for Taxpayer Identification Number (W-9) Form” (**provided as RFP Attachment B.**), which is to be signed by the applicant and submitted with the paper copies of the technical proposal.

B. Technical Proposal Details

The 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 RFP requirements to which they correspond.

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 RFP, 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.

The applicant must attach the **Request for Taxpayer Identification Number (W-9) Form**, which is provided as **Attachment B.** to this RFP, 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 (RFP 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.

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

In order to be acknowledged as a applicant with an Ohio presence (as described in RFP Section 4.24, Ohio Presence Consideration) for additional scoring consideration, the applicant must demonstrate in this Tab1 section of its proposal either that it currently has a physical presence in Ohio or has concrete plans for establishing a physical presence. Information to be presented includes the actual or proposed location of the applicant’s presence, a description of the work to be performed at that location, and the number of its personnel to operate from the Ohio location. If the Ohio location is planned but not yet operational, an estimated implementation schedule should be provided.

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

A. Mandatory Applicant Qualifications (Sub-Tab 2 a., Section 2.1, sub-sections A, items 1. – 3., and B., items 1. – 10.)

The applicant must include information on the mandatory experience of the applicant, as described in Section 2.1, A., Application Procedures, and B., Organizational Experience and Capabilities, of this RFP. The applicant should include information on the relevant experience of the applicant including any subgrantees; and any prior experience relevant to this RFP, as described in Section 2.2, of this RFP.

B. Staff Experience and Capabilities (Sub-Tab 2 b., Section 2.2 items A. through C.)

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 subgrantees) to be involved, as described in **Section 2.2**, of this RFP.

3. (Tab 3)

Scope of Work & Specifications of Deliverables

This section should describe in detail how the applicant proposes to address each component of the scope of work identified in Sections 3.1, Scope of Work, and 1.6, Objectives of the Project, of this RFP. The responses must address each element separately. Applicants should place their responses for each component behind separate sub-tabs as described above.

4. (Tab 4)

Administrative Structures for the Proposed Work Plan

This section should describe in detail (in the order as outlined) the applicant's administrative structures as specified in Section 3.3 Administrative Structures for the Proposed Work Plan of this RFP.

5. (Tab 5)

Project budget

Applicants are to complete the Project Budget Form, provided as **Attachment E**, to this RFP according to instructions, sign it, and submit it fully completed in the proposal. The Project Budget Form requires interested applicants to identify all project costs, per quarter, distributed across cost lines as specified on the Project Budget Form. The prices offered in the applicant's Project Budget will be the prices in effect throughout the contract period, including any renewal contracts, as described in Section 1.11, Time Frames & Funding Source, of this RFP.

The proposal must demonstrate total project administrative costs not to exceed 10% of the total sub-recipient budget. These administrative costs may be personnel-related and/or non-personnel-related. Budgets must also demonstrate the required additional resources equaling 100% of the project budget.

Applicants are to use the format in **Attachment E, Project Budget Form**, to submit their project budget for SFYs 2010, 2011 (etc.). At the applicant's discretion, additional documentation may also be included with the completed **Attachment E**, as explanatory information.

6. (Tab 6)

Applicant Attachments or Appendices

This section could, for example, include excerpts/samples of past work products.

SECTION VI. CRITERIA FOR PROPOSAL EVALUATION & SELECTION

6.1 Scoring of Proposals

ODJFS will select for funding those proposals that best demonstrate the ability to meet requirements as specified in this RFP. Applicants submitting a response will be evaluated based on the capacity and experience demonstrated in their Technical and Project budget as well as the quality of the project design. All proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from ODJFS, Office of Workforce 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, 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 II., III., IV., and V. of this RFP. Any proposals not meeting the requirements contained in those sections of this RFP 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 1.6 and 5.1?
2. Did the applicant submit the appropriate paper and electronic copies of their Technical Proposal and Project budget, properly packaged and addressed?
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 RFP?
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 a contract with ODJFS?
5. Does ODJFS’ review of the Auditor of State website verify that the applicant is not excluded from contracting 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.)?

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 RFP. Using the score sheet for Phase II scoring (see **Attachment D.** of this RFP for specific evaluation criteria), the PRT will read, review, discuss and reach consensus on the final technical score for each qualifying technical proposal.

There is a maximum number of **possible** points that can be awarded for the Technical Proposal; that number is identified on the Technical Proposal Score Sheet, Attachment D. A technical proposal must achieve a total score of a designated minimum acceptable number of points (a score which represents that the applicant can successfully perform the resulting contractual duties, also specified on the attached score sheet) out of the maximum possible 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 project budget 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 D.**) 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 RFP requirement was not addressed in the applicant’s proposal, **Score: 0**

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

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

“Exceeds Requirement”-Applicant proposal fulfills a particular RFP 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 RFP, applicants are strongly encouraged to use the Technical Proposal Score Sheet (**Attachment D.**) and the above technical performance scoring information to review their proposals for completeness, compliance and quality.

All the remaining qualified Technical Proposals will proceed to the next level of review, which is consideration of the Project budget. Any other proposals will be disqualified from further consideration, and the corresponding Project budgets will neither be opened nor will be scored.

C. Phase III. -- Criteria for Considering the Project budget

The Project budget will be reviewed by ODJFS. Project Budgets of those partnerships whose technical proposals earned a score of at least the minimum acceptable points will then be assessed for their compliance with instructions in this RFP. Any failure to comply with these instructions (see Section 5.2 C., and the Budget Form, Attachment E. to this RFP) may result in the disqualification of that proposal from any further consideration.

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 D.** to this RFP) 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 budget, ODJFS will then consider those applicants' revised project budgets which comply with directions for budget development and are within guidelines for project funding.

6.2 Review Process Caveats

ODJFS may, at its sole discretion, waive minor errors or omissions in applicants' Technical 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 1.9 of this RFP. 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 RFP.

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 RFP 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 RFP, shall not be awarded the contract.

6.3 Final Applicant Recommendations

The PRT will recommend to the Director of ODJFS the technically qualified applicants offering the proposals most likely to achieve success as defined by the goals of this program and the purposes of the funding, as determined by the processes and requirements established in this RFP. The highest scoring proposals, whose project budgets comply with the instructions given in this RFP will be recommended

for award, sequentially from highest scoring to lower scoring, until all available funding has been awarded.

Note: ODJFS reserves the right, at its sole discretion, to also consider geographic coverage in making awards. Should multiple proposals for the same general region of the state score high enough for selection for award, ODJFS MAY opt to award funding to only some of those proposals (highest scoring to be selected first) then award funding to the highest scoring proposals from other regions.

ODJFS intends to make grant awards of ARRA stimulus funds set aside for Constructing Futures, until those funds have been obligated. Based on the expenditure levels and performance outcomes of the sub-grantees originally selected, there is a possibility that sub-grantee awards may be modified or cancelled. ODJFS reserves the right to make additional, subsequent awards to ensure that all funds are obligated in order to maximize services to Ohio job seekers. In the event that additional awards are issued, ODJFS will select the next technically qualifying proposals with the highest scores (sequentially from highest score to lower scores) and issue awards until all ARRA funds are again fully obligated.

6.4 Tie Breaker

In the event that two or more of the proposals have a score which is tied after final calculation of both the technical proposal and the project budget and there are insufficient funds for both, the proposal with the higher score in the technical proposal will prevail.

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 RFP 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 RFP. 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 RFP 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 RFP 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 1.6, Anticipated Procurement Time Table, of this RFP.
 2. If the protest relates to the announced intent to award a contract, 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.
- C. 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.
- D. 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
- E. When a timely protest is filed, an 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.
- F. 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 make grant awards 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 RFP 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. 5.2, B., 1.)

B. Request for Taxpayer Identification Number (W-9) Form *(To be completed & included in proposal packet as specified in Sec. 5.2, B., 1.)*

C. Declaration of Material Assistance Form *(To be completed & included in proposal packet as specified in Sec. 5.2, B., 1.)*

D. Technical Proposal Score Sheet *(For applicant self-evaluation purposes...do not submit)*

E. Project budget Form *(To be completed & included in project budget packet as specified in Sec. 5.2, C.)*