



**Department of
Job and Family Services**

Ted Strickland, Governor

Douglas E. Lumpkin, Director

REQUEST FOR PROPOSALS CONSTRUCTING FUTURES

RFP#: R-1011-15-8031

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

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Constructing Futures:
ARRA Stimulus Initiative RFP
RFP#: R-1011-15-8031

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***Constructing Futures:
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Ohio Department of Job and Family Services
RFP#: R-1011-15-8031

SECTION I. GENERAL PURPOSE & APPLICANT INFORMATION

1.1 Purpose

In releasing this Request for Proposals (RFP), the Ohio Department of Job and Family Services (ODJFS) makes funding available for qualified applicants **to develop and operate innovative pre-apprenticeship training programs that prepare unemployed adults for construction careers, and to advance professional knowledge about this kind of training. Applications responding to this RFP must be submitted to ODJFS by Thursday, October 8, 2009, 3:00 PM,** to be considered for funding.

Eligible applicants **must** be integrated, collaborative **partnerships including representatives from each of the following required groups:**

- o Registered Apprenticeship sponsors;
- o authorized area entities -- i.e., local boards and/or administrative entities -- in the Workforce Investment Act (WIA) employment and training system; and
- o technical and/or academic programs in the University System of Ohio (USO) -- e.g., those provided by state colleges, state universities, adult technical education, etc.;
- o Adult Basic Literacy and Education (ABLE) program sponsors (which are part of the USO);
- o non-profit community-based organizations specializing in career development for the intended trainee population.

Each Constructing Futures proposal must identify a Registered Apprenticeship sponsor as the partnership's lead entity responsible for administration and reporting; and must identify which member organization in the partnership will serve as fiscal agent for the funded program.

Through this RFP, ODJFS expects to award multiple grants, with maximum amounts of \$400,000 for each recipient partnership that includes a single WIA area entity and a single Registered Apprenticeship sponsor. An applicant may request a higher award by adding increments of up to \$100,000 for each additional Registered Apprenticeship sponsor included in the partnership besides the lead entity, and equal amounts for each additional WIA entity in the partnership. The total fund available for grants under this RFP amounts to \$4 million.

Each recipient is required to provide leveraging support for the project from some source(s) other than this fund, equivalent to 25% or more of the grant amount. Leverage sources may comprise cash, in-kind support, or both.

To be considered for funding, an interested partnership must submit a grant application by the deadline noted above, including a Partnership Qualifications section, a Technical Proposal, a Project Budget, and various attachments as stipulated in Section II of this RFP.

Constructing Futures grants will fund training for low-income non-working adults and/or dislocated workers, with special emphasis on minority and female participation. Funded programs must help trainees attain careers in construction occupations by **preparing them to enroll and succeed in full Registered Apprenticeship programs** in those occupations.

Funded programs must conduct collaborative, research-based planning to:

- o target occupations for training that align with anticipated growth trends, especially those that build a “green” economy that is environmentally and economically sustainable; and,
- o develop instructional designs with measurable skill attainment goals and the means to fulfill them.

The experiences and outcomes of funded programs must be tracked in a way that confirms or adds to the body of knowledge about effective pre-apprenticeship training for adults and therefore aids the development of a nationwide pre-apprenticeship model.

Services required of the funded programs 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;
5. Occupational training in settings such as the class-room or lab;
6. Availability of additional training for those participants who need it, including:
 - a. 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;
 - b. Remedial instruction for job readiness and for adult education and literacy, including technological literacy;
7. Application of skill credentialing and life-long learning strategies that are discussed in Section 1.4 of this RFP under the rubric of “skill-defined career development”; and,
8. Availability of stipends to those who need them, covering the expenses of equipment, tools, and economic needs.

This initiative 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.

By Thursday, October 8, 2009 at 10:00 AM, applicants responding to this RFP must file an expression of interest in obtaining ARRA recovery funds. This is done by connecting to the State of Ohio Federal Stimulus Initiative website at <http://recovery.ohio.gov/opportunities/state>, clicking “submit a proposal,” and filling the registration form that it links to at <http://apps.das.ohio.gov/dasoitrecover/Default.aspx> (See details below in Section 2.1.D.)

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.

In measuring grantee performance, a successful outcome is defined primarily as the enrollment and retention of trainees in Registered Apprenticeship programs or placement in permanent jobs with family-

sustaining wages of \$30,000 or more per year plus benefits; and secondarily as enrollment in further training geared to career goals identified by trainees while participating in the program.

The intended statewide outcomes of the initiative as a whole are as follows:

- o For the labor force: access to gainful construction careers by unemployed Ohioans, especially minority and female workers who are traditionally under-represented in the construction sector; the attainment of skills with wide and lasting application in a changing labor market; and the personal satisfaction of competency in a chosen career;
- o For workforce development professionals: a better understanding of pre-apprenticeship training, especially as applied to the career needs and learning styles of adults; and,
- o For society at large: a faster recovery from economic recession, and a stronger human resource base for long-term competitiveness in a 21st century economy.

1.2 Terminology

- o proposal = Unless otherwise indicated, a packet of information submitted to ODJFS in response to this RFP, and comprising several parts described in RFP Section II.
- o program participants = Those who will receive the services to be provided by grantees -- i.e., non-working, low-income adults and/or dislocated workers reflecting this initiative's particular concern for female and minority workers.
- o the agency = The Ohio Department of Job and Family Services, which has issued this RFP.
- o Registered Apprenticeship sponsor = An employer, employers association, or labor/management committee that operates a training program registered by the Ohio State Apprenticeship Council (OSAC) as meeting certain standards of safety and quality. **Registration is signified by assignment of an apprenticeship system program code number.**
- o University System of Ohio (USO) = The complex of educational institutions and programs overseen by the Ohio Board of Regents (OBR). The USO now includes adult career and technical programs, as well as the state's public universities, branch campuses, and colleges.
- o WIA area entity = The local board (LWIB) and/or administrative entity for any of the twenty Workforce Investment Area jurisdictions of the Workforce Investment Act (WIA) employment and training system in Ohio.
- 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 = Sub-Grantee. These terms are also interchangeable.
- o recipient = Sub-Grantee. These terms are also interchangeable.
- 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/apr/qtr/pdf/20cfr667.220.pdf

- o skill-defined career development -- A combination of instructional design, credentialing, and career planning based on commonly defined skill standards.
- o green industries and occupations -- Those that feature operating methods and technologies that reduce pollution, including the emission of green-house gasses, and that increase the efficiency of natural resource usage.

1.3 Issuing Office

This RFP is released by and the subsequent grants will be awarded by ODJFS. The Ohio State Apprenticeship Council (OSAC) staff unit will administer the grants and will be responsible for state-level supervision of all activities of the sub-recipients.

The OSAC is housed within ODJFS' Office of Workforce Development (OWD). OWD provides administrative oversight and technical support for workforce development programs, including Ohio's One-Stop System under the Workforce Investment Act (WIA). OWD's overall responsibility is to promote job creation and the well-being of Ohio's workforce. To that end, OWD works in close partnership with the US Department of Labor (DOL), the Governor's Office, state agencies, and a variety of other stakeholders.

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 Constructing Futures 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 for adult workers. So the second goal of this initiative is to help fill knowledge gaps concerning all aspects of program design for this kind of training.

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 to define skill standards and competencies. Today's worker must repeatedly adapt to new jobs and new training. So it is important to have a common "language" for naming and quantifying the skills needed at each stage of a career, and to have commonly accepted ways to document their attainment. This initiative aims to promote the use of viable skill standards, and of instructional designs and credentialing methods based on those standards. The purpose is to better define a pre-apprenticeship graduate's "rung" on the career ladder and thereby facilitate entry to subsequent jobs and training.

The use of commonly defined skill standards and corresponding instructional designs, credentialing, and career planning, will be referred to in this RFP by the phrase "**skill-defined career development**."

These goals concerning re-employment, skill-defined career development, and adult-oriented 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 the following, and are further described in websites listed in Section 1.5:

- A. RA/WIA integration -- DOL Training and Guidance Letter (TEGL) 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 to this pre-apprenticeship initiative, and conversely, the Constructing Futures partnership can help to advance their coordination goals under TEGL 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 Applicants' Library

The following is a list of informational resources that interested applicants will find useful in developing their responses according to the agency's expectations 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-Defined Career Development
- 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.ohioecc.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>

SECTION II. GRANT AWARD PROCESS

2.1 Application Procedure

In responding to this RFP, the applicant partnership must strictly observe the following procedures:

- A. **By Thursday, October 8, 2009 at 10:00 AM, the fiscal agent of the applicant partnership must register an expression of interest in applying for recovery funds, by using the on-line “submit proposal” form at <http://apps.das.ohio.gov/dasoitrecovery/Default.aspx> .**

The form must be completed as follows: Under the heading “Project Information” the project name would be “Constructing Futures,” and on the menu for “Federal Stimulus Program” the right choice is “Poverty, Work and Opportunity.” The next choice should be “Apprenticeship Programs.”

If the registration is accepted, a confirmation will be received by email. If not, the information should be entered again. Entities that fail to register successfully at that website by 10:00 AM on Thursday, October 8, 2009, will be disqualified from selection under this RFP.

Applicants that registered in connection with a previous version of the Constructing Futures RFP or with any other RFP, do NOT need to register again, as long as they have received the e-mail confirmation.

IMPORTANT NOTE: The applicant should take special care to be sure it has received an e-mail message confirming registration. The registration process has not been successful unless that confirmation message is received. If the applicant DOES NOT receive this confirmation, the applicant IS NOT eligible to apply for funds under this RFP.

- B. **The application must be received by ODJFS no later than 3:00 PM on Thursday, October 8, 2009.**
- C. **The applicant must provide seven paper copies of the application (one signed original and six duplicates) and one CD-ROM copy. All eight copies must include the Partnership Qualifications section, the Technical Proposal, the Project Budget, all required attachments, and (if provided) optional attachments.**
- D. **The partnership must submit a grant application containing the following parts:**
1. **Partnership Qualifications -- This section shall include the information defined in Section III below, including a partnership list, letters of commitment, two eight-page narratives, organizational charts, and a description of communication procedures.**
 2. **Technical Proposal -- This document must conform to the instructions in Section IV, and describe exactly how the partners will collaborate to create a detailed operating plan for the program, or how it did so in the case of any existing pre-apprenticeship program meeting the requirements of this RFP. It must also state what services and resources each partner will contribute during the grant period, and provide a general time-line for the project. **If an operating plan is already established for some or all of the program, this should be attached to the Technical Proposal.****

3. **Project Budget** -- This portion **must be organized as described in Section V**, and provide a **budget** showing planned expenses and a breakdown of leveraging support, including, if applicable, any partner services and/or resources that will be counted as leverage. **This part will include a one-page narrative plus Attachment E, Project Budget Form.**
 4. **Attachments** -- **The following forms must be completed separately for each member organization** in the partnership:
 - a. **Attachment A-Required Applicant Information and Certifications and Attachment C-Declaration of Material Assistance** -- containing complete and thorough responses; to be signed by the organization's responsible representative; and demonstrating that the organization is not on the federal debarment list; that there are no unfair labor findings against it, and that it is not in violation of ORC Section 9.24 regarding unresolved findings for recovery, and therefore may enter into an agreement with ODJFS; and,
 - b. **Attachment B-Request for Taxpayer Identification Number (W-9) Form.**
- E. **The application must be free of sensitive personal information. It is the affirmative responsibility of the applicant to remove all personal confidential information (such as home addresses and social security numbers) from resumes or any other part of the proposal package.** All proposals submitted to ODJFS become part of the public record. ODJFS reserves the right to disqualify any applicant whose proposal is found to contain such prohibited personal information. See also Section 6.5 of this RFP.

2.2 Grant Awards

Through this RFP, ODJFS expects to award multiple grants, with maximum amounts of \$400,000 for each recipient partnership that includes a single WIA area entity and a single Registered Apprenticeship sponsor. An applicant may request a higher award by adding increments of up to \$100,000 for each Registered Apprenticeship sponsor included in the partnership besides the lead entity, and equal amounts for each additional WIA entity in the partnership. The total fund available for grants under this RFP amounts to \$4 million.

Grant funds will not be paid for services already planned and budgeted by a partnership member prior to the grant application.

Awards for each successful proposal will strictly correspond to a grantee budget approved by ODJFS. Recipient activities under the grant are expected to start by early November 2009 (estimated) and end by March 31, 2011. The total award notification for each grantee will be for the full duration of the project, from the award date through the termination date. However, funds will be issued to each recipient in increments. The mechanism and schedule for doing so will vary, based on the type of fiscal agent identified by the grantee, as follows:

- o **WIA fiscal agent** -- For any project with a WIA area entity as fiscal agent, funds will be accessed through quarterly allocation letters, quarters being defined as the three-month periods starting on the first of July, October, January, and April. The first and/or last allocation may be for some shorter period to accommodate, as necessary, the grant award and termination dates. All WIA Area Fiscal Agents have an existing WIA sub-grant agreement, and the terms and conditions of that agreement will apply to programs selected through this RFP.

Therefore, projects in this category will be able to start program activity within seven business days of selection for an award. Grantees must submit monthly reports providing participant and financial data, and must report expenses through the County Financial Information System (CFIS) used by local WIA entities. It will be the responsibility of WIA Area Fiscal Agents to contract with their partners for delivery of services under this grant project.

- o Non-WIA fiscal agent -- In the event that the designated fiscal agent is not a WIA-area entity, funds will be issued in response to monthly invoices under the terms of a grant agreement with ODJFS that will be implemented through two purchase orders -- one for each state fiscal year of the project period. The agreement will be developed through a process that includes negotiation of terms between ODJFS and the recipient, and approval of a final document by the state Office of Budget Management (OBM).

The process of developing and approving an agreement takes approximately a month. Program activities that take place during that period cannot be charged to the grant. Under Ohio Revised Code (ORC) 126.07, an agreement is not valid and enforceable until OBM certifies the availability of appropriate funding, as indicated by the approval of a purchase order. The ODJFS Contract Manager will notify the recipient when this requirement has been met.

Issuance of grant funds after the first quarter are contingent on satisfactory grantee performance during the project period to date, and may be tied to the timely submission of reporting data. In the event of under-performance, ODJFS may at its sole discretion determine if corrective action or cancellation is in the best interest of this initiative. There is no process to appeal a decision by ODJFS to rescind grant funds.

ODJFS intends to make grant awards under this RFP until the \$4 million Constructing Futures fund has been obligated. In the interest of effective use of that fund, ODJFS may negotiate with technically qualifying applicants for revised project budgets. After grants have been awarded, the agency may decide at its sole discretion to increase, reduce, modify or cancel them. A sub-recipient whose grant is revised or canceled will be provided with a revised award letter notifying them of the change, and subsequent payments, if any, will reflect the revised award.

ODJFS may, at its sole discretion, extend the period of performance beyond March 31, 2011. The decision to do so will depend on available funding and the demonstrated expenditure rate and performance outcomes of the grantee. ODJFS also reserves the right to make grant awards for the program activities described here, from sources other than Constructing Futures grant fund.

Applicants that are not originally selected for an award through this RFP should maintain a copy of their proposals in case they receive an award at a later date as described above. For purposes of additional, later grant awards, ODJFS will maintain all technically qualifying proposals through March 31, 2011; copies will be maintained by ODJFS beyond that date, but only for purposes of records retention requirements.

All expenses must be reported and liquidated by June 30, 2011. The selected applicants may neither perform work nor draw funds for work performed prior to issuance of an award notification letter, nor, in the case of funds NOT issued through allocation letter, any work performed before OMB approval of a purchase order.

2.3 Anticipated Procurement Timetable

All activity related to this grant initiative must take place according to the following time table.

DATE	EVENT/ACTIVITY
Tuesday, September 1, 2009	ODJFS releases RFP to potential applicants via ODJFS website; Q&A Period opens for inquiries regarding RFP Clarification <ul style="list-style-type: none"> - RFP becomes active - Applicants may submit inquiries for RFP clarification

Monday, September 21, 2009, 10:00 AM	Applicant Q&A Period closes - No further inquiries for RFP clarification will be accepted
Friday, September 25, 2009 (estimated)	ODJFS intends to provide final Question & Answer Document
Thursday, October 8, 2009, 10:00 AM	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, October 8, 2009, 3:00 PM	Deadline for applicants to submit proposals to ODJFS - This begins the ODJFS process of proposal review
Thursday, October 29, 2009 (estimated)	ODJFS issues grant award notification letters - Applicants that submitted proposals in response to this RFP will be sent letters stating whether their proposal was accepted or rejected for award of the grant
Monday, November 23, 2009 (estimated)	Estimated Project Implementation date, however, contingent upon processing time for grant agreements, grantee signatures, and fiscal procedures, this start date may vary.
Tuesday, March 31, 2011	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. In that event, the agency will provide reasonable notice of the revision.

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. The training will be targeted to take place within the first 60 days of awarding funds under this RFP.

2.4 RFP Information and Questions

ODJFS maintains a website concerning all RFPs issued by the agency. The URL is <http://jfs.ohio.gov/rfp>. The site contains essential information about this RFP, including notifications in the event that changes are made to the RFP, related documents, and/or grant procedures. All interested applicants must refer to that web page regularly for amendments and other announcements. ODJFS is not obligated to notify individual applicants of changes or announcements related to this RFP except through the website. **IT IS THE RESPONSIBILITY OF INTERESTED APPLICANTS TO BE AWARE OF AND TO FULLY RESPOND TO ALL INFORMATION AND UPDATES POSTED ON THE WEBPAGE CONCERNING THIS RFP.**

Potential applicants may ask clarifying questions regarding this RFP via the Internet during the Q&A Period, which starts on Tuesday, September 1, 2009 and ends on Monday September 21, 2009 at 10:00 AM.

To ask a question, potential applicants must use the following procedure:

- o At the RFP site, click the link for RFP Number R-1011-15-8031;
- o Use the listed email address to send the question(s), or click the link for that address to use an automated email window.

Any inquiry about this RFP must reference the RFP page number and topic heading for each provision in question. The questioner must identify their organization, and provide a name and business phone number - either their own or for a representative of their organization who will take responsibility for the question.

ODJFS may, at its option, disregard any question which does not meet these requirements or does not pertain to clarifying some provision(s) of the RFP. ODJFS will not respond to any questions submitted after Monday, September 21, 2009, 10:00 AM.

All responses to questions posed in the described manner, will be posted on the website dedicated to this RFP, for reference by all interested parties. That site will identify the individual responsible for each question. Questions and answers will appear collectively in an "ODJFS Q&A Document" for this RFP. If possible, ODJFS will post an interim Q&A Document, as well as a final version. The means of access to the ODJFS Q&A Document will be clearly identified on the website dedicated to this RFP, once that document is made available.

ODJFS will not issue personalized or individual e-mail responses to clarifying questions about the RFP.

ODJFS strongly encourages potential applicants to ask questions as early as possible in the Q&A period, so that interim answers can be posted, leaving sufficient time for possible follow-up questions.

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

NOTE: Requests from potential applicants for copies of other RFPs, or for proposals, score sheets, or contracts for any project, past or present, are **Public Records Requests (PRRs)**. PRRs submitted to the ODJFS Office of Legal Services will be honored. PRRs are not considered to be clarification questions regarding the present RFP. ODJFS will use its discretion in deciding whether to answer any PRR through the Internet Q&A process. The submittal and response time frame for PRRs, is not the same as that for RFP clarification questions.

Applicants are expected to base their proposals, and all details thereof, on the requirements and performance expectations established in this RFP, and NOT on information concerning any other grant, current or past. Requirements for another grant project may or may not pertain to this one, and so may not be useful information for applicants who respond to the present RFP. **ODJFS is not responsible for the accuracy of any information regarding this RFP that was obtained through a source other than the Q&A process described here.**

ODJFS will consider conducting a bidders conference, possibly by internet or phone, for all potential applicants prior to the proposal submission deadline. If implemented, this conference will be announced through the website devoted to information about this RFP.

If applicants experience technical difficulties accessing the website for this RFP, they may contact the ODJFS Office of Contracts and Acquisitions, RFP/RLB Unit, at (614) 728-5693 for guidance.

2.5 Communication Prohibitions

From the issuance date of this RFP until the related funds are awarded, there may be no communications

concerning this RFP between any entity expecting to submit a Constructing Futures proposal and anyone who is employed by ODJFS or is in any way involved in developing the RFP or selecting related sub-grantees.

The only exceptions to this prohibition are as follows:

1. communications conducted pursuant to Section 2.4, RFP Information and Questions;
2. communications necessitated by any pre-existing or on-going business relationship between ODJFS and an entity that could submit a proposal under this RFP;
3. any applicant interview or proposal clarification process initiated by ODJFS, as it deems necessary in order to select an award recipient;
4. posting by ODJFS of revisions, amendments, etc., to this RFP, on the website dedicated to it;
5. any Public Records Request (PRR) made through the ODJFS Office of Legal Services.

Any attempt at prohibited communications by an applicant may result in the disqualification of that applicant's proposal.

SECTION III. PARTNERSHIP QUALIFICATIONS

In order to be eligible for consideration in the Constructing Futures grant process, the applicant partnership must meet all the requirements of this section.

3.1 Partnership Structure

The application must contain the following information about the partnership:

- A. The applicant must demonstrate that it is a collaborative partnership that includes **one or more entity in EACH of the five required partner categories**, by providing a detailed list that includes:
 - each organization's name and address;
 - the contact information for its authorized representative;
 - a notation of which organization will serve as the program's fiscal agent;
 - for any Registered Apprenticeship sponsor, its apprenticeship system program code (see 1.2 Terminology, under the definition for "Registered Apprenticeship sponsor"; and
 - for partnerships with more than one Registered Apprenticeship sponsor, a notation of which one is the lead entity for the project.

The five required partner categories are:

1. Registered Apprenticeship sponsors;
 2. authorized area entities -- i.e., local boards and/or administrative entities -- for the Workforce Investment Act (WIA) employment and training system; and
 3. technical and/or academic programs in the University System of Ohio (USO) -- e.g., those provided by state colleges, state universities, adult technical education, etc.;
 4. Adult Basic Literacy and Education (ABLE) program sponsors (which are part of the USO);
 5. non-profit community-based organizations helping the target population to attain viable careers through direct job placement, training, supportive services, referrals, and/or other services.
- B. The application packet must include a separate letter of commitment from each partner organization **stating what activities and services it will perform in terms of planning and implementing the program to be funded** by this grant.

3.2 Experience and Capabilities

A. Organizational

The application must include a narrative of eight (8) pages or less describing the experience that organizations in the partnership have had in planning and/or administering services of the kind required of Constructing Futures grantees, including, where applicable, the names and contact information for organizations (such as employers, public agencies, etc.) which they collaborated with or worked for to provide these services.

For each partner organization, the application must also include a current organizational chart of no more than two (2) pages; identifying the management and administrative personnel who will be assigned to this project; specifying for each one the percentage of work time to be allocated to the project; and stating the aggregate total hours to be devoted to the project by all other staff.

B. Staff

In another section numbering eight (8) pages or less, the proposal must demonstrate that staff with significant expertise will fill three key leadership roles within the program funded by this grant, 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 two roles, again within the page limit of this section.

1. **A Project Manager** who will coordinate and oversee all activities of the funded program -- This person must have 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 jobs, and/or other related entities and programs.
2. **A Case Manager** who will arrange relevant services to non-working low-income adults and/or dislocated workers -- This person must have at least two years experience working with the target population identified in the submitted proposal.
3. **An Outreach Coordinator** who will oversee recruitment of trainees and of employers and instructional providers offering post-program placement opportunities -- This person must have at least two years experience working with the target population, including minority and female workers, in the context of employment and training services.

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

3.3 Management Accountability

To demonstrate its ability to administer grant funds responsibly, the applicant must provide a detailed description of all procedures that will be used for communicating with ODJFS during the program's operation, to report work completed and to report and resolve any unanticipated problems.

SECTION IV. TECHNICAL PROPOSAL

Each application submitted to ODJFS must contain a Technical Proposal clearly describing: the ways that partners will collaborate to plan and implement the deliverables under Section 4.2; the resources available for program operations; and the project time-line, as well as other required components.

The first deliverable in the project will be an operating plan that specifies the exact content, scheduling, methods, staff responsibilities, and other details of each program activity and function. **The technical proposal must describe how the partners will develop that operating plan and, as much as possible, how it will be carried out.**

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 operating plan for those and an explanation of how it was developed. If included, the operating plan should be an attachment to the Technical Proposal.

Applicants should be aware 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. Also, the submittal of a satisfactory operating plan will not in itself increase an applicant's score for addressing the scope of work. However, it is likely to aid in demonstrating organizational capacity, and the success of an application depends greatly on demonstrating a likelihood of quality results for all the listed deliverables.

Among the various required components of the applicant's Technical Proposal (as fully described in Section VII., Proposal Format & Submission) will be an Introduction and a discussion of the Specification of Deliverables.

4.1 Introduction

In an Introduction of no more than five (5) pages double spaced, the applicant must summarize the objectives of the proposed program; the collaborative process by which the program will be -- or in the case of existing programs, was -- planned; and the methods, resources, partner relationships, and procedures through which the program will be implemented.

The Introduction must include an exact statement of the geographic area to be served by the program under this grant. It must also designate which segment of the workforce -- low-income unemployed adults, dislocated workers, or specific percentages of both -- will be served. This narrative must specify:

- the research methods that were used to identify what segment is most in need of pre-apprenticeship training in the service area;
- how this selection allows for recruiting a high percentage of minority and female workers; and,
- where this segment and these sub-groups are distributed geographically in the service area.

The Introduction must demonstrate that targeting was planned in close collaboration with entities that provide relevant services to the targeted workforce segment and sub-groups.

4.2 Specification of Deliverables

As noted, the first deliverable in the project will be an operating plan that provides exact details for each program activity and function, including the other deliverables described below. Technical Proposals must demonstrate that the operating plan will be (or in the case of existing programs, *was*) planned well, that the

appropriate partners are fully involved, and that ample resources are available to implement it successfully.

For each deliverable, the technical proposal must include:

- o **the “route” to the operating plan -- a description of how the partners will or did formulate the operating plan as it relates to each program activity: i.e., the manner and frequency of communication between them, the planning methods used, all research and data sources, and any other details that demonstrate the partners’ ability to produce a satisfactory operating plan;**
- o **the list of resources -- staff allotments, specific facilities, etc., that will be available for implementing each program activity;**
- o **a timeline -- the calendar for all planning processes and (to the degree of detail possible at this stage) for the implementation of program activities.**

The Technical Proposal and, if provided, the operating plan must contain the information required respectively of those documents, for the following deliverable components of the program:

- A. Outreach and Recruitment: Sub-grants will support program activities for non-working low-income adults and dislocated workers, with a special emphasis on female and minority workers, who are historically under-represented in the construction sector. **The technical proposal must demonstrate that recruitment will be (or for an existing program has been) planned and implemented in close collaboration with entities that provide relevant services to the targeted workforce segment and to minority and female workers within that segment.** Operating plans and, to the extent possible, technical proposals shall provide specific details about the methods and techniques that will be used to contact and recruit the target populations. Proposals should incorporate priority of services for veterans and eligible spouses.
- B. Intake: **The applicant must demonstrate that this activity will be (or for an existing program has been) planned and implemented in close collaboration with the WIA area entity.** Technical proposals must describe, and operating plans give full details about:
 - The screening process for determining if applicants for program services 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;**
 - A 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.

NOTE: As certain 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 cannot obtain permanent employment through “core” and/or “intensive” services. **However, the core and intensive services might**

comprise the needs assessment itself and/or development of an individual career plan. These procedures need not, and for Constructing Futures participants should not, entail multiple layers of service to prove the need for training.

- C. Technical Instruction: The proposal must state whether the program will focus on preparing participants for specific occupations (a “trade” approach), for the construction trades in general (a “sector” approach), or for either of these as needed (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.

The proposal must specify what entity or entities will deliver instruction for each portion (as defined by the applicant) of technical training. **The applicant must demonstrate that technical instruction will be (or for an existing program has been) planned in close collaboration with curriculum and assessment experts of the University System of Ohio; drawing upon on professional knowledge of existing best practices in pre-apprenticeship; and using state and federal labor market data to determine what construction occupations have growth potential in the geographic service area and especially which occupations and industries have the potential for active involvement in a green economy.***

Instructional plans must incorporate Ohio’s Career Pathways and Technical Transfer methods for defining skills, courses, and credentials. Technical proposals must describe, and operating plans give full details about:

- identification of the construction occupations projected to grow in the service area, with specific details about their potential for “green job” development;
- identification -- based partly on **a survey of Registered Apprenticeship sponsors** -- of the technical skill deficits that commonly impede enrollment in and completion of Registered Apprenticeship training for the targeted occupation(s);
- quantitative definitions of the technical skills that pre-apprenticeship graduates need in order to excel in Registered Apprenticeship for the targeted occupations;
- skill-attainment goals for the program, based on those definitions and taking account of the identified barriers;
- specifications for assessment tests that reliably measure these skills before, during, and after participation in the program;
- a curriculum for technical instruction delivered by one or more of the required partnership members (via classroom, lab, workshop, and/or other setting controlled by the program), to meet learning objectives and overcome technical skill barriers;
- description of methods for documenting skill attainments and issuing completion credentials;
- continuous improvement processes for testing and improving the instructional model in the course of program activity, based on rates of retention and completion of training.

*** While policy experts are still developing the definition of “green” industries and occupations, this grant initiative applies the term broadly to those that feature operating methods and technologies that reduce pollution, including the emission of green-house gasses, and that increase the efficiency of natural resource usage.**

- D. Work Experience and/or Observation: Some, though not necessarily all, trainees will lack experience of working on a construction project. Since the need cannot be ruled out, all applicants must arrange to make work experience and/or observation activities available as needed.

The applicant must demonstrate that this component will be (or for an existing program has been) planned in close collaboration with area employers. Technical proposals must describe, and operating plans give full details about, work experience and/or observation opportunities, including: a best estimate of total time allotment for this; what specific options will be offered (e.g., job shadowing, field trips, practice exercises, labs, internships, and/or other exposure to the nature of daily work in construction); who will provide this service on what terms; and how they will achieve the identified learning goals.

- E. Remedial Training: Depending in part on which workforce segment is targeted for enrollment, trainees might need help adjusting to the construction work setting or to regular employment in general. Constructing Futures applicants must prepare to make services available that aid this adjustment, as the need cannot be ruled out in advance. **The menu of available services must include, but not necessarily be limited to: instruction for adult education and literacy, including technological literacy; job readiness training; and job-search training that uses the Ohio Means Jobs (OMJ) data base and other effective tools.**

The proposal must specify what entity or entities will deliver each portion (as defined by the applicant) of remedial training. **The applicant must demonstrate that remedial instruction will be (or for an existing program has been) planned in close collaboration with a University System of Ohio (USO) entity, an Adult Basic Literacy and Education sponsor under the USO umbrella, and the WIA One-Stop system.** Technical proposals must describe, and operating plans give full details about:

- identification -- based partly on **a survey of Registered Apprenticeship sponsors** -- of behavioral and basic skill deficits that impede enrollment in and completion of Registered Apprenticeship training;
- quantitative definitions of the behavioral and basic skills that pre-apprenticeship graduates need in order to excel in Registered Apprenticeship training;
- skill-attainment goals for the program, based on those definitions and taking account of the identified barriers;
- specifications for assessment tests that reliably measure these skills before, during, and after participation in the program;
- a curriculum for remedial instruction, to meet learning objectives and overcome behavioral and basic skill barriers;
- description of methods for documenting skill attainments.

- F. Skill-Defined Career Development -- The trainees targeted by this project may need to adapt repeatedly to changes in the job market, and will need skill-based credentials to do so successfully. The State of Ohio is addressing this challenge through **the skill-defined career development initiatives described in Section 1.1.** Therefore, Technical Proposals must describe, and operating plans give full details about, **the program's coordination with these initiatives in the development of pre-apprenticeship skill standards, credentialing, and curricula.** More broadly, proposals and plans must provide strategies for preparing people of diverse backgrounds and skills to enter the career ladder at any of several "rungs."

- G. Supplemental Services: Though perhaps unnecessary for many trainees, grantees must make available, for those who do need them, supplemental services that facilitate participation in pre-apprenticeship and success in subsequent work and training. **The applicant must demonstrate that supplemental services will be (or for an existing program has been) planned in close collaboration with the WIA One-Stop system.** The menu of available services must include, at minimum:

- access to health services such as medical care and counseling;
- financial counseling;
- economic assistance such as stipends, needs-related payments, and/or in-kind support such as transportation vouchers, discount coupons, etc.
- case management and the capturing of case notes to document progress toward meeting participant needs.

For each of these services, the technical proposal must describe, and operating plans give full details about:

- eligibility criteria;
- the activities included and their duration;
- where and by whom the service will be provided; and

- how the service is expected to facilitate participation in the program and subsequent work and training.

Applicants must make arrangements to help eligible customers take advantage of the increased Pell Grant funds provided by the Recovery Act, in accordance with 20 CFR 663.320. 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.

- H. Administration: Technical proposals must describe, and operating plans give full details about, the grantee's performance of administrative functions including, at minimum, the following:
- 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; and,
 - developing systems and procedures related to these general administrative functions.
- I. Attendance: Every proposal must commit to sending at least one member of the key project staff, as defined in Section 3.2 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.
- J. 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 dimensions of performance listed below. The operating plan must consistently reflect the same information. The size and reliability of these projections will be an important factor in awarding grant funds. ODJFS will consider performance in these areas, 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:
 - > jobs paying \$30,000 or more per year plus benefits;
 - > construction jobs;
 - > further training for occupation(s) identified in the participants' career plans;
- K. 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. These will be covered in the mandatory training session for sub-recipients. Meanwhile, the **technical proposal** must state a commitment to comply with the following requirements and describe the applicant's means and methods for doing so.
- Programs 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.
 - 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 February 4, 2010; the seventh day of June, September, and December, 2010; and on March 7, 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.

- L. 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. Operating plans and, to the extent possible, technical proposals must provide details on how this function will be carried out, including, at minimum:
- Which partner will be responsible for follow-up monitoring of post-program outcomes for trainees, and if possible, what staff positions will be involved;
 - The specific schedule and procedures for follow-up; and,
 - Specific methods and forms for documenting follow-up results.

SECTION V. PROJECT BUDGET

The applicant needs to plan for an efficient and sustainable use of resources to achieve the goals of this initiative. The proposal must demonstrate leveraging support for the project from sources other than the grant, with a total dollar value equivalent to 25% or more of the grant amount. Leveraging may comprise cash, in-kind support, or a combination of both in any proportions. ODJFS aims to be flexible in approving leverage sources. It will accept other funds from the American Recovery and Reinvestment Act (ARRA), and has not preemptively excluded any type of support except for the grant itself.

The Project Budget shall comprise two sections:

- A. **Narrative** --This section must contain no more than two (2) pages and must summarize planned expenditures, revenues, and in-kind support for the grant period as a whole. The narrative must itemize for the overall period the dollar values, origins, and types of support (cash, specified services, specified equipment, etc.) for all leveraging; and,
- B. **Attachment E. Project Budget Form** -- Here the applicant must provide **specific dollar values by quarter and grant period**, of planned expenditures and in-kind support, including all leverage. **Attachment E** must project the grant payments needed for each quarter. **No quarterly payment may equal more than one half of the total grant.**

IMPORTANT: Applicants are to refer to Section 8.1 of this RFP for information on possible proposal disqualification over project budget issues.

SECTION VI. 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.

6.1 State Contracts

Proposals must list any current contracts the applicant's member organizations have with State of Ohio agencies. The list must indicate the purpose of each contract, the amount of the contract, the time period covered by the contract, and the percentage of the project completed. To report this information, every member organization of the applicant partnership must complete a copy of the Required Applicant/Applicants Information and Certifications Document (provided as **Attachment A**) and include the completed document in the applicant's proposal as specified in Section VII of this RFP.

6.2 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 staff from ODJFS and/or other individuals the agency may appoint. ODJFS reserves the right to select from responding applicants for interviews and might not interview all applicants submitting proposals. The applicant shall bear all costs of its participation in an interview.

6.3 Start Work Date

The recipient must be able to start work on project deliverables as soon as notification is received from the ODJFS grant manager that funds are approved for issuance and that program activity may begin. **Any work begun by the applicant prior to this notification will NOT be reimbursable by ODJFS.**

6.4 Proposal Costs

All costs incurred in the preparation of this proposal are to be borne by the applicant. ODJFS will not contribute in any way to meeting those costs.

6.5 Trade Secrets Prohibition; Public Information Disclaimer

Applicants are prohibited from including any trade secret information, as defined by ORC 1333.61, in proposals responding to this RFP. ODJFS shall consider all proposals voluntarily submitted in response to this RFP to be free of trade secrets. Any proposal submitted in response to this RFP which makes a claim of trade secret information shall be disqualified from consideration immediately upon determination that such claim has been made.

This RFP is deemed to be a public record pursuant to ORC 149.43. Under the same rule, all proposals submitted in response to this RFP shall in their entirety become part of the public record after formal announcement by ODJFS of the results of this RFP initiative (e.g., notices provided to responding applicants regarding applicant selection, notice of project cancellation, etc.).

All proposals and any other documents submitted to ODJFS in response to this RFP shall become the property of ODJFS. For purposes of this section, “proposal” shall mean any and every part of the application package as described in Section V above, as well as any attachments, addenda, appendices, or sample products.

6.6 Contractual Requirements

- A. Payments for any and all services provided pursuant to this initiative 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 of the partnership.
- C. No grantee, nor any member of the grantee partnership, may use or disclose any information made available to them by ODJFS or its designees in connection with this initiative, for any purpose other than to fulfill the contractual duties specified in the RFP. The grantee and every member of 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.
- F. The selected partnerships shall be required to comply with prevailing wage standards, as established in ORC 4115.03 to 4115.16.

6.7 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 Ohio certified Minority Business Enterprises (MBEs), as defined in ORC Section 122.71. Applicants are strongly encouraged to subcontract a minimum of fifteen percent (15%) of total grant funds to Ohio certified MBEs.

In that event, the proposal must clearly indicate the name of any proposed MBE 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 that organization and indicating the following:

1. The MBE’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 MBE to contractual obligations;
3. A complete description of the work the MBE will do;
4. A commitment to do the work, if the MBE is selected;
5. A statement that the MBE 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.

No dollar amounts of any kind may be included with MBE information in the Constructing Futures proposal. 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 applicants to use MBE subcontractors, their decision to do so will have no effect on applicants' technical scores or on final grantee selection for this RFP.

6.8 Public Release of Records

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

6.9 Confidentiality

Grant agreements will require that the grantees comply with all state and federal laws, rules, and regulations requiring confidentiality for records and information.

6.10 Key Personnel

ODJFS will require a clause in the resulting grant agreement that, regarding key personnel, 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.

6.11 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 stated here or in Section 102.04 of the ORC, is subject to the agency's termination of , or refusal by ODJFS to enter into a contract.
- 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.

6.12 Health Insurance Portability & Accessibility Act (HIPAA) Requirements

As a condition of receiving an award from ODJFS, the grantee, and all partnership members, 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 doing so.

6.13 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.

6.14 Proposal Clarifications

ODJFS reserves the right to request clarification 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.

6.15 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.

6.16 Unresolved Findings for Recovery (ORC 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 ORC 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 proposal evaluations under this RFP. ODJFS will not evaluate a proposal if its name, or the name of any member of the applicant partnership, appears on the website of the Auditor of the State of Ohio as having an "unresolved" finding for recovery.

6.17 Mandatory Contract Performance Disclosure

Each proposal must disclose whether the performance of the applicant or any partnership member under a contract for services in any way similar to those described in this RFP, has resulted in a "formal claim" for breach of that contract. For purposes of this provision, "formal claim" means any claim for breach that has 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 claim is disclosed, applicant shall fully explain the details of the claim, including the nature of any allegation of breach, any written or legal action resulting from the allegation, and the result of any litigation, arbitration or mediation regarding the claim, including terms of any settlement. While such disclosure will not automatically disqualify an applicant from consideration, ODJFS may at its sole discretion reject the applicant's proposal based on the existence of a formal claim and a review of the background details. ODJFS will make this decision based on its determination of the seriousness of the claim, the potential impact that the behavior that led to the claim could have on the applicant's performance of the work, and the best interests of ODJFS.

6.18 Mandatory Disclosures of Governmental Investigations

Each proposal must indicate whether the applicant or any partnership member has been the subject of any adverse regulatory or 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.

6.19 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.

6.20 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.

6.21 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 US Department of State. For each member organization of the applicant partnership, the Declaration of Material Assistance Form, provided as **Attachment C** to this RFP, must be printed, completed, and signed by the organization's authorized representative, and returned to ODJFS as a component of the applicant's proposal. Failure by any partner organization to properly complete the form or to provide it as part of the proposal submitted to ODJFS may result in the disqualification of the applicant's proposal from consideration.

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

SECTION VII. PROPOSAL FORMAT & SUBMISSION

7.1 Proposal Submission Information

The proposal must be prepared and submitted in strict accordance with ALL of the instructions in this RFP, including but not limited to those in Sections II and VII. Any application that does not comply with ALL of these instructions, will be disqualified from consideration for funding under this grant process. PLEASE EXERCISE THE UTMOST CARE TO READ AND COMPLY WITH EVERY ONE OF THESE PROVISIONS.

The applicant must provide **seven paper copies** of the application (**one signed original and six duplicates**) **and one CD-ROM copy**. Each of the eight copies must include the **Partnership Qualifications section, the Technical Proposal, the Project Budget, all required attachments, optional attachments (if provided), and all information required by this RFP.**

The applicant's total proposal (all documents and all required copies) must be received by ODJFS no later than **3:00 p.m. on Thursday, October 8, 2009**. Any information that is not submitted together with this material (e.g., endorsements, letters from past customers, etc.), will not be added to the proposal nor considered in the review and scoring process.

ODJFS will not accept the proposal or any part thereof by fax or e-mail. **Proposals must be addressed to, and either mailed or delivered in person 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**

ODJFS is not responsible for proposals incorrectly addressed, or those delivered to any ODJFS division other than the Office of Contracts & Acquisitions, or any that arrive at any location other than the address specified above.

No confirmation of the receipt of mailed proposals will be provided.

The CD-ROM copy of the proposal must be labeled with, at minimum, the applicant's name, the RFP number, and the proposal submission- or due-date. This CD will be used by ODJFS for archiving purposes and for fulfillment of Public Records Requests, and a failure to include it or to properly label it may, at ODJFS discretion, result in the rejection of the applicant from any consideration.

For hand delivery on the due date, applicants are to allow sufficient time for downtown parking, 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.

Submission of a proposal indicates acceptance by the applicant of all conditions contained in this RFP, unless an exception is clearly and specifically requested in the proposal and confirmed in the agreement between ODJFS and the grantee.

7.2 Format for Organization of the Proposal

A sample 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 Proposal must contain all of the following components, arranged in the same order as listed here. Any other information thought to be relevant, but not applicable to a listed RFP component, 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 include information/materials not required in the RFP. All pages beyond Tab 1 shall be sequentially numbered.

Tab 1 - Title page -- This page must include the following information:

- o the title and RFP # for this grant project;
- o the name of the applying partnership;
- o the address and contact information for the lead organization (a Registered Apprenticeship sponsor) and for the project manager; and
- o a list naming the organizations that are full members of the applicant partnership and that submitted commitment letters to that effect.

Tab 2 - Applicant Certifications -- This part shall contain the forms listed here for each organization in the partnership, providing complete and thorough responses to all items. All forms must be signed by the organization's authorized representative, and the originals must be signed in blue ink.

- o Attachment A. Required Applicant Information and Certifications Document
- o Attachment B. Request for Taxpayer Identification Number (W-9) Form
- o Attachment C. Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Org.

Tab 3 - Partnership Qualifications -- The contents of each tab and sub-tab must be exactly as indicated in the same-numbered paragraphs of this RFP.

- o **Sub-Tab 3.1 Partnership Structure**
 - **Sub-Tab 3.1.A.** Detailed list of all partner organizations
 - **Sub-Tab 3.1.B.** Letters of commitment from each partner organization
- o **Sub-Tab 3.2 Experience and Capabilities**
 - **Sub-Tab 3.2.A.** Organizational information
 - > material of **eight pages or less** describing partner organizations' relevant experience
 - > organizational chart of **two pages or less**, showing staff time allotments for this project
 - **Sub-Tab 3.2.B.** Staff information
 - > material of **eight pages or less** regarding key leadership for this project
- o **Sub-Tab 3.3 Management Accountability**

Tab 4 - Technical Proposal -- The contents of each tab and sub-tab must be exactly as indicated in the same-numbered paragraphs of this RFP:

- o **Sub-Tab 4.1 Introduction**
- o **Sub-Tab 4.2 Specifications of Deliverables** -- clearly describing program resources, time lines, and collaboration; with sub-tabs corresponding to the same-numbered paragraphs of this RFP.
 - **Sub-Tab 4.2.A** Deliverable Component A.
 - **Sub-Tab 4.2.B** Deliverable Component B.
 - **Sub-Tab 4.2.C** Deliverable Component C.
 - **Sub-Tab 4.2.D** Deliverable Component D.
 - **Sub-Tab 4.2.E** Deliverable Component E.
 - **Sub-Tab 4.2.F** Deliverable Component F.
 - **Sub-Tab 4.2.G** Deliverable Component G.
 - **Sub-Tab 4.2.H** Deliverable Component H.
 - **Sub-Tab 4.2.I** Deliverable Component I.
 - **Sub-Tab 4.2.J** Deliverable Component J.
 - **Sub-Tab 4.2.K** Deliverable Component K.
 - **Sub-Tab 4.2.L** Deliverable Component L.
- o **Detailed Operating Plan (If applicable)** -- To be included as an attachment to Tab 4, if the applicant conducts an existing pre-apprenticeship program meeting the requirements of this RFP (See Section IV).

Tab 5 - Project Budget -- The contents of this part must be exactly as indicated in Section V of the RFP:

- o Narrative -- comprising no more than two pages
- o Attachment E. Project Budget Form

Tab 6 - Optional Applicant Attachments or Appendices (for example, samples of past work products.)

SECTION VIII. PROPOSAL EVALUATION & GRANTEE SELECTION

8.1 Scoring of Proposals

ODJFS will select for funding those proposals that best demonstrate the ability to meet the requirements specified in this RFP. Applicants will be evaluated based on the capacity and experience they demonstrate through their proposals, and on the quality of their project designs. All proposals will be reviewed and scored by a Proposal Review Team (PRT), comprising staff from the ODJFS Office of Workforce Development and/or other individuals chosen by the agency. An applicant should not assume that the review team members are familiar with its current or past work activities. 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.

Proposals containing assumptions, lack of sufficient detail, poor organization, lack of proofreading and unnecessary use of self-promotional claims will be evaluated accordingly

ODJFS will award Constructing Futures grants, after considering the recommendations of the PRT. The selection of applicants for funding will be based upon **ALL** the requirements and criteria specified throughout this RFP. Any proposal that appears deficient under one or more of the RFP provisions, may at the discretion of ODJFS be withheld from review pending applicant answers to related questions by the agency, or simply be disqualified. ODJFS reserves the right to reject any and all proposals, in whole or in part, received in response to this request. ODJFS may waive minor defects that are not material, where no prejudice will result to the rights of any applicant or to the public.

The PRT will score proposals in three phases:

A. Phase I Review-- Initial Qualifying Criteria:

In order to be fully reviewed and scored, proposals must pass all initial mandatory requirements as listed in Phase I of the proposal score sheet provided as **Attachment D** of this RFP. A **“no” answer to any of those initial requirements will eliminate a proposal from further consideration.**

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

PRT members will individually evaluate each application not eliminated in Phase I, by assessing how well it satisfies the Proposal criteria listed in the Phase II section of the score sheet. The PRT as a whole will then meet to discuss the scores assigned by members under each criterion, and will strive to agree on a consensus or compromise score in each case.

To warrant further consideration of a proposal, the total points awarded to it by agreement of the PRT, must reach a designated minimum score (signifying that the applicant can successfully perform its contractual duties). That score is specified in Attachment D. **Any application that does not achieve the required total points, will be disqualified from further consideration, and its Project Budget will not be reviewed.**

The Proposal will be scored according to the following point-value scale, for each criterion listed on the Phase II portion of the score sheet.

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

Scoring Definitions:

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

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

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

Score: 10 - “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.

At its discretion, ODJFS may accept scores that lie between any two point values designated above, based on a proposal’s relative approximation of those values.

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

C. Phase III Review-- Criteria for Considering the Project Budget

The PRT will assess the Project Budget of any application to which it assigned an acceptable total score in Phase II. The purpose in Phase III is to gauge compliance with the requirements of RFP Section V. ODJFS may at its sole discretion negotiate with one or more applicant(s) to revise their project budget(s). As a result of that process, each affected applicant may either: submit a revised budget as its last and best offer; designate its original budget as the last and best offer; or formally withdraw from further consideration. The applicant shall indicate its decision according to directions provided by ODJFS at that time.

Upon receipt of all last and best offers, the PRT will proceed with Phase III of the review. Any failure to comply with the requirements of RFP Section V may result in the disqualification of a proposal from any further consideration.

8.2 Review Process Caveats

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

ODJFS reserves the right to disqualify any applicant, regardless of the quality of the proposed project, should the Project Budget indicate to ODJFS unreasonable costs, questionable or inadequate leveraging support, or any other indicator of possible project failure(s) due to financial or fiscal issues. The State may, at its sole discretion, request further information from an applicant in order to clarify any such issues, but ODJFS reserves the right to make the final decision, and may determine that in the best interests of the program to disqualify an applicant based solely on those issues.

ODJFS reserves the right to request clarifications from applicants to any information in their proposals 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 2.5 of this RFP. Such communications are expressly permitted when initiated by ODJFS, but are at the sole discretion of the agency.

Should ODJFS determine a need for interviewing applicants prior to making a final selection, responses to interview questions shall be scored in a manner similar to the process described in Section 8.1, Scoring of Proposals, above. Such scored results may be either added to those applicants' proposal scores, or will replace certain criterion 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 affected.

ODJFS reserves the right to negotiate with applicants for adjustments to their proposals should the agency determine, for any reason, to adjust the scope or scale of this RFP initiative. Such negotiations do not violate a communications prohibition, and are expressly permitted when initiated by ODJFS, but are at the sole discretion of the agency.

Any applicant deemed not responsible, or that submits a proposal deemed not responsive to the terms of the RFP, shall not be awarded a grant under this initiative.

8.3 Final Applicant Recommendations

The PRT will provide the director of ODJFS with a recommendation concerning:

- o whether the agency should fund any submitted proposal, and
- o if so, then which proposal(s) would most likely achieve the goals of this grant initiative.

A recommendation for funding will designate proposals in descending order of the total point scores agreed to by the PRT in Phase II.

The director of ODJFS will make a final determination of whether to award funding in this initiative, and if so, then which proposals will be funded. In making these decisions, the director will take into account the point scores assigned to the proposals by the PRT

ODJFS reserves the right to consider geographic coverage in making awards. If multiple proposals for the same general area are deemed qualified for selection, ODJFS may, at its sole discretion, opt to award funding to a sub-set of those proposals. In that event, the agency will take into account the point scores assigned to the competing proposals by the PRT

8.4 Tie Breaker

In the event that the PRT assigns two or more proposals an equal point score but there are insufficient funds for both, ODJFS will choose between them at its discretion.

SECTION IX. PROTEST PROCEDURE

9.1 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 of any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. The protest shall be in writing and shall contain the following information:
 - 1. The name, address, and telephone number of the protestor;
 - 2. The title and number of this RFP;

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 appropriate period, defined as follows:
1. Any protest based on alleged improprieties in the issuance of this RFP or on any other matter which should be apparent prior to the proposal submission deadline, shall be filed no later than the same deadline.
 2. Any protest regarding announced selection of some applicant(s) for funding, shall be filed no later than 3:00 p.m. of the seventh (7th) calendar day after the date displayed on the award notification to the selected applicants.
- C. An untimely protest may be considered by ODJFS if ODJFS determines that the protest raises issues significant to the department's procurement system.
- 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, the awarding of funds shall be delayed pending resolution of the protest, unless the director of ODJFS determines that a delay will severely disadvantage the agency. Any applicant(s) already selected for such award(s), shall be notified of the receipt of the protest.
- F. The 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.

9.2 Caveats

ODJFS is under no obligation to make grant awards as a result of this solicitation if, in the opinion of ODJFS, none of the proposals are responsive to the objectives and needs of the agency. ODJFS reserves the right to not select any applicant for funding. Changes in this RFP of a material nature will be announced and described via the agency website. All applicants are responsible for monitoring such changes through the website, and should not expect additional notice from ODJFS.

SECTION X. REQUIRED ATTACHMENTS AND THEIR USES

- A. **Required Applicant Information and Certifications** (*To be completed & included in proposal packet as specified in Sec. 7.2, Tab 2*)
- B. **Request for Taxpayer Identification Number (W-9) Form** (*To be completed & included in proposal packet as specified in Sec. 7.2, Tab 2*)
- C. **Declaration of Material Assistance Form** (*To be completed & included in proposal packet as specified in Sec. 7.2, Tab 2*)

- D. Proposal Score Sheet** (*For applicant self-evaluation purposes only. DO NOT SUBMIT.*)
- E. Project Budget Form** (*To be completed & included in proposal packet as specified in Sec. 7.2, Tab 5.*)