

**REQUEST FOR  
GRANT APPLICATIONS**

**THE TOGETHER OHIO COMMUNITY  
ENGAGEMENT PARTNERSHIP GRANT (CEPG)  
REQUEST FOR GRANT APPLICATIONS (RFGA)**

**RFGA # R-1011-21-8029**

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

*August 27, 2009*

**The Together Ohio Community Engagement Partnership Grant (CEPG)  
Request for Grant Applications (RFGA)**

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**OHIO DEPARTMENT OF JOB AND FAMILY SERVICES  
REQUEST FOR GRANT AGREEMENTS (RFGA)**

**THE TOGETHER OHIO  
COMMUNITY ENGAGEMENT PARTNERSHIP  
GRANT PROGRAM**

**RFGA#: R-1011-21-8029**

**SECTION I. PURPOSE**

**1.1 Purpose**

In a regional effort to strengthen families and communities, the Governor’s Office of Faith-Based and Community Initiatives (GOFBCI) will combine effective capacity-building efforts with innovative community organizing initiatives. Through a new Together Ohio Community Engagement Partnership Grant Program, GOFBCI will partner with six (6) regional providers to deliver high quality capacity building training and technical assistance and lead a regional community organizing effort to engage faith-based and community organizations around mentoring youth, foster care & adoptive parenting, financial literacy, the Ohio Benefit Bank, summer food & learning, prison & reentry volunteerism, and more across Ohio.

GOFBCI seeks to select six (6) regional providers to provide services in each of the six (6) regions (see Appendix C: Map of Designated Training Regions). The Ohio Department of Job and Family Services (ODJFS) releases this Request for Grant Agreements (RFGA) on behalf of the Governor’s Office for Faith-Based and Community Initiatives (GOFBCI), for statewide implementation of a program known as the “Together Ohio Community Engagement Partnership Grant, CEPG.” The Together Ohio Community Engagement Partnership Grant will create sustainable capacity and meaningful partnerships aimed at reducing poverty and strengthening families & communities across Ohio.

Applicants eligible for this funding are non-profit organizations, Ohio charitable foundations, County Departments of Job and Family Services (CDJFS), and Ohio public colleges and universities. Successful applicants will have previous experience in grant management, delivering high quality capacity building training, technical assistance, and leading innovative community organizing efforts around issues of poverty and community development. The selected provider will be responsible for hosting quarterly capacity building trainings, offering one-on-one technical assistance, and leading a regional community organizing effort around GOFBCI’s *Call to Action* initiative.

Proposals for this funding may be submitted by either a single qualified organization with the capabilities of successfully performing all required project responsibilities, or by one designated lead agency that would hold responsibly for administration of the project through a collaboration of qualified partner organizations. While partnership-based proposals are not required, interested organizations are encouraged to consider such collaborations as an effective means of accomplishing the objectives of this project. Details on organization qualifications are discussed in Section III, Applicant Qualifications.

This new grant program is in line with GOFBCI's mission to enhance the capacity of faith-based and community-based organizations, encourage effective partnerships among and between public agencies and faith-based and community organizations who share common vision, and measure the impact of these partnerships to reduce the suffering of citizens in need.

The selected grantees may be awarded up to a total of \$330,000.00 per grant for state fiscal years 2010 and 2011, to complete the deliverables specified in this RFGA. All deliverables are to be completed by the end of the entire grant period, or June 30, 2011.

Any funding through this grant should not be viewed as a continuous source of program support; it is intended to assist providers with completing the deliverables specified in this RFGA. Providers will be required to provide a 20 percent cash or in-kind match of the total project.

## **1.2 Background**

In 2006, nearly 1.5 million Ohioans were living in poverty, up from about 1.2 million in 1999. At 13.3 percent of the state's population, this was the largest proportion to be considered poor since the 1960s War on Poverty. Ohio has historically had a lower poverty rate than the U.S., but 2006 marked the first time it matched the national rate. Between 1999 and 2006 alone, the number of Ohioans in poverty increased by approximately 316,000.

The number of Ohioans living in poverty is growing. In 2007 the unemployment rate was 5.7 percent. As a result of the collapse of the nation's economy, the unemployment rate has grown to over 10 percent in 2009. While 2009 data on poverty rates are not available yet, the rising unemployment rate from 5.7 in 2007 to its current level suggests Ohio will experience even greater increases in the number of Ohioans living in poverty.

Faith-based and community organizations can be effective partners in efforts to reduce poverty, stabilize families, and expand opportunities. They can mobilize large numbers of volunteers and offer a relative proximity to those in need. Faith-based and community leaders can also be highly committed, passionate agents of change that are implementing innovative programs aimed at helping those in need.

In an effort to better leverage these assets, this new community engagement grant program will help to strengthen the capacity of faith-based and community groups, especially as it relates to innovative programs and best practices, and will also work to increase the number of effective public-private partnerships around proven anti-poverty efforts such as mentoring youth, foster care & adoptive parenting, financial literacy, the Ohio Benefit Bank, summer food & learning, prison & reentry volunteerism, and more.

Working through the six regional providers that offer additional expertise and infrastructure, GOFBCI will expand and strengthen its current capacity building and community organizing efforts. These providers will host quarterly capacity building trainings, provide one-on-one mentoring, and lead a regional community organizing effort to recruit hundreds of faith-based and community organizations to work on one or more of the *Call to Action* participating programs.

(See the Attached *Call to Action* Overview, Appendix F)

### **1.3 Project Objectives**

The project objectives include expanding the capacity of faith-based and community groups and fostering new and sustainable public-private partnerships around existing programs included in GOFBCI's *Call to Action*.

- Through quarterly trainings and ongoing one-on-one mentoring and coaching, together providers will strengthen the organizational capacity of over 2,000 faith-based and community organizations around non-profit basics (e.g., establishing a nonprofit, board development, outcomes measurement, volunteer recruitment and management, etc.), sustainability (grant writing, fundraising and pursuing diverse funding sources), and innovative best practices (e.g., social entrepreneurship, transitional jobs and housing programs, etc.).
- Recruit thousands of new faith-based and community organizations to engage in efforts around youth mentoring, foster care and adoptive parenting, financial literacy, the Ohio Benefit Bank, summer food and learning, prison and reentry volunteerism, and more. (See attached *Call to Action* overview, Appendix F)

These objectives are designed to strengthen the capacity of community organizations to assist needy families so that children can be cared for in their own homes; reduce the dependency of needy parents by promoting job preparation, work and marriage; prevent out-of-wedlock pregnancies; and encourage the formation and maintenance of two-parent families.

### **1.4 Time Frames & Funding Source**

GOFBCI and ODJFS are seeking to enter into a grant agreement with one (1) regional provider in each of the six (6) regions, as defined in Appendix C: Map of Designated Training Regions. The award period for this grant will be from approximately December 15, 2009 through June 30, 2011. The funding source for this grant is Temporary Assistance to Needy Families, or TANF. Providers will be required to provide a 20 percent cash or in-kind match of the total project.

## **SECTION II: SCOPE OF WORK & PROJECT DISCRIPITION**

### **2.1. A Scope of Work**

In an effort to better leverage the assets of faith-based and community organizations, this new Community Engagement Grant Program will help to strengthen the capacity of faith-based and community groups, to assist needy families so that children can be cared for in their own homes; reduce the dependency of needy parents by promoting job preparation, work and marriage; prevent out-of-wedlock pregnancies; and encourage the formation and maintenance of two-parent families.

The selected providers will be required to implement the following deliverables throughout their region:

1. Host a total of seven (7) capacity-building trainings on a quarterly basis that are free to the public. Each training will be at least eight (8) hours in duration focusing on the non-profit basics (e.g. establishing a nonprofit, board development, outcomes measurement, volunteer recruitment and management, etc.), sustainability (grant writing, fundraising and pursuing diverse funding

sources), and innovative best practices (e.g. social entrepreneurship, transitional jobs and housing programs, etc.).

2. Selected providers will be responsible for conducting a regional capacity building needs assessment.
3. Selected providers will be responsible for determining the content for each training, and having received approval from GOFBCI project manager regarding the training material content.
4. Offer at least five (5) hours per week of one-on-one technical assistance to interested organizations.
5. Develop and implement a regional *Call to Action* outreach strategy including community outreach, community organizing and community partnership strategies. While community outreach is allowable, emphasis should be placed on community organizing and community partnership strategies. The *Call to Action* is a community engagement effort aimed at establishing partnerships with faith-based and community organizations interested in mentoring, foster care and adoptive parenting, financial literacy, the Ohio Benefit Bank, summer food and learning, prison and reentry volunteerism, emergency preparedness, and more. Applicants should include a detailed explanation of the community organizing model they would pursue as it relates to this deliverable.
6. Document and evaluate participant outcomes that demonstrate the trainings, one-on-one technical assistance, and *Call to Action* outreach efforts;
7. Finalize and implement a program work plan, to last approximately 20 months. The program work plan should include proposed activities and strategies, process for how each will be accomplished, and a timeline for completion of major activities.
8. Provide monthly, quarterly and yearly reports and all other materials requested by GOFBCI upon request and prior to the deadline established. Reporting should reflect the grantee's progress toward achieving the goals outlined in the proposal or final project plan approved in writing by the State.
9. Prepare monthly invoices with complete documentation to support all expenses submitted for reimbursement.
10. Attend all mandatory trainings and meetings during the grant period as instructed by GOFBCI;

## **2.1. B PROJECT DESCRIPTION**

**All selected grantees will be required to design, implement and report on their regional project that accomplishes the Scope of Work as described above. In order to demonstrate to the State that they have the ability to perform the Scope of Work and all Project Objectives. Applicants must submit proposals in accordance with the instructions provided in this RFGA. Within those proposals, applicants must include detailed descriptions of their proposed projects, including at minimum the following items:**

1. The applicant must perform the duties of the Lead Agency serving as the primary contact for GOFBCI and ODJFS, managing the grant agreement and leading the implementation of the project.
2. Provide the legal name and address of the lead organization applying for this grant, along with names of any collaborative partnering organizations &/or individual(s).
3. If partnering with other organizations, explain in detail how and why you selected to collaborate with these organizations &/or subcontractor(s) (maximum 2 typed pages).
  - a. Explain what specific contributions the partnering organization &/or subcontractor(s) will provide your existing organization in an effort to enhance your ability to perform all of the deliverables specified in this grant (maximum 1 typed page).
  - b. Explain why this collaboration is necessary to meet the deliverables specified in this grant (maximum 1 typed page).
4. Provide an organizational chart for your organization.
5. Identify the target geographic region to which your organization intends to provide services.
6. In an attachment, explain why your organization should be awarded this grant and how it will meet one or more of the four TANF purposes that follow: (maximum 2 typed pages).
  - A. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
  - B. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
  - C. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
  - D. Encourage the formation and maintenance of two-parent families.
7. Describe how your organization will meet all the deliverables specified within this RFGA (maximum 2 typed pages).
8. Describe the methodology your organization will utilize to measure the outcomes of the implementation of this grant (maximum 2 typed pages).
9. Explain how the evaluation data used will be collected and maintained (maximum 2 typed pages).
10. Explain how your organization and partnering entities will implement the hosting of quarterly capacity building trainings (maximum 1 typed page).

11. Explain how your organization and partnering entities will implement offering five (5) hours of one-on-one technical assistance (maximum 2 typed pages).
12. Explain how your organization and partnering entities will implement & develop a regional Call to Action outreach plan (maximum 2 typed pages).
13. Provide a detailed plan explaining how your organization and partnering entities will define and identify the necessary staff required to perform all of the specified deliverables in this RFGA (maximum 2 typed pages).
14. Provide a certified copy of your organization's and partnering entities' most recent financial statements and last A-122 or A-133 audits.

## **2.2 Compensation Schedule**

GOFBCI expects to select six grantees. Grantees will be awarded up to \$330,000.00 each.

This procurement process complies with federal and state laws and rules and is designed to maintain proper stewardship of taxpayer funds and the public trust. Grantees will be required to provide a 20 percent cash or in-kind match of the total project (See Attachment F, Project Budget Form).

Once the grant agreements are signed and purchase orders are issued, the selected providers shall expend their own funds first, to provide services to participating Faith Based & Community Organizations (FBCO's). Providers are required to submit sufficient documentation to demonstrate that the provider has expended funds properly, on work that is specific and permitted under this grant (as specified in the applicant's Project Budget Form-provided as Attachment F), before financial awards will be made under this grant.

**NOTE: Up to \$40,000.00 may be made available as a working capital advance to each of the six (6) selected organizations. Advances will not be made as a standard feature of these awards. Grantees must submit a written request for an advance to ODJFS, specifying the amount requested with a full explanation of the need for the advance. If the request is approved by ODJFS, the grantee will be responsible for proper federal documentation of all expenditures made using the capital advance.**

**Project budgets must not exceed \$330,000.00.** Selected applicants will be compensated by reimbursement on a monthly basis. The six (6) selected organizations will send GOFBCI a record of their expenses on the GOFBCI invoice document (See Appendix B for sample invoice) by the first Friday of each month for the previous month's expenses.

**It is understood that the State's funds are contingent upon the availability of lawful appropriations by the Ohio General Assembly. If the General Assembly fails at any time to approve funding, the State's obligations under this solicitation are terminated without further obligation by the state.**

## **SECTION III. APPLICANT QUALIFICATIONS**

### **3.1 Required Applicant Qualifications**

In order to be considered for the grant expected to result from this RFGA, ODJFS requires that the interested applicants must be a lead agency meeting all the following qualifications requirements. A proposal will be considered by ODJFS ONLY if it is submitted by an applicant that:

- A. Is either a single organization responsible for implementing all of the deliverables as specified; OR is the designated lead agency or organization ultimately responsible for implementing all of the deliverables as specified as well as supervising, managing and monitoring agents, partnering organizations and subcontractors from the onset through the duration of this grant period. All partners must be identified in the applicant's proposal. Partners may not be added after the proposal has been submitted;
- B. Is a 501(c) (3) nonprofit organization including, for example, community service organizations, social services providers, or charitable foundations registered with the Ohio Attorney General (a copy of the organization's 501(c) (3) certification from IRS must be included within the grant proposal or the proposal will be appropriately penalized), **OR, 2**) is an Ohio university or college; **OR, 3**) is a County Department of Job & Family Services (CDJFS);
- C. Has identified in its proposal the specific region (Northwest, Northeast, North Central, Central, Southwest or Southeast) the organization will serve (See Appendix C: Map of Designated Training Regions);
- D. Has demonstrated in its proposal (in detailed description) at least two (2) years of experience working in community organizing **AND** at least two (2) letters of reference from separate organizations (letters must be included within the applicant's proposal; mailed separately to ODJFS will NOT be considered);
- E. Has demonstrated in its proposal (in detailed description) at least two (2) years of experience working in capacity building training along with letters of reference from at least two (2) separate organizations that have received such capacity building training from the applicant (letters mailed separately to ODJFS will NOT be considered);
- F. Has demonstrated in its proposal that the organization is financially solvent and can successfully operate this grant with a certified copy of your organization and partnering entities most recent financial statement.

**NOTE: Experience requirements outlined in this section of the RFGA must be met by an organization applying as a single entity for this funding, or, if the application is submitted by a lead organization on behalf of a partnership, these requirements may be met through the combined resources and experience of the lead agency and any of its partnering organizations.**

### 3.2 Staff Experience and Capabilities

The applicant must demonstrate its expertise by assigning staff to key leadership roles for this project. Key positions will require profiles and resumes or curriculum vitae of staff, and if partnering with another organization profiles and resumes or curriculum vitae of their staff will also be required.

**NOTE: APPLICANT PROPOSALS WILL BE EVALUATED ON THE QUALITY AND COMPLETENESS OF THE INFORMATION AND DOCUMENTATION PROVIDED TO ADDRESS THE STAFF EXPERIENCE AND CAPABILITIES EXPECTATIONS LISTED BELOW.**

The applicant must:

Identify, by position and by name, those staff the applicant considers key to the project's success. Applicant proposals must, AT MINIMUM:

- A. Identify and assign at least one Program Director who must be a paid employee, with at minimum, an Associate's Degree and at least two (2) years of experience working with establishing public and private partnerships, partnerships with faith-based and community organizations, providing non-profit basics (e.g., establishing a nonprofit, board development, outcomes measurement, volunteer recruitment and management, etc.).
- B. Identify and assign at least one Program Trainer or subcontractor(s) with, at minimum, an Associate's Degree and at least two (2) years of experience providing capacity building training.
- C. Identify all support staff roles including, but not necessarily limited to, finance officer (support staff do not need to be named at this time prior to grant award) and provide a justification for each position. Each should have at least two (2) years of experience in their respective fields.
- D. Identify all volunteer positions (volunteers do not need to be named at this point, just the positions and their functions) and explain the role that volunteers will play in implementing the program.

## SECTION IV. PROPOSAL SUBMISSION INSTRUCTIONS & OTHER REQUIREMENTS

### 4.1 Proposal Submission

In order to be considered for this grant, applicants must submit a proposal that includes all information, explanations, and documentation as directed by this RFGA, as well as all documents, such as the Required Vendor Information & Certifications properly completed and signed, as specified.

Applicants are to label their submission package as follows:

**“APPLICATION ENCLOSED FOR *the Together Ohio Community Engagement Partnership Grant (CEPG)*, RFGA#: R-1011-21-8029 SUBMITTED BY [APPLICANT'S NAME HERE] for [INSERT TRAINING REGION HERE].”**

Applicants may submit a proposal for more than one training region. However, each proposal must be submitted separately per respective region, properly identified and must limit the scope to the specified region. Each proposal submitted will be reviewed and evaluated in relation to other proposals to serve a specific region. Applicants who submit proposals for training regions not located in a region in which their organization physically resides shall be considered after all proposals from applicants of that designated region have first been considered.

The applicants' total proposal submissions (both the technical and project budget and required documents) must be received by ODJFS complete no later than 3:00 p.m., local time on **October 26, 2009**. Faxes or e-mailed submissions will not be accepted. **Proposals must be addressed to:**

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

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

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

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

Costs incurred in the preparation of this proposal are to be borne by the applicant, and ODJFS will not contribute in any way to the costs of the preparation.

**4.2 Anticipated Procurement Timetable**

DATE	EVENT/ACTIVITY
September 9, 2009	ODJFS Releases RFGA to Potential Applicants on ODJFS Web Site; Q&A Period Opens - RFGA becomes active - Applicants may submit inquiries for RFGA clarification

September 30, 2009	Applicant Q&A Period Closes, 10 a.m. (for inquiries for RFGA Clarification) - No further inquiries for RFGA clarification will be accepted
October 5, 2009	ODJFS provides Final Applicant Question & Answer Document (estimated)
<b>Monday, October 26, 2009</b>	Deadline for Applicants to Submit Proposals to ODJFS (3 p.m.) - This is the proposal opening date, beginning the ODJFS process of proposal review
November 13, 2009	ODJFS Issues Grant Award Notification Letter (estimated) - Applicants that submitted proposals in response to this RFGA will be sent letters stating whether their proposal was accepted for award of the grant
December 15, 2009	Implementation* (estimated—following notification of all contractual and funding approvals) - ODJFS grants are not valid and effective until the state Office of Budget Management approves the purchase order.
June 30, 2011	Project Completion** - All work must be completed and approved by GOFBCI Grant Manager

ODJFS plans to make awards to agencies selected as a result of this RFGA for time periods of approximately twenty months (December, 2009 through June 30, 2011) depending upon the availability of TANF funds.

Up to \$40,000.00 will be made available as a capital advance to each of the six (6) selected organizations.

Grantees are responsible for submitting a written request with justification to obtain approval from GOFBCI, and if working capital advances are expended proper federal documentation of expenditures is required.

**It is understood that the State's funds are contingent upon the availability of lawful appropriations by the Ohio General Assembly. If the General Assembly fails at any time to approve funding, the State's obligations under this solicitation are terminated without further obligation by the state.**

#### **4.3 Start Work Date**

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

#### 4.4 RFGA Clarification: Internet Question & Answer

Potential applicants may ask clarifying questions regarding this RFGA via the Internet during the Q&A Period as outlined in Section 4.2, Anticipated Procurement Timetable. To ask a question, potential applicants must use the following Internet process:

- \* **Access the ODJFS Web Page at <http://jfs.ohio.gov/>**
- \* **Select “About us” on the front page;**
- \* **Select “Doing Business with ODJFS;”**
- \* **Select “Requests for Proposals, Letterhead Solicitations, and Other Invitations;”**
- \* **RFGA Number [R1011218029](#);**
- \* **Select “Ask a Question about this RFGA” function; and**
- \* **Follow the instructions to send an e-mail question.**

Questions about this RFGA must reference the relevant part of this RFGA, the heading for the provision under question, and the page number of the RFGA where the provision can be found. The potential applicant must also include the name of a representative of the potential applicant, the company name and business phone number. ODJFS may, at its option, disregard any questions which do not appropriately reference an RFGA provision or location, or which do not include identification for the originator of the question. ODJFS will not respond to any questions submitted after **10:00 a.m.** on the date the Q&A period closes.

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

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

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

**IMPORTANT:** Requests from potential applicants for copies of previous RFGAs, past applicant proposals, score sheets or grants for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFGA. PRRs submitted in accordance with directions provided in Section 4.5, Communication Prohibitions, will be honored. The posted time frames for ODJFS responses to Internet questions for RFGA clarification do not apply to PRRs.

Applicants are to base their RFGA responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFGA for the future grant, NOT on details of any current or past related grant. Requirements under a current project may or may not be

required by ODJFS under any future grant, and so may not be useful information for applicants who choose to respond to the RFGA. If applicants ask questions about existing or past grants using the Internet Q&A process, ODJFS will use its discretion in deciding whether to provide answers. Interested applicants should also refer to RFGA Section 1.4, Time Frames, Funding Source and Availability, for related information.

There is an established time period for the Applicant Q&A process (see Section 4.2, Anticipated Procurement Timetable, above). ODJFS will only answer those questions submitted within the stated time frame for submission of applicant questions, and which pertain to issues of RFGA clarity, and which are not requests for public information. ODJFS is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

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

#### **4.5 Communication Prohibitions**

From the issuance date of this RFGA until an actual grant is awarded to a applicant, there may be no communications concerning the RFGA between any applicant that expects to submit a proposal and any employee of ODJFS in the issuing office, or any other ODJFS employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RFGA or the selection of the grantee.

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 4.4, Internet Q&A Period;
2. As necessary in any pre-existing or on-going business relationship between ODJFS and any applicant that could submit a proposal in response to this RFGA;
3. As part of any applicant interview process or proposal clarification process initiated by ODJFS, which ODJFS deems necessary in order to make a final selection;
4. If it becomes necessary to revise any part of this RFGA, ODJFS will post those revisions, amendments, etc., to the website dedicated to this RFGA;\* and
5. Any Public Records Request (PRR) made through the ODJFS Office of Legal Services.

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

ODJFS is not responsible for the accuracy of any information regarding this RFGA that was obtained or gathered through a source other than the Q&A process described in this RFGA. Any attempts at

prohibited communications by applicants may result in the disqualification of those applicants' proposals.

## **SECTION V. PROPOSAL REQUIREMENTS**

### **5.1 Format for Organizing Proposal**

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

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

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

Applicants must organize their Technical Proposals in the following order:

**Tab 1** Required Applicants Information and Certification Document

Request for Taxpayer Identification Number (W-9) Form

Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Org.

Signed Original ODJFS Grant Agreement

**Tab 2** Applicant Scope of Work & Project Description

**Sub-Tab 2a.** Scope of Work

**Sub-Tab 2b.** Applicant's Project Description, as defined in Section 2.1 B of this RFGA

**Tab 3** Applicant Qualifications

**Sub-Tab 3a.** Required Applicant Qualifications

**Sub-Tab 3b.** Staff Experience and Capabilities

**Tab 4** Project Budget

**Sub-Tab 4a.** Budget Form

**Sub-Tab 4b.** Budget Narrative & Justification

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

**NOTE:** Applicants are required to submit the "Request for Taxpayer Identification Number (W-9) Form" (as provided in **SECTION VIII. Attachment B of this RFGA**)

This document is to be signed by the applicant and submitted with the paper copies of the technical proposal.

## **B. Applicant Proposal Details**

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

### **1. (Tab 1)**

#### **Required Applicant Information & Certifications Request for Taxpayer Identification Number (W-9) Form Declaration Regarding Material Assistance / Non-Assistance to a Terrorist Org.**

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

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

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

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

In the event that the applicant proposes the use of any subcontractors, information on the subcontractor(s) and letters of commitment as required by Sec. 5.1 F, Subcontractor Identification and Participation Information should also be provided in Tab 1.

**2. (Tab 2)  
Scope of Work & Applicant Project Description**

- a. Scope of Work (**Sub-Tab 2.1 A, Items 1 – 10**)
- b. Project Description (**Sub-Tab 2.1 B, Items 1 – 13**)

Items 1-10 (Scope of Work) and 1-13 (Project Description) are to be addressed in the applicant's proposal Tab – 2.1 B. in the order presented in Section 2.1 B., Applicant Scope of Work and Project Description as defined in this RFGA.

**3. (Tab 3)  
Applicant Experience & Qualifications**

- a. Required Applicant Qualifications (**Sub-Tab 3.1. Items A - F**)

The applicant must include information on the mandatory experience of the applicant, as described in **Section 3.1**, of this RFGA. This must include a copy of the grant applicant's 501(c) (3) certification, if applicable, and any required documentation as specified in Section 3.1 of the RFGA.

- b. Staff Experience and Capabilities (**Sub-Tab 3.2, Items A - D**)

Under this section the applicant is required to include resumes, education, and experience of the Program Director, Program Trainer and all key staff (if identified) for this project, as well as describe any appropriate supplemental and support staff (including any subcontractors) to be involved, as described in **Section 3.2**, of this RFGA.

**4. (Tab 4) Project Budget**

Applicants **MUST** complete the Project Budget Form, provided as **Attachment F**, to this RFGA according to instructions, sign it, and submit it fully completed as specified in the RFGA. The Project Budget Form requires interested applicants to provide individual prices for those services defined in Section 2.1 Scope of Work for December 2009 thru June 30, 2011.

A capital advance of up to \$40,000 will be available to each of the six (6) selected vendors on a reimbursement basis. Project budgets **must not** exceed \$330,000.00. Project budgets which exceed the \$330,000.00 limit **will be** disqualified from further consideration of a grant award. Grantees will be expected to provide a 20 percent cash or in-kind match of the total project.

**Applicants are to only show expenses directly related to the proposal project and include a budget narrative and justification which clearly displays how approximate costs and allocations were determined. Budget and budget item**

**descriptions MUST support the objectives and program activities outlined for the project as well as any and/or all of the grant training program activities.** At the applicant's discretion, additional documentation may also be included with the completed **Attachment F.**, as explanatory information, but when making the applicant selections and when executing the agreement, ODJFS will consider only the dollar amounts displayed on the Project Budget Form.

Applicants are to use their professional comprehension of the effort required to perform those services and to propose an all-inclusive budget for performing all necessary activities. The budget line items proposed in the applicant's Project Budget will be the compensation in effect throughout the agreement period, as described in Section 1.4, Time Frames, Funding Source and Availability, of this RFGA.

In calculating their total proposed budget, applicants must consider all cost resulting from the Scope of Work described in this RFGA (Section 1.3 & 2.1), as well as all program costs, primary and incidental, necessary to complete all program activities (whether explicitly identified by ODJFS in this RFGA or not).

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

### **6.1 Scoring of Proposals**

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

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

### **6.2 Technical Proposal Score Sheet**

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

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

1. Was the applicant’s proposal received by the deadline as specified in the RFGA?
2. Does the applicant affirmatively indicate that it is not on the federal debarment list; that there are no unfair labor findings against it; and it is not in violation of ORC Section 9.24, and therefore may enter into an agreement with ODJFS?
3. Does ODJFS’ review of the Auditor of State website verify that the applicant is not excluded from entering into an agreement with ODJFS by ORC Section 9.24 for an unresolved finding for recovery (*i.e.*, the proposal of any applicant whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?

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

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

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 E. Any application that does not achieve the required total points, will be disqualified from further consideration, and its Project Budget will not be reviewed.

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

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

**Technical Performance Scoring Definitions:**

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

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

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

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

**IMPORTANT:** Before submitting a proposal to ODJFS in response to this RFGA, applicants are strongly encouraged to use the Technical Proposal Score Sheet (**Attachment E.**) and the above technical performance scoring information to review their proposals for completeness, compliance and quality. Any other proposals which do not meet the minimum required score will be disqualified from further consideration and their corresponding Project Budgets will not be considered.

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

The applicant’s Project Budget will be reviewed by GOFBCI. Project budgets **must not** exceed \$47,143.000 per quarter. Project budgets which exceed the \$47,143.00 per quarter limit **will be** disqualified from further consideration of a grant award. Grantees will be expected to provide a 20 percent cash or in-kind match of the total project.

**6.3 Review Process Caveats**

Proposals evaluations will be conducted for each region separately. Applicants who submit proposals for training regions not located in a region in which their organization physically resides shall be considered by ODJFS only after all proposals from applicants of that designated region have first been considered.

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

ODJFS reserves the right to disqualify any applicant, regardless of the quality of the proposed project, should the financial statements, A-122, or single state audits indicate to ODJFS significant risk of project failures 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 a vendor based solely on those audits or financial statements.

ODJFS reserves the right to request clarifications from applicants to any information in their Technical and/or Project Budgets/forms, and may request such clarification as it deems necessary at any point in the proposal review process. Any such requests for proposal clarification when initiated by ODJFS, and applicants’ verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 4.5 of this RFGA. Such communications are expressly permitted when initiated by ODJFS, but are at the sole discretion of ODJFS.

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

interviews shall be applied consistently for all applicants participating in the interview process for that RFGA.

ODJFS reserves the right to negotiate with applicants for adjustments to their proposals should ODJFS determine, for any reason, to adjust the scope of the project for which this RFGA is released. Such communications are not violations of any communications prohibition, and are expressly permitted when initiated by ODJFS, but are at the sole discretion of ODJFS. Any applicant deemed not responsible, or any submitting a proposal deemed not to be responsive to the terms of this RFGA, shall not be awarded the grant.

#### **6.4 Final Applicant Recommendations**

The PRT will recommend to the Director of ODJFS the technically qualified applicants offering the proposal most capable of successfully accomplishing the work and the objectives of this project, as determined by the processes and requirements established in this RFGA.

#### **6.5 Applicant Selection Restrictions**

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

#### **6.6 Interview**

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

#### **6.7 Travel Reimbursement**

No travel expenses, nor any other travel related expenses, will be covered. Out of state travel is not permissible.

#### **6.8 Proposal Cost**

Costs incurred in the preparation of this proposal are to be borne by the applicant, and ODJFS will not contribute in any way to the costs of the preparation. Any costs associated with interviews will be borne by the applicant and will not be ODJFS' responsibility (see Section 4.1, above).

#### **6.9 Subcontractor Identification & Participation**

Applicants must perform all of the direct work and subcontractors are ineligible for reimbursement in this project for providing direct service delivery to participants as specified in this RFGA. However, applicants may contract with organizations to hire subcontractors for the delivery of parts of the curriculum, such as grant writing, where a particular expertise may be required. These subcontractors may be used to deliver one (1) or more of the capacity building trainings at a total cost not to exceed the total budget, as specified in their proposals. **All**

**subcontractors must be approved by GOFBCI project manager prior the delivery of said trainings. Such contracts will exist solely between the selected applicant and the subcontractor and will not be considered as sub-contracts through this RFGA.**

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

1. The subcontractor's legal status, federal tax ID number, and principle business address;
2. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;
4. A commitment to do the work, if the applicant is selected;
5. A statement that the subcontractor has read and understands the RFGA, the nature of the work, and the requirements of the RFGA; and,
6. A statement that the applicant, if selected, agrees to perform all of the direct work; the statement must also acknowledge that subcontractors are ineligible for reimbursement for providing direct service delivery to participants as specified in this RFGA, with the exception that applicants may choose to contract with organizations to deliver one (1) or more of the twenty-four (24) capacity building trainings, at a total cost not to exceed the total budget, as specified in their proposals. Such contracts will exist solely between the selected applicant and the subcontractor and will not be considered as sub-contracts through this RFGA.

**Subcontractor cost information must be included as specified in Sections 5.1 of this RFGA.**

## **SECTION VII. RULES**

### **7.1 Confidentiality**

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

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

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

- E. 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.

### **7.3 Mandatory Disclosures of Governmental Investigations**

Each proposal must indicate whether the applicant and any of the proposed subcontractor(s) has been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to applicant's performance of services similar to those described in this RFGA. If any such instances are disclosed, applicant must fully explain, in detail, the nature of the governmental action, the allegations that led to the governmental action, and the results of the governmental action including any legal action that was taken against applicant by the governmental agency. While disclosure of any governmental action in response to this section will not automatically disqualify 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.

### **7.4 Mandatory Grant Performance Disclosure**

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

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

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

specifically 45 CFR 164.501 and any amendments thereto. The selected applicant can reasonably anticipate HIPAA language in the grant that results from this RFGA.

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

#### **7.6 Public Release of Records**

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

#### **7.7 Proposal Clarifications**

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

#### **7.8 Waiver of Minor Proposal Errors**

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

#### **7.9 Contractual Requirements**

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

subcontractor(s), must also agree to cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring that the grantee or employees of the grantee meet child support obligations established under state law;

- G. By signing a grant with ODJFS, a applicant agrees that all necessary insurance is in effect; and
- H. Applicants are subject to all federal laws and regulations including those in
  - a. 45 CFR Part 87.1, restricting the use of direct Federal grants, mini-grants fund, or grants to support inherently religious activities such as religious instruction, worship or proselytizing and;
  - b. 2 CFR 230 (OMB A-122), stating that “costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses solely to raise capital or obtain contributions, are unallowable.

**NOTE: The Lead Agency agrees that it shall be solely responsible for educating all partnering organizations and subcontractors regarding program benefits and requirements, federal laws and regulations including those in 45 CFR 87.1 and OMB A-22. and their agents are responsible for adhering to the before mentioned federal laws.**

#### **7.10 Unresolved Findings for Recovery**

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

#### **7.11 Protest Procedures**

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

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a grant resulting from this RFGA. The protest shall be in writing and shall contain the following information:
  - 1. The name, address, and telephone number of the protestor;
  - 2. The name and number of the RFGA being protested;
  - 3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
  - 4. A request for a ruling by ODJFS;

5. A statement as to the form of relief requested from ODJFS; and
  6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely protest shall be considered by ODJFS, if it is received by ODJFS' Office of Legal Services, within the following periods:
1. A protest based on alleged improprieties in the issuance of the RFGA or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. the closing date for receipt of proposals, as specified in Section 4.2, Anticipated Procurement Time Table, of this RFGA.
  2. If the protest relates to the announced intent to award a grant, the protest shall be filed no later than 3:00 p.m. of the eighth (8th) calendar day after the issuance of the Letter of Intent to Award the grant.
- C. An untimely protest may be considered by ODJFS if ODJFS determines that the protest raises issues significant to the department's procurement system. An untimely protest is one received by ODJFS' Office of Legal Services after the time periods set forth in Item B. of this section.
- D. All protests must be filed at the following location:  
Chief Legal Counsel  
ODJFS Office of Legal Services  
30 East Broad Street, 31st Floor  
Columbus, Ohio 43215-0423
- E. When a timely protest is filed, a grant award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODJFS determines that a delay will severely disadvantage the Department. The applicant(s) who would have been awarded the grant shall be notified of the receipt of the protest.
- F. ODJFS' Office of Legal Services shall issue written decisions on all timely protests and shall notify any applicant who filed an untimely protest as to whether or not the protest will be considered.

### **Caveats**

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

**SECTION VIII.      ATTACHMENTS & THEIR USES**

- A.      Required Applicant Information & Certifications**
- B.      Request for Taxpayer Identification Number (W-9) Form**
- C.      Declaration of Material Assistance Form**
- D.      ODJFS Model Grant**
- E.      Technical Proposal Score Sheet**
- F.      Project Budget Form**

**SECTION IX.              APPENDICES & APPLICANT LIBRARY**

- Appendix A      Monthly Reports**
- Appendix A-1    GOFBCI Reports**
- Appendix B      Sample Invoice - Detailed**
- Appendix B-1    Sample Invoice - Overall**
- Appendix C      Map of Designated Training Regions**
- Appendix D      Page Number Identification Form**
- Appendix E      TANF Fact Sheet - Goals**
- Appendix F      Call to Action Overview**