

**Ohio TANF Training Program (OTTP) Services
RFGA#: R-89-01-0902**

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ODJFS REQUEST FOR GRANT APPLICATIONS (RFGA):
Ohio TANF Training Program (OTTP) Services

RFGA#: R-89-01-0902

SECTION I. GENERAL PURPOSE & APPLICANT INFORMATION

1.1 Purpose

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Grant Applications (RFGA) on behalf of the Governor’s Office of Faith-Based and Community Initiatives (GOFBCI) for the purpose of selecting up to six Ohio organizations to serve as regional training partners (“selected applicants”) for the Ohio Temporary Assistance for Needy Families (TANF) Training Program (OTTP). A map displaying the six training regions and their respective counties has been included for this RFGA as **Appendix A**. Eligible Ohio applicants include: non-profit faith-based and community-based organizations (FBCOs); charitable foundations; and universities and colleges.

The selected applicants will be required to provide training and guidance to smaller, newer non-profit FBCOs in their designated regions in order to assist those agencies in developing knowledge, skills and infrastructure to fortify their organizational strengths and to build capacity and professionalism. Each regional partner will be required to host regional trainings for FBCOs currently serving or intending to serve TANF-eligible clients. The training will provide information covering seven core competencies for capacity building, including: establishing your organization, human resource and volunteer management, board development, outcomes management, financial management, fundraising, and grant writing. Along with these training courses, the regional partners will provide technical assistance and one-on-one mentoring to requesting FBCOs. The regional partners will also organize and host a recognition ceremony for those FBCOs participating in the training partners’ respective regions. Representatives of the FBCOs will receive certificates of participation for each of the core competencies they complete. An example of a certificate of participation is included for this RFGA as **Appendix B**.

1.2 Issuing Office

This RFGA is released by ODJFS, and the subsequent grants will be issued by ODJFS. GOFBCI will be responsible for state level supervision of all activities of the selected applicant(s). The mission of GOFBCI is to: (1) improve the capacity of faith-based and community nonprofits to compete for public funding; (2) encourage partnerships among and between public agencies, faith-based organizations, and community-based organizations who share a common mission; and (3) measure the impact of these partnerships to reduce the suffering of citizens in need.

If interested applicants have a need to communicate regarding this RFGA, they must contact **ODJFS** using one of the mechanisms provided for in **Sections 1.7, Internet Question and Answer Period/RFGA Clarification Opportunity**, or **1.9, Communication Prohibitions**, of this RFGA. Applicants are cautioned that communication attempts which do not comply with these instructions will not be answered, and that ODJFS will not consider any proposals submitted to any address other than the one provided in Section 5.1 of this RFGA. Applicant proposals must be submitted to ODJFS in strict accordance with proposal submission instructions provided in **Section 5.1, Proposal Submission Information**.

1.3 **Background**

One of the critical sources of assistance available to Ohioans is the TANF program. This federal program provides assistance and work opportunities to needy families by granting states federal block grant funds to develop and implement their own welfare programs. States have flexibility in developing TANF-funded programs that support one or more of the four TANF purposes:

- A. Assisting needy families so that children can be cared for in their own homes;
- B. Reducing the dependency of needy parents by promoting job preparation, work and marriage;
- C. Preventing out-of-wedlock pregnancies; and,
- D. Encouraging the formation and maintenance of two-parent families.

Interested applicants may refer to the U.S. Department of Health & Human Services' webpage regarding TANF goals at: http://www.acf.hhs.gov/opa/fact_sheets/tanf_factsheet.html.

TANF-funded projects offer a wide range of support services to Ohio families, including families served by grass-roots FBCOs. FBCOs in Ohio sometimes lack the organizational capacity to achieve sustainability and to effectively compete for funding. Many also lack the structure and expertise to effectively deliver services to TANF-eligible Ohioans. As a result, GOFBCI has developed a new program, OTTP, which focuses on capacity building for these FBCOs working with and intending to work with TANF-eligible clients.

1.4 **Overview of the Project**

To implement this new program, GOFBCI seeks six regional partners to provide comprehensive training and technical assistance to Ohio FBCOs through OTTP. The training will be provided to the FBCOs at no charge. GOFBCI's efforts will be focused on six designated regions: Northwest, Northeast, North Central, Central, Southeast and Southwest (as delineated in **Appendix A** of this RFGA). These six regional organizations will be selected based on their experience and ability to deliver trainings focused on the seven core competencies for building the capacity of FBCOs.

Once the six regional partners have been selected, GOFBCI will bring those organizations together to participate in one statewide orientation event to kick off the initiative. During the first quarter of the grant term, the selected applicants will organize and host a similar kick-off event, which will serve to introduce the OTTP project in their respective regions. Also during the first quarter of the grant term, regional partners will work closely with GOFBCI to create a marketing plan for the regional kick-off meetings and for the quarterly trainings.

The six selected applicants will be required to conduct at least seven full-day core competency capacity building training sessions in each region per quarter for the three remaining quarters. Therefore, the selected regional training partners will conduct 21 separate training sessions. The trainings will utilize set curricula content (provided by GOFBCI) which will have a particular focus on TANF-related activities. Interested applicants may refer to **Appendix C** for an outline of the training content of the seven core competencies. The selected applicants will also provide one-on-one technical assistance to those organizations that are participating in the program and that request individual technical assistance.

A minimum of 1,000 FBCOs throughout the state will participate in the OTTP training with an estimated fifteen percent of those participating organizations requesting one-on-one technical assistance from the partner organizations.

As part of the technical assistance provided, each organization attending the OTTP trainings may work with the regional partner to review and improve its existing Individual Development Plan (IDP) or to develop an IDP. (A sample IDP is included as **Appendix D** of this RFGA). These IDPs will help the organizations – as well as the regional partners – to evaluate the capacity of the participating FBCO in order to establish benchmarks for growth in the areas of funding, collaboration, volunteers, and number of people served. The selected applicants will also be required to organize and host a recognition ceremony where representatives of the FBCOs will receive certificates of participation for each of the core competencies they complete.

1.5 Objectives of the Project

Through OTTP, GOFBCI seeks to:

- A. Strengthen the organizational capacities of at least 1,000 FBCOs through trainings, one-on-one mentoring and technical assistance provided by the six selected regional partners;
- B. Develop or improve existing IDPs for up to 15% of the participating FBCOs; and
- C. Equip FBCOs with the necessary skills (e.g., grant writing, financial management) in efforts to increase their success when applying for funding and maintaining sustainable organizations.

1.6 Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
April 29, 2008	ODJFS Releases RFGA to Potential Applicants on ODJFS Web Site; Q&A Period Opens - RFGA becomes active - Applicants may submit inquiries for RFGA clarification
May 12, 2008	Applicant Q&A Period Closes, 10 a.m. (for inquiries for RFGA Clarification) - No further inquiries for RFGA clarification will be accepted
May 19, 2008	ODJFS provides Final Applicant Question & Answer Document (estimated)
June 2, 2008	Deadline for Applicants to Submit Proposals to ODJFS (3 p.m.) - This is the proposal opening date, beginning the ODJFS process of proposal review
June 18, 2008	ODJFS Issues Contract 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 contract
July 1, 2008	Implementation* (estimated–following notification of all contractual and funding approvals) - ODJFS contracts are not valid and effective until the state Office of Budget Management approves the purchase order.

June 30, 2009	Project Completion** - All work must be completed and approved by GOFBCI Grant Manager
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ODJFS reserves the right to revise this schedule in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations and after providing reasonable notice.

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

1.7 Internet Question & Answer Period; RFGA Clarification Opportunity

Potential applicants may ask clarifying questions regarding this RFGA via the Internet during the Q&A Period as outlined in Section 1.6, Anticipated Procurement Timetable. To ask a question, potential applicants must use the following Internet process:

- * **Access the ODJFS Web Page at <http://jfs.ohio.gov//>**
- * **Select “About Us” on the front page;**
- * **Select “Doing Business with ODJFS;”**
- * **Select “Requests for Proposals, Letterhead Solicitations, and Other Invitations;”**
- * **RFGA Number [R89010902](#);**
- * **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 contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFGA. PRRs submitted in accordance with directions provided in Section 1.9, 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 contract, NOT on details of any current or past related contract. Requirements under a current project may or may not be required by ODJFS under any future contract, and so may not be useful information for applicants who choose to respond to the RFGA. If applicants ask questions about existing or past contracts 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 1.10, Time Frames, Funding Source and Availability, for related information.

There is an established time period for the Applicant Q&A process (see Section 1.6, 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.

1.8 Information for Applicants

Interested applicants may refer to:

- the U.S. Department of Health & Human Services' webpage regarding TANF's goal and purposes at: http://www.acf.hhs.gov/opa/fact_sheets/tanf_factsheet.html.

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

1.9 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 1.7, 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.

1.10 Time Frames, Funding Source and Availability

GOFBCI is seeking up to six applicants to serve as regional training partners for OTTP between (approximately) July 1, 2008 and June 30, 2009 (SFY 09). The program year will be operated over a span of four quarters. TANF funding of up to \$25,000 per quarter will be available to each of the regional training partners on a reimbursement basis. Project budgets **must not** exceed \$25,000 per quarter. Project budgets which exceed the \$25,000 per quarter limit **shall be** disqualified from further consideration of a grant award.

Since state law prohibits ODJFS from making financial commitments beyond the fiscal biennium (i.e., June 30, 2007), the resulting grants with the selected applicants will possibly be subject to two one-year renewal contracts to be in effect, contingent upon satisfactory performance, continued availability of funding, and all required approvals, from July 1, 2009 through June 30, 2010 [State Fiscal Year (SFY) 10] and July 1, 2010 through June 30, 2011 (SFY 11). Renewal is contingent upon the availability of funds and satisfactory performance by the grantee. **THERE IS NO GUARANTEE OF ADDITIONAL/CONTINUED FUNDING FOR THE OTTP PROJECT BEYOND THE SPECIFIED GRANT TERM.**

SECTION II. APPLICANT EXPERIENCE AND QUALIFICATIONS

Applicants' proposals must address all the following minimum qualifications as well as organizational and staff experience and capabilities:

2.1 Mandatory Applicant Qualifications

In order to be considered for the grant expected to result from this RFGA, ODJFS requires that interested applicants **must** meet **all** the following qualification requirements. ODJFS will only consider proposals from applicants that:

- A.
 1. Are Ohio 501(c)(3) nonprofit organizations, including FBCOs (applicants will be required to provide a photocopy of their valid 501(c)(3) designations), **OR**;
 2. Are charitable foundations that are registered with the Ohio Attorney General under the 3.3 Charitable Trust Act (applicants will be required to provide a photocopy of their registration as a Charitable Trust or other substantive proof of the organization's operating status), **OR**;
 3. Are Ohio universities and colleges.
- B. Identify the specific region (Northwest, Northeast, North Central, Central, Southwest or Southeast) their organization will serve (See **Appendix A, Map of Designated Training Regions**);
- C. Demonstrate (in a detailed description) at least (3) three years of experience working in the capacity building field along with a letter of reference from two separate clients;
- D. Provide documentation of the organization's capacity and experience to handle federally funded programs. The documentation must demonstrate the organization's financial ability to operate on a reimbursement basis; and,
- E. Identify and assign a Program Director with a minimum of two (2) years of experience in community outreach/development/organizing activities in the applicant's respective/proposed region –AND- a degree from an accredited college/university; and,
- F. Designate a Program Trainer with a minimum of two years of training experience (Note: One qualified person may be offered in the Application to fill both roles of Program Director and Program Trainer.).

Applicants that do not meet all the above experience and qualifications will be disqualified from further consideration for grant award.

2.2 Staff Experience and Capabilities

The applicant must demonstrate significant expertise by assigning staff with experience working with non-profit organizations to key leadership roles for this project. Key positions will require profiles and resumes. The applicant must, at minimum:

- A. Identify, by position and by name, those staff considered key to the project's success. Key staff must include, at minimum, a:
 1. Program Director;
 2. Program Trainer [Program Trainer may serve as Program Director]; and,
 3. At least one support staff person.

In addition, the applicant must demonstrate that any other program staff member(s) assigned to this project have had experience working with non-profit organizations.

- B. Provide a detailed narrative description of any relevant education, training, and/or demonstrated experience the identified staff members have had providing training to adults. The narrative description may include, but is not limited to, information about relevant classes and certifications; presentation skills and techniques; understanding of learning styles; proficiency with relevant equipment; organizational skills; and proficiency in the management, design, delivery and evaluation of training; and,

C. Include resumes of all key staff expected to work on the project.

Note: Subcontractors may not be used to fill any **key** staff positions. The only instance in which subcontractors may be used by OTTP training partners is in the delivery of parts of the curriculum, such as grant writing, where a particular expertise may be required. Subcontractors may be used to deliver no more than two of the seven core competencies each quarter, and the total expenditure for subcontractors cannot exceed \$4,000 of the total budget per quarter. All subcontractors must be approved by GOFBCI project manager prior the delivery of said trainings.

SECTION III. SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES

3.1 Scope of Work

GOFBCI will recruit a training organization in each of the six designated regions of the state. Each region consists of several contiguous Ohio counties (See **Appendix A, Map of Designated Training Regions**). The six selected organizations must demonstrate meaningful training and leadership ability to fulfill the role of the regional training partner. The selected applicants (OTTP regional partners) will provide the following services:

- A. During the first quarter of operation of the OTTP project, the selected applicants will:
1. Attend and participate in the statewide orientation event organized by GOFBCI to kick off the initiative and receive training and assistance from GOFBCI;
 2. Organize and host a regional kick-off event, similar to the statewide kick-off event organized by GOFBCI, which will serve to introduce the OTTP project in the training partners' respective regions;
 3. Identify training site(s), such as a community public meeting place, by name and location, and, following approval of the site by the GOFBCI Grant Manager, secure the site(s) for all training meetings. Sites must appropriately accommodate up to 60 FBCO participants for each of the OTTP trainings;
 4. Develop a schedule and work plan that delivers the seven core competencies for capacity building using the curriculum provided (See **Appendix C, Sample Training Curricula Outline**). Each of the seven core competencies will be delivered once during each of three quarters for a total of 21 training sessions in each region. Each training session will provide one full day of training and will be provided at no charge to the participating FBCOs;
 5. Develop a work plan that identifies the necessary infrastructure, furniture, equipment, physical set up, and design for each training site. Secure the items necessary to be able to appropriately accommodate the expected number of organizations for the OTTP trainings;
 6. Identify and purchase necessary supplies (not food) so the sites will be able to appropriately accommodate the expected number of organizations for the OTTP trainings;
 7. Develop a marketing plan, with the help of GOFBCI and to be approved by GOFBCI, by:
 - a. Collecting the names and contact information of FBCOs in the regional service areas;

- b. Contacting and developing relationships with non-profit organizations in order to identify effective ways to inform eligible organizations about the training sites and capacity building programs in their respective communities;
 - c. Creating and distributing marketing materials, including but not limited to, newsletter articles, fliers, posters, and mailed postcards in areas including neighborhoods, local schools, churches, community centers, grocery stores, and other appropriate locations; and,
 - d. Making in-person presentations about the training sites and capacity building programs during appropriate community events.
 8. Attend mandatory monthly GOFBCI meetings at location(s) to be determined by GOFBCI. The meetings will provide information on budget planning, community collaboration, publicity and marketing strategies, attendance retention strategies, record-keeping, and ways to obtain corporate and foundation funding; and,
 9. Provide monthly reports which include, at minimum, the completed GOFBCI report form (**included as Appendix E**) and a narrative description of orientation, marketing, and training activities; and a quarterly report using the GOFBCI report forms and a narrative summary of activities including the kick-off and other meetings and the assistance provided by GOFBCI. These reports will help GOFBCI monitor the project.
- B. During the final three quarters of operation of the OTTP Project:
 1. Deliver each of the seven core competencies once during each of three quarters for a total of 21 training sessions in the training partner's respective region. Each training session will provide one full day of training and will be provided at no charge to the participating FBCOs.
 2. Provide monthly and quarterly reports regarding the training sessions and meetings using the GOFBCI report form (**included as Appendix E**). These reports will help GOFBCI monitor the project and determine the impact of this grant. The selected applicants will be required to:
 - a. Collect information and maintain records including the names and contact information for all FBCO organizations identified and the names and contact information of individuals and organizations at each training session delivered by the organization. The number of individuals and organizations participating in the OTTP training will be recorded for each training session on a monthly and quarterly basis.
 - b. Conduct a survey of the participating organizations at each training session delivered by the organization to collect information that shall include, but is not limited to:
 - 1). Reflections on GOFBCI trainings and training strategies implemented during the program;
 - 2). Overall curriculum reflection;
 - 3). Site preparedness regarding the ability to accommodate the expected number of organizations at the site;
 - 4). Any relevant suggestions from participants on ways to improve trainings; and,
 - 5). Requests for one-on-one technical assistance.
 3. Continue to market the training programs and identify and recruit FBCOs by:

- a. Collecting the names and contact information of FBCOs in the regional service areas;
 - b. Contacting and developing relationships with non-profit organizations in order to identify effective ways to inform eligible organizations about the training sites and capacity building programs in their respective communities;
 - c. Creating and distributing marketing materials, including but not limited to, newsletter articles, fliers, posters, mailed postcards in areas including neighborhoods, local schools, churches, community centers, grocery stores, and other appropriate locations; and
 - d. Making in-person presentations about the training sites and capacity building programs during appropriate community events.
4. Based on requests from participating FBCOs, provide one-on-one technical assistance in two-hour increments to an estimated 15% of the FBCOs participating in their respective region. The one-on-one technical assistance will be provided at no charge to the requesting FBCO. The one-on-one technical assistance may include helping the organization to review and improve existing IDPs or to develop their IDP (a sample IDP is included as **Appendix D** of this RFGA). The IDP will help each organization – as well as the regional partners – to evaluate the capacity of the participating FBCOs in order to establish benchmarks for growth in the areas of funding, collaboration, volunteers, and number of people served.
 5. Organize and host a recognition ceremony for participants in their region. Representatives of the FBCOs will receive certificates of participation for each of the core competencies they complete. An example of a certificate of participation is included for this RFGA as **Appendix B**.
 6. Provide a final report which includes, at minimum, the completed GOFBCI report form (**included as Appendix E**) and a narrative description of orientation, marketing, record-keeping, and training activities including the kick-off, training sessions, other meetings, and the assistance provided by GOFBCI. These reports will help GOFBCI monitor the project.

3.2 Administrative Structures

Applicants are to include, at minimum, the following administrative structures for the training project. The applicant shall:

- A. Provide a status reporting procedure for reporting work completed and a statement affirming that the applicant shall agree to adhere to GOFBCI reporting standards and timelines;
- B. Provide a current organizational chart (including any subcontractors) and specify the key management and administrative personnel who will be assigned to this project; and
- C. Provide a timeline for each component of the scope of work and the project overall including the staff hours for personnel involved. Include a Table of Organization (including any subcontractors) and a chart showing the number of hours devoted to the project by applicant or sub-contractor staff. The applicant must provide the percentage of time each key management person will devote to the project.

3.3 Specifications of Deliverables

The contracted services shall include, but may not be limited to, the following areas:

- A. Conducting all seven core competency trainings (utilizing the training curricula outline provided as **Appendix C** to this RFGA) per quarter for a total of three quarters, starting October 1, 2008 to June 30, 2009 for the applicants approved training region(s) [See **Appendix A** for regional designations];
- B. Following an FBCO's request, provide one-on-one technical assistance in two-hour increments. The technical assistance may include help in reviewing and improving existing IDPs or in developing organizations' IDPs (A sample IDP is included as **Appendix D** of this RFGA). Each training partner will provide one-on-one technical assistance to (an estimated) 15% of the FBCOs participating in their respective region;
- C. Providing feedback to GOFBCI staff regarding attendance, engagement, and outreach efforts in their particular region of the State of Ohio;
- D. Creating and implementing publicity and marketing strategies to publicize the trainings and enrichment programs;
- E. Attending mandatory monthly meetings with GOFBCI at locations specified by GOFBCI;
- F. Provide reports which include, at minimum, monthly and quarterly reports using the tracking reports provided by GOFBCI (See **Appendix E** for document sample) and the requested narrative summaries; and,
- G. Provide a final report which includes, at minimum, the completed GOFBCI report form (**included as Appendix E**) and a narrative description of orientation, marketing, and training activities including the kick-off, training sessions, other meetings, and the assistance provided by GOFBCI. These reports will help GOFBCI monitor the project.

3.4 Selected Applicant Compensation Structure

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. Once the grant agreements are signed, the selected grantees shall expend their own funds to provide services to participating FBCOs and shall submit proper documentation in order to receive reimbursement for approved expenditures (as specified in the applicant's Project Budget Form—provided as **Attachment F**).

TANF funding of up to \$25,000 per quarter will be available to each of the selected regional training partners on a reimbursement basis. Project budgets **must not** exceed \$25,000 per quarter. Project budgets which exceed the \$25,000 per quarter limit **shall be** disqualified from further consideration of a grant award.

Selected applicants will be compensated by reimbursement on a monthly basis. The selected applicants will send GOFBCI a record of their expenses on the GOFBCI invoice document (See **Appendix F** for sample invoice) by the first Friday of each month. All invoices are subject to examination and nonpayment if expenses do not fill the specific needs of the project and/or fit into the agreed budget.

SECTION IV. CONDITIONS AND OTHER REQUIREMENTS

Through this section of the RFGA, ODJFS notifies applicants seeking award of a contract of certain conditions and requirements which may affect their eligibility or willingness to participate in any procurement (RFGA,

RLB, etc.) process; or their eligibility to be awarded a contract; and of requirements that would be in effect should they be awarded an agreement.

4.1 State Contracts

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

4.2 Interview

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

4.3 Start Work Date

The selected 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 Proposal Costs

Costs incurred in the preparation of this proposal are to be borne by the applicant, and ODJFS will not contribute in any way to the costs of the preparation. Any costs associated with interviews will be borne by the applicant and will not be ODJFS' responsibility (see Section 4.2, above).

4.5 Contractual Requirements

- A. Any contract resulting from the issuance of this RFGA is subject to the terms and conditions as provided in the model grant, which is included as **Attachment D.** of this RFGA;
- B. Many of the terms and conditions contained in the model grant (See **Attachment D.**) are required by state and federal law; however, the applicant may propose changes to the model contract 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 contract are contingent upon the availability of state and federal funds;
- D. All aspects of the contract 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 contract, and may result in legal action;

- F. As a condition of receiving a contract 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 contract with ODJFS, a applicant agrees that all necessary insurance is in effect; and
- H. The selected grantee shall be required to comply with prevailing wage standards, as established in ORC 4115.03 to 4115.16.

4.6 Travel Reimbursement

Travel should be folded into the overhead, per diem, the hourly rates, or budget categories and not to be listed separately.

4.7 Subcontractor Identification and Participation Information

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 in 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 no more than two of the seven core competencies each quarter, and the total expenditure for subcontractors cannot exceed \$4,000 of the total budget per quarter. 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 no more than two of the seven core competencies each quarter, at a total cost not to exceed \$4,000 of the total budget per quarter, 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 4.7 and 5.2 B., 1., of this RFGA.

4.8 Public Release of Records

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

4.9 Confidentiality

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

4.10 Key Personnel

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

4.11 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 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 contract or refusal by ODJFS to enter into a contract; and
- D. ODJFS employees and grantees who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the ORC may be prosecuted for criminal violations.

4.12 Health Insurance Portability & Accessibility Act (HIPAA) Requirements

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

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

4.13 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.

4.14 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.

4.15 Contractual Requirements and Prevailing Wage Requirements

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

4.16 Unresolved Findings for Recovery (R.C. 9.24)

ORC Section 9.24 prohibits ODJFS from awarding a contract 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 contract 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.

4.17 Mandatory Contract Performance Disclosure

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

4.18 Mandatory Disclosures of Governmental Investigations

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

4.19 Applicant Selection Restriction

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

4.20 Declaration of Material Assistance Requirements

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

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

SECTION V. PROPOSAL FORMAT & SUBMISSION

5.1 Proposal Submission Information

ODJFS requires proposal submissions in both paper and electronic format. The proposal must be prepared and submitted in accordance with instructions found in this Section. The proposal submission must be comprised of:

- **five paper copies (one signed original and four copies) and one CD-ROM copy of the Application (including Project Budget, and other required components of the Application).**

Applicants are to label their submission package as follows: **"APPLICATION ENCLOSED FOR OTTP SERVICES, RFGA#: R-89-01-0902 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 applications 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 **June 2, 2008**. Faxes or e-mailed submissions will not be accepted. **Proposals must be addressed to:**

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

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

All proposal submissions must be received, complete, at the above address, via mail or hand delivery by the above date and time. Materials received separately from 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 31st Floor. All proposals received on the due date by the Office of Contracts & Acquisitions, on the 31st Floor of the Rhodes Tower. **ODJFS is not responsible for any proposals delivered to any address other than the address provided above.**

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

5.2 Format for Organization of the 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 Applicant Information and Certifications 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 Experience & Qualifications
Sub-Tab 2a. Mandatory Applicant Qualifications
Sub-Tab 2b. Staff Experience and Capabilities

Tab 3 Administrative Structures

Tab 4 Project Budget

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

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

B. Technical Proposal Details

The 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.
Signed Original ODJFS Grant Agreement

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

Proposal Tab 1. Applicants who fail to provide all information and certifications as described in **Attachment A**. in their Proposal Tab 1 risk disqualification.

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

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

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

Applicants must provide one signed original grant agreement signature page (provided in **Attachment D** of this RFGA) in their grant application. This will expedite ODJFS' preparation of the resulting grant agreements. (*Only sign the signature page in **BLUE INK** and return it with your application. Please do not enter in any other information onto the document.*)

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

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

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

The applicant must include information on the mandatory experience of the applicant, as described in **Section 2.1**, 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 2.1 of the RFGA.

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

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 2.2**, of this RFGA.

3. (Tab 3)**Administrative Structures**

This section should describe in detail (in the order as outlined) the applicant's administrative structures as specified in Section 3.2, Administrative Structures 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 3.1 Scope of Work for SFY 2009 (July 1, 2008 through June 30, 2009), SFY 2010 (July 1, 2009 through June 30, 2010) and SFY 2011 (July 1, 2010 through June 30, 2011).

TANF funding of up to \$25,000 per quarter will be available to each of the regional training partners on a reimbursement basis. Project budgets **must not** exceed \$25,000 per quarter. Project budgets which exceed the \$25,000 per quarter limit **shall be** disqualified from further consideration of a grant award. Subcontractors may be used to deliver no more than two of the seven core competencies each quarter, and the total expenditure for subcontractors cannot exceed \$4,000 of the total budget per quarter. In the Project Budget, applicants are to provide individual costs for first quarter deliverables (Sec. 3.1 A2-A9.) for each SFY as listed in the Project Budget Form. For second, third and fourth quarter deliverables, applicants are to provide their all-inclusive cost for all deliverables (Sec. 3.1 B1-B6.) performed for each respective quarter rolled into (and displayed as) one cost.

It is the expectation of GOFBCI that budgets for the possible renewal periods of SFYs 10 and/or 11 will reflect lower charges for deliverables related to early program development, as those costs must be encountered in SFY 09.

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 1.10, Time Frames, Funding Source and Availability, of this RFGA.

In calculating their total proposed budget, applicants must consider cost resulting from each deliverable listed in Section 3.1 of this RFGA, as well as all program costs, primary

and incidental, necessary to complete all program activities (whether explicitly identified by ODJFS in this RFGA or not).

SECTION VI. CRITERIA FOR PROPOSAL EVALUATION & SELECTION

6.1 Scoring of Proposals

ODJFS will contract with applicants that best demonstrate the ability to meet requirements as specified in this RFGA. Applicants submitting a response will be evaluated based on the capacity and experience demonstrated in their Technical and Project Budget. All proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from the 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, 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:

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. Did the applicant submit five (5) paper copies (one original and four copies) and one CD-ROM copy of their grant application (proposal)?
3. Does the applicant's proposal include all required affirmative statements and certifications, signed by the applicant's responsible representative, as described in **Attachments A., and C.** to the RFGA?
4. According to those certifications, does the applicant affirmatively indicate that it is not on the federal debarment list; that there are no unfair labor findings against it; and it is not in violation of ORC Section 9.24, and therefore may enter into an agreement with ODJFS?
5. Does ODJFS' review of the Auditor of State website verify that the applicant is not excluded from entering into an agreement with ODJFS by ORC Section 9.24 for an unresolved finding for recovery (*i.e.*, the proposal of any applicant whose name appears on the Auditor's website as having an unresolved finding for recovery will be eliminated from further consideration.)?

6. Has the applicant has demonstrated that they are:
 - A. an Ohio 501(c)(3) nonprofit organization, including FBCOs (applicants will be required to provide a photocopy of their valid 501(c)(3) designations, **OR**;
 - B. a charitable foundation that is registered with the Ohio Attorney General under the 3.3 Charitable Trust Act (applicants will be required to provide a photocopy of their registration as a Charitable Trust or other substantive proof of the organization's operating status), **OR**;
 - C. an Ohio university or college?
7. Has the applicant demonstrated at least (3) three years of experience working in the capacity building field in a detailed description along with a letter of reference from two separate clients?
8. Has the applicant provided documentation of the organization's capacity and experience to handle federally funded programs [The documentation included must demonstrate the organization's financial ability to operate on a reimbursement basis.]?
9. Has the applicant identified a specific region (Northwest, Northeast, North Central, Central, Southwest or Southeast) their organization will serve (See **Appendix A, Map of Designated Training Regions**) –**AND**- has identified and assigned a Program Director with a minimum of two (2) years of experience in community outreach/development/organizing activities in the applicant's respective/proposed region –**AND**- a degree from an accredited college/university?
10. Has the applicant designated a Program Trainer with a minimum of two years of training experience (Note: One qualified person may be offered in the Application to fill both roles of Program Director and Program Trainer.)?

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

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

A maximum of **414** points will be awarded for the Technical Proposal. A technical proposal must achieve a total of at least **324** points (a score which represents that the applicant can successfully perform the resulting contractual duties) out of the possible **414** points to qualify for continued consideration. Any proposal which does not meet the minimum required technical proposal points will be disqualified from any further consideration and its project budget will not be considered.

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

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

Technical Performance Scoring Definitions:

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

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

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

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

IMPORTANT: Before submitting a proposal to ODJFS in response to this RFGA, applicants are strongly encouraged to use the Technical Proposal Score Sheet (**Attachment E.**) and the above technical performance scoring information to review their proposals for completeness, compliance and quality. 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 \$25,000 per quarter. Project budgets which exceed the \$25,000 per quarter limit **shall be** disqualified from further consideration of a grant award.

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

6.2 Review Process Caveats

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

ODJFS reserves the right to request clarifications from applicants to any information in their Technical and/or Project Budgets/forms, and may request such clarification as it deems necessary at any point in the proposal review process. Any such requests for proposal clarification when initiated by ODJFS, and applicants' verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 1.9 of this RFGA. Such communications are expressly permitted when initiated by ODJFS, but are at the sole discretion of ODJFS.

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

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

6.3 Final Applicant Recommendation

The PRT will recommend to the Director of ODJFS the technically qualified applicant offering the proposal most advantageous to ODJFS, as determined by the processes and requirements established in this RFGA.

SECTION VII. PROTEST PROCEDURE

7.1 Protests

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

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFGA. The protest shall be in writing and shall contain the following information:
 1. The name, address, and telephone number of the protestor;
 2. The name and number of the RFGA being protested;
 3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 4. A request for a ruling by ODJFS;
 5. A statement as to the form of relief requested from ODJFS; and
 6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.

- B. A timely protest shall be considered by ODJFS, if it is received by ODJFS' Office of Legal Services, within the following periods:
1. A protest based on alleged improprieties in the issuance of the RFGA or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. the closing date for receipt of proposals, as specified in Section 1.6, Anticipated Procurement Time Table, of this RFGA.
 2. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 p.m. of the eighth (8th) calendar day after the issuance of the Letter of Intent to Award the contract.
- 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 contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODJFS determines that a delay will severely disadvantage the Department. The applicant(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- F. ODJFS' Office of Legal Services shall issue written decisions on all timely protests and shall notify any applicant who filed an untimely protest as to whether or not the protest will be considered.

7.2 Caveats

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

SECTION VIII. ATTACHMENTS AND THEIR USES

- A. **Required Applicant Information and Certifications** (*To be completed & included in proposal packet as specified in Sec. 5.2, B., 1.*)
- B. **Request for Taxpayer Identification Number (W-9) Form** (*To be completed & included in proposal packet as specified in Sec. 5.2, B., 1.*)
- C. **Declaration of Material Assistance Form** (*To be completed & included in proposal packet as specified in Sec. 5.2, B., 1.*)

- D. ODJFS Model Grant Agreement** (*Only sign the signature page in **BLUE INK** and return it with your application. Please do not enter in any other information onto the document.*)
- E. Technical Proposal Score Sheet** (*For applicant self-evaluation purposes...do not submit*)
- F. Project Budget Form** (*To be completed & included in cost proposal packet as specified in Sec. 5.2, B., 4.*)

SECTION IX. APPENDICES AND THEIR USES

- A. Map of Designated Training Regions**
- B. Example - Certificate of Participation**
- C. Sample Training Curricula Outline**
- D. Sample Individual Development Plan (IDP)**
- E. Sample Report Form with Tracking Template**
- F. Sample Invoice**

Thank you for your interest in this project.