



The Ohio Department of Job & Family Services
REQUEST FOR GRANT APPLICATION
Ohio Children's Trust Fund (OCTF): Community-Based Child Abuse Prevention Project
RFGA#: R-89-01-8013

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The Ohio Department of Job and Family Services

Request for Grant Applications (RFGA)

R-89-01-8013

Ohio Children's Trust Fund (OCTF): Community-Based Child Abuse Prevention Project

SECTION I. GENERAL PURPOSE & APPLICANT INFORMATION

1.1 Purpose

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Grant Applications (RFGA) on behalf of the Ohio Children's Trust Fund (OCTF) for the purpose of obtaining qualified Ohio organizations to develop and implement new community-based programs or expand existing community-based programs based upon the Incredible Years (IY) Program. Interested applicants must propose IY programs which are designed to strengthen and support families in order to prevent child abuse and neglect.

Through this RFGA, ODJFS and OCTF (collectively, the State) intend to award funding to qualified Ohio public (county agencies) or private non-profit (including non-profit civic organizations and community coalition groups) organizations to provide IY programs. Applicants which are Ohio public governmental agencies (e.g., CDJFS, PCSAs, etc.) as defined by Ohio Revised Code (ORC) Section 307.981 are also eligible to apply. Entities already employing the IY program with funding from other sources are eligible to apply for the OCTF grant for the expansion of the existing IY program. The programs selected through this competitive process must demonstrate innovative and effective approaches that strengthen and support families and prevent child abuse and neglect. All program services must benefit Ohio children and families.

Unless the proposal is submitted by an Ohio public governmental agency, applicant organizations must be recognized as tax-exempt under Section 501(c)3 of the Internal Revenue Code. All proposals submitted by private non-profit (including non-profit civic organizations and community coalition groups) organizations must include a copy of the applicant organization's current and valid non-profit Ohio 501(c)3 tax status determination letter from the Internal Revenue Service (IRS) in order to be eligible for consideration for funding under this project. A sample 501(c)3 tax status determination letter has been provided as **Appendix A** for applicant reference.

Applicants may opt to propose more than one (two in total) IY program (allowable combinations may include: a new IY Program and an expanded IY Program, two new IY programs, or two expanded IY programs). If an applicant opts to do so, they may submit one application packet containing both proposals. Applicants must clearly separate proposed programs and corresponding budgets in their single proposal submission and follow required labeling and formatting instructions.

All communications regarding this RFGA are to take place in the open forum as provided for in Section 1.9 (Internet Question and Answer Period; RFGA Clarification Opportunity).

1.2 Issuing Office

This RFGA is released by and the subsequent grant agreement(s) will be with ODJFS. State level supervision of all selected applicants' activities will be performed by OCTF, whose mission it is to provide leadership in identifying and supporting effective programs to prevent child abuse and neglect.

If interested applicants have a need to communicate regarding this RFGA, they must contact **ODJFS** using one of the mechanisms provided for in **Sections 1.9, Internet Question and Answer Period/RFGA Clarification Opportunity, or 1.11, Communication Prohibitions**, of this RFGA. Applicants are cautioned that communication attempts which do not comply with these instructions will not be answered. The State will not consider any proposals submitted to any address other than the one provided in Section 4.1 of this RFGA. Applicant proposals must be submitted to ODJFS in strict accordance with proposal submission instructions provided in **Section 4.1, Proposal Submission Information**.

1.3 Using this RFGA and Instructions to Develop and Submit an Application

In key sections of this RFGA, markers such as, "PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS" and "PROPOSAL SCORING NOTE" will identify for potential applicants some instructions on developing necessary components of their proposal and specific instructions of where such information, documents, etc., must be placed within it before submitting it to ODJFS. It is essential that interested applicants follow those directions carefully in order to demonstrate their qualifications and program preparedness, as those things will be scored by the State in accordance with the Technical Proposal Score Sheet (provided for reference purposes as **Attachment E** to this RFGA). Each proposal's score will be the critical measure used by the State in its decisions of which proposals are to be granted an award of funds.

1.4 Background

In 1984, the Ohio General Assembly enacted legislation creating OCTF as the only state dedicated public funding mechanism for primary and secondary child abuse and neglect prevention. ODJFS, which houses OCTF, serves as the fiscal agent for OCTF. Primary prevention includes strategies designed to prevent or reduce the prevalence of child abuse and child neglect before signs of abuse or neglect can be observed. Secondary prevention targets a specific population identified as having risk factors for child abuse and neglect.

The purpose of the Community-Based Child Abuse Prevention (CBCAP) [under Title II of the Child Abuse Prevention and Treatment Act, reauthorized in June 2003] program is to support community-based efforts to develop, operate, expand, and enhance initiatives aimed at the prevention of child abuse and neglect; to support networks of coordinated resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect; and to foster understanding, appreciation, and knowledge of diverse populations in order to be effective in preventing and treating child abuse and neglect. A strong emphasis is placed on demonstrating a meaningful commitment to parent leadership including parents of children with disabilities and parents with disabilities as defined in Section 209 of the Child Abuse Prevention and Treatment Act, racial and ethnic minorities, and members of other underrepresented or underserved groups. Parent leadership includes, but is not limited to, parents playing an active role in the administration of programs, program development, and program oversight.

The Public Children Services Association of Ohio (PCSAO) reports that in 2005 there were 93,251 reported cases of child abuse in Ohio. This includes 23,449 reported cases of physical abuse, 13,728 reported cases of sexual abuse, and 34,436 reported cases of neglect. This data demonstrates the need for a statewide program that focuses on enhancing protective factors in children and on strengthening families.

1.5 Overview of the Project

The selected applicants will be required to develop and implement new IY programs (not currently available in their community) or expand existing IY programs which are designed to strengthen and support families in order to prevent child abuse and neglect. IY is widely recognized as an evidence-based program, effective in enhancing child protective factors and developing positive relationships between parents and child. Specifically, the parent training program and child social skills training program using the IY curriculum reduces children's aggressive and disruptive behavior, increases pro-social behavior, reduces the amount parents rely on spanking and other corporal punishment, and is shown to reduce parents' overall stress. Interested applicants may refer to Section 1.10, Applicants' Library for Internet resource(s) on this program.

1.6 Objectives of the Project

Through funding to be awarded through this RFGA process, the State seeks to support programs that provide either only primary or primary and secondary prevention services. Proposed IY programs must not only consist of secondary prevention services. Primary prevention is defined as services and programs that promote the general welfare of all children and families before abuse or neglect occurs. Primary prevention programs are accessible to everyone in the community or target populations at risk for abuse and neglect. Secondary prevention programs are activities and services that are provided to a specific population identified as having risk factors for child abuse and child neglect and are designed to intervene at the earliest warning signs of child abuse or child neglect, or whenever a child can be identified as being at risk of abuse or neglect.

Interested applicants must propose effective IY programs which, at minimum, meet all the following CBCAP program objectives:

- A. Support community-based efforts to develop, operate, expand, and enhance initiatives aimed at the prevention of child abuse and neglect;
- B. Support networks of coordinated resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect;
- C. Foster understanding, appreciation, and knowledge of diverse populations in order to be effective in preventing and treating child abuse and neglect;
- D. Demonstrate a meaningful commitment to parent leadership including those parents of children with disabilities, parents with disabilities, racial and ethnic minorities, and members of other underrepresented or underserved groups. Parent leadership includes, but is not limited to, parents playing an active role in the administration of programs, program development, and program oversight;

- E. Are part of a community-wide plan to develop or improve upon existing prevention systems; **AND**,
- F. Utilize the experience and input from parent participants in all phases of developing the program.

1.7 **Project Target Population**

Proposed applicant programs must maximize the participation of at-risk children, parents, racial and ethnic minorities, children and adults with disabilities and members of other underserved or underrepresented groups.

1.8 **Anticipated Procurement Timetable**

DATE	EVENT/ACTIVITY
3/9/09	ODJFS Releases RFGA to Potential Applicants on ODJFS Web Site; Q&A Period Opens - RFGA becomes active - Applicants may submit inquiries for RFGA clarification
3/23/09	Applicant Q&A Period Closes, 10:00 a.m. (for inquiries for RFGA Clarification) -No further inquiries for RFGA clarification will be accepted
4/8/09	ODJFS provides Final Applicant Question & Answer Document (estimated)
4/23/09	Deadline for Applicants to Submit Proposals to ODJFS (3:00 p.m.) -This is the proposal opening date/beginning the process of proposal review
5/27/09	ODJFS Issues Grant Award Notification Letters (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
07/01/09	Implementation* (estimated—following notification of all contractual and funding approvals) - ODJFS grants are not valid and effective until the state Office of Budget and Management approves the purchase order.
06/30/11	Conclusion of the Initial Grant Period.
7/1/11-6/30/12 (SFY 12) 7/1/12-6/30/13 (SFY 13)	Planned Grant renewal periods: Continuing funding for the OCTF Program is expected for the period of SFYs 12 and 13— part or all. The State may at its sole discretion, opt to renew funding to some grantees selected through this RFGA. ONLY THOSE GRANTEES WHICH DEMONSTRATE SIGNIFICANT PROGRAMMATIC SUCCESS AND FULL ADMINISTRATIVE AND FISCAL RESPONSIBILITY WILL BE CONSIDERED FOR ANY POSSIBLE RENEWAL. Any such renewals will be contingent upon available funding, all necessary contractual and funding approvals, and the satisfactory performance of the grantee. Any possible renewal period is at the sole discretion of the State. Selected grantees must not assume any grant awards will be automatically renewed!

ODJFS reserves the right to revise this schedule in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations and after providing reasonable notice.

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

1.9 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 1.8, 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 [R89018013](#);**
- * **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 1.11, 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 1.12, Time Frames, Funding Source and Availability, for related information.

There is an established time period for the Applicant Q&A process (see Section 1.8, Anticipated Procurement Timetable, above). ODJFS will only answer those questions submitted within the stated time frame for submission of applicant questions, and which pertain to issues of RFGA clarity, and which are not requests for public information. ODJFS is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

* 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.

1.10 Applicants' Library

Interested applicants may refer to:

- OCTF's website at: <http://jfs.ohio.gov/octf/> for information regarding its mission, services provided, rules and policies, etc.; and,
- The Incredible Years website at: <http://www.incredibleyears.com/> for information regarding the program.

All communications regarding this RFGA are to take place in the open forum as provided for in Section 1.9 (Internet Question and Answer Period; RFGA Clarification Opportunity).

1.11 Communication Prohibitions

From the issuance date of this RFGA until grants are awarded, **there may be no communications concerning the RFGA** between any applicant that expects to submit a proposal and any employee of ODJFS/OCTF in the issuing office, or any other ODJFS/OCTF employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RFGA or

the selection of the grantee. **Attempts at prohibited communications may result in complete disqualification of the applicant organization.**

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 1.9, RFGA Clarification Opportunity;
2. As necessary in any pre-existing or on-going business relationship between ODJFS and any applicant that could submit a proposal in response to this RFGA;
3. As part of any applicant interview process or proposal clarification process initiated by ODJFS, which ODJFS deems necessary in order to make a final selection;
4. If it becomes necessary to revise any part of this RFGA, ODJFS will post those revisions, amendments, etc., to the website dedicated to this RFGA;* and
5. Any Public Records Request (PRR) made through the ODJFS Office of Contracts & Acquisitions.

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

All communications regarding this RFGA are to take place in the open forums as provided for in Section 1.9. No personal inquiries or phone calls for RFGA clarification will be accepted.

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

1.12 Time Frames, Funding Source and Availability

The State is seeking to enter into agreements with qualified grantees for the period of (approximately) July 1, 2009 through June 30, 2011. The State will only award up to **\$20,000 total** per selected grantee (per SFY), **not per** IY Program. The funding amounts awarded will be for the entire grant term, from project implementation through June 30, 2011; applicants' proposals must provide project budgets explaining project costs, and must specify the portion of the award requested for SFYs 2010 and 2011 as well as the potential renewal periods for SFY 2012 (July 1, 2011 through June 30, 2012) and SFY 2013 (July 1, 2012 through June 30, 2013).

The State has applied for a CBCAP grant for the implementation of new or expanded community-based IY programs. Once the federal grant has been secured, OCTF plans to award approximately \$740,000 to selected applicants for the implementation of IY programs. The Trust Fund anticipates awarding up to 37 grants, contingent upon securing funding and the applications received. **Applicants which submit budgets requesting funds in excess of \$20,000 (either for a single proposed**

program or in total for more than one program) will be disqualified from any resulting grant award.

Planned grant renewal periods: **In the event further funding for the CBCAP Program becomes available for the periods of SFYs 2012 and 2013 (i.e., July 1, 2011 through June 30, 2013) – part or all – the State may at its sole discretion, opt to renew funding to some grantees selected through this RFGA. ONLY THOSE GRANTEES WHICH DEMONSTRATE SIGNIFICANT PROGRAMMATIC SUCCESS AND FULL ADMINISTRATIVE AND FISCAL RESPONSIBILITY WILL BE CONSIDERED FOR ANY POSSIBLE RENEWAL. Any such renewals will be contingent upon** available funding, all necessary contractual and funding approvals, **and** the satisfactory performance of the grantee. Any possible renewal period is at the sole discretion of the State. Selected grantees must not assume their projects will be eligible for an automatic review.

There are references in this RFGA to the application due date. Prospective applicants must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, Ohio local time) that the applications are due. Proposals not received by the deadline due to mail delays or security screening will not be evaluated. It is the responsibility of the Prospective Applicant to ensure the proposal is received prior to 3:00 P.M., on **Thursday, April 23, 2009**. Applications received after **3:00 P.M.** on the due date **will not** be evaluated. There is only one location for receipt of proposals (as stated in Section 4.1) and any misdirected proposals will not be considered.

SECTION II. APPLICANT EXPERIENCE AND QUALIFICATIONS

ODJFS will only consider awarding funds to organizations qualified to perform the work effectively and that will be accountable for programmatic outcomes and for proper expenditure of funds. In order to demonstrate to the State that an applicant is properly qualified and prepared, proposals must address all the following qualifications and provide documentation as specified.

2.1 Mandatory Applicant Qualifications

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

- A. The applicant's proposal must be received by the deadline as specified in the RFGA;
- B. The applicant must submit five (5) paper copies (one original and four copies) and one CD-ROM copy of the Application (including all components of the Application);
- C. The applicant's proposal must include all required affirmative statements and certifications, signed by the applicant's responsible representative, as described in **Attachments A., and C.** to the RFGA;
- D. According to those certifications, the applicant must 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;

- E. The applicant must not be excluded (by the Auditor of State) 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.). Applicants will be required to provide an affirmation that it is not excluded (by the Auditor of State) from entering into an agreement with ODJFS by ORC Section 9.24 for an unresolved finding for recovery;
- F. ODJFS will only consider proposals from qualified applicants who are Ohio public governmental agencies (e.g., CDJFS, PCSAs, etc.) as defined by Ohio Revised Code (ORC) Section 307.981 or private non-profit (including non-profit civic organizations and community coalition groups) Ohio 501(c)3 organizations. All non-public governmental agency applicants must include a copy of their current and valid non-profit Ohio 501(c)3 IRS tax status determination letter with their grant proposals or their proposals will be disqualified;
- G. Applicants must provide an affirmation that, if awarded a grant(s), all paid and volunteer staff members under the resulting grant(s) shall undergo and pass a mandatory background check at no cost to the State; and,
- H. The applicant must submit a program budget requesting funds under or equal to the maximum allowable award of **\$20,000 total for any and all proposed IY program(s)**.

PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: Organizations are to include all documentation and other information to satisfy these requirements in **TAB 2.1** of their proposals.

PROPOSAL SCORING NOTE: Any applicant whose proposal does not satisfactorily demonstrate that the applicant organization meets **ALL** the above experience and qualification requirements will be disqualified from further consideration for grant award.

2.2 Staff Experience and Capabilities

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

- A. Identify, by position and by name (if possible to provide name), those staff the applicant considers key to the project's success. The grant applicant must, AT MINIMUM:
 - 1. Include resume(s) of key staff expected to work on the project along with job titles of key staff and any training and/or experience as it relates to this project;
 - 2. Identify and assign a Program Director for the applicant's proposed new or expanded IY Program who has at least two (2) years experience in delivering/directing child abuse and neglect prevention programs; and,

3. Whether the applicant is proposing a new or to expand an existing IY program, (i.e., adding an additional Parent's Group), the applicant is required to provide documentation that IY Group Leaders have attended an authorized Incredible Years Program Group Leader Training or provide a statement that the applicant will complete necessary training prior to contract execution. Applicants with two or more trained Group Leaders will be given preference over those with only one person trained to be a group leader. [Note: The specified Program Director may also serve as a Group Leader or other appropriately trained persons may serve as Group Leaders.]

Interested applicants may refer to Section 1.10 for more information on IY Program Group Leader Training [Note: The applicant will be responsible for all costs associated in participating in the IY Program Group Leader Training(s) nor will be compensated for attending any training(s). The State will not reimburse any grantee for a program instructed by a group leader who has not attended the required IY Group Leader Training for that program.].

Important: It is the affirmative responsibility of the vendor submitting a proposal to remove all personal confidential information (such as home addresses and social security numbers) of applicant's staff and/or of any subcontractor and subcontractor staff from resumes or any other part of the proposal package. Following submission to ODJFS, all proposals submitted become part of the public record. ODJFS reserves the right to disqualify any applicant whose proposal is found to contain such prohibited personal information.

PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: Organizations are to include all documentation and other information to satisfy these requirements in **TAB 2.2** of their proposals.

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

2.3 Organizational Experience and Capabilities

The applicant organization must, at minimum, demonstrate:

- A. The capacity to manage the scope of work (see Sec. 3.1) based on a description in the proposal of adequate facilities where the services will be provided—where the program will be administered;
- B. The capacity to manage the scope of work (see Sec. 3.1) based on a description in the proposal of adequate fiscal controls which include reconciliation of accounts, auditing procedures and the organization's financial resources;
- C. An appropriate management structure and staffing as documented in a current organizational chart/Table of Organization; a description of the key positions and the work each performs;

(NOTE: Public agency applicants are to address items B., and C. of this section by providing information on those divisions of the agency which will be involved in the administration of the proposed IY program, not necessarily the entire public agency organization.)

- D. The ability to work collaboratively, as documented by a description of its inclusion of “partners” and/or a plan that will utilize/participate with partners in program service delivery. The documentation must state the applicant’s plan to maintain, foster and sustain ongoing relationships with their partnership(s) and community organizations during the grant agreement period;
- E. A history of serving parents, children and families as documented in a detailed description of services provided in the past year and a brief evaluation from other child-serving organizations within that community of its performance, based on data provided from previous projects; and,
- F. Established ties to their community’s child-serving systems, such as the ADAMH/CMH Board.

PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: Organizations are to include all documentation and other information to satisfy these requirements in TAB 2.3 of their proposals.

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

SECTION III. PROJECT PLAN & SPECIFICATIONS OF PROJECT DELIVERABLES

3.1 Scope of Work

Applicants’ proposals must clearly present a meaningful plan for the work they propose to do. Proposals will be fully evaluated by a Proposal Review Team (PRT) for the purpose of determining which applicants’ proposals offer innovative and meaningful plans with meaningful outcomes and which address the key objectives included in this RFGA for the applicants’ specified target population.

Grant awards shall be used for the implementation of new or the expansion of existing IY projects as described in Sec. 1.1. Expansion of an IY program is defined as either: (1) increasing the number of IY group(s) to be provided; or, (2) expanding the program by offering an additional IY curriculum, such as adding a teacher or small group therapy program.

Applicants are encouraged to build their projects according to the most relevant objectives that would address the needs of the target populations in their respective community/service area. Applicants’ proposed projects must at least meet the key objectives delineated in Section 1.6 of this RFGA.

PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: Applicants’ scope of work shall be reflected in their responses to the specified requirements delineated in Sections 1.6 and 3.3 of this RFGA.

PROPOSAL SCORING NOTE: Applicant proposals will be evaluated on their proposals' scope of work by their work plans as specified in Section 3.3 and by their compliance with the objectives specified in Section 1.6 in this RFGA.

3.2 Number of Participants

Applicants must provide an estimation/goal of those that they shall serve via their proposed program(s). The State shall monitor and evaluate the selected applicants' programs based on their projected number of targeted participants to be served versus the actual number individuals participating in the program(s).

PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: Organizations are to include all descriptions, justification, and other information to satisfy this requirement in **TAB 3.2** of their proposals.

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

3.3 Administrative Structures—Proposed Work Plan

In addition to a detailed description of the proposed project plan/scope of work, as described in Section 3.1, above, applicant proposals must include, at minimum, the following administrative structures and technical approach for the proposed work plan. The applicant's proposal must:

- A. Identify and explain how the key objectives delineated in Section 1.6 of this RFGA will be met as a result of the proposed project and describe why those key objectives identified are appropriate for the regional target population. The applicant's key objectives, as well as how the progress of meeting those objectives (outcome measurement) will be measured, must be demonstrated by the applicant.
- B. Each applicant's proposed program must:
 1. Justify the need for an IY program in the intended service area by:
 - a. Describing the demographics of the proposed service region in terms of the number of parents and children who could potentially be served by the IY program. Indicators such as low income, poverty indexes, fathers without custody or limited contact or visitation with their children are examples of acceptable data that will justify the level of need in the proposed service area; and,
 - b. Clearly articulating the need within the community. Applicants must provide justification of the need based upon needs assessment(s) completed by local Family and Children First Council (FCFC) or data from the local public children's services agency (PCSA);
 - c. Outlining clear goals and activities to meet the need. Applicants must demonstrate how the proposed activities and programs will be sufficient in meeting the community's need(s);

- d. Clearly define program outcomes that will be used to guide program implementation and used in the program's evaluation;
2. As prescribed by the IY curriculum, pre- and post-assessments will be conducted. Funded IY grant applicants will be required to conduct pre- and post-assessments with program participants, including children enrolled in their programs, in an effort to ensure that program objectives are being met. Pre-assessments will be conducted when participants begin the program, and post-assessments will be administered at the completion of the program. Funded grantees will not be expected to track those participants who drop out during the program.
 3. Provide a detailed discussion as to how the implementation of the applicant's proposed program will address either primary or primary and secondary prevention (as defined in Section 1.6 of this RFGA) of child abuse and neglect;
 4. Present a clear and realistic timetable. Applicants must include a time-frame for implementing programs, delivering services, etc. Applicants are to refer to Section 1.8 for estimated date of grant awards and anticipated project implementation and completion;
 5. Describe the evaluation process. Applicants must specify what methodology and/or tool(s) they will use to evaluate the program's impact and outcomes;
 6. Provide a plan to meet reporting requirements for program and fiscal reports (as specified in Section 3.4 A. & B.);
 7. Provide a plan to engage parents, including fathers, as partners and leaders. Applicants must describe the plan or process that will be used to ensure parent participants are involved in the planning, implementation and evaluation of the program(s);
 8. Provide a plan to engage in outreach activities for special populations. Applicants must include a description of outreach activities that will be undertaken to maximize participation of underserved groups including ethnic minority parents; children and adults with disabilities. Parents with disabilities as defined in Section 209 of the Child Abuse Prevention and Treatment Act should be considered a target population for this outreach for all applicant programs;
 9. Provide a plan to promote events and activities that promote April as Child Abuse and Neglect Prevention Month. Applicants must include a description of the special activity/activities that will take place as part of recognition of April 2009 as Child Abuse and Neglect Prevention Month. This can include sharing information with IY program participants on the Child Abuse & Neglect Prevention month activities occurring at the local level throughout the community. The activities need not be sponsored by the applicant; and,

- C. Provide a status reporting procedure for reporting work completed and for resolution of unanticipated problems.

PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: Organizations are to include all descriptions, justification, and other information to satisfy these requirements in TAB 3.3 of their proposals.

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

3.4 Specifications of Deliverables

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

- A. Program Development and Implementation:**
Development and implementation of the proposed IY Program (or program expansion) as proposed and described, including all program descriptions, purpose, outreach, staffing, timelines, etc., in the applicant agency's in response to this RFGA;
- B. Program Report:**
Selected grantees will be required to document activities conducted during the grant award period. This shall include a semi-annual program report due by January 5, 2010 and an annual report due August 1, 2011 which, at minimum:
1. Provides an inventory and description of the services provided to families that meet identified community needs;
 2. Includes a description of the number of individuals and families served, noting and including families with children with disabilities, parents with disabilities as defined in Section 209 of the Child Abuse Prevention and Treatment Act, and the involvement of a diverse representation of families. The participant numbers should be included for all individuals who received direct preventative services. Parents and children with disabilities who received direct preventative services should be reported as a subset of the total number of individuals served;
 3. Includes a description of the outreach activities for special populations such as those known to be at-risk for abuse and neglect conducted during the reporting period;
 4. Describes activities undertaken to ensure parent leadership in the ongoing planning, implementation and evaluation of the program(s);
 5. Includes a description of the Child Abuse Prevention Month (April) activities conducted during the reporting period;
 6. Provides evaluation data on the outcomes of programs and activities. This should include the following:

- a. A demonstration of the high level of satisfaction among families served by the program; and,
- b. Evaluation data on the effectiveness of funded program(s).

C. **Fiscal Report**

The initial grant agreement period for this grant is anticipated to run from approximately July 1, 2009 through June 30, 2011. Grant recipients will be required to provide a progress report (semi-annual interval), detailing *financial expenditures*, as well as provide a final report due 30 days after the end of each SFY (on or before July 30, 2010 and July 30, 2011).

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

PROPOSAL SCORING NOTE: Not applicable to Section 3.4.

3.5 **Selected Applicant Compensation Structure**

Grantees will be compensated by reimbursement on a quarterly basis for actual allowable expenses incurred (See **Appendix B** for a non-exhaustive listing of allowable expenses). No funding advances will be made. Grantees will send ODJFS a record of each quarter's expenses on an invoice document (sample invoice provided as **Appendix C**) within ten business days of the close of each quarter of the grant's life. All invoices are subject to examination and nonpayment if expenses do not fill the specific needs of the project and/or fit into the agreed budget.

PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: This Section 3.5 is for informational purposes only; proposals DO NOT NEED TO INCLUDE ANY INFORMATION in response to this section. It describes the general compensation method that will be used under terms of the grant agreements for selected organizations.

PROPOSAL SCORING NOTE: Not applicable to Section 3.5.

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

SECTION IV. **PROPOSAL FORMAT & SUBMISSION**

4.1 **Proposal Submission Information**

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

- five (5) paper copies (**one signed original** and four copies) and one CD-ROM copy of the Application (including all components of the Application).

Applicants may opt to propose more than one (up to two) IY program. Allowable combinations may include: a new IY Program and an expanded IY Program, two new IY programs, or two expanded IY programs. If an applicant opts to do so, they may submit one application packet containing both proposals. Applicants must clearly separate proposed programs and corresponding budgets in their single proposal submission and follow required labeling and formatting instructions.

Therefore applicants are to label their submission package as follows: **“APPLICATION ENCLOSED FOR OCTF: COMMUNITY-BASED CHILD ABUSE PREVENTION PROJECT, RFGA#: R-89-01-8013 SUBMITTED BY [APPLICANT’S NAME HERE] for [INSERT “NEW IY PROGRAM” –AND/OR- “EXPANDED IY PROGRAM” HERE DEPENDING ON HOW MANY PROPOSALS ARE INCLUDED].”**

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 **Thursday, April 23, 2009**. Faxes or e-mailed submissions will not be accepted. **Proposals must be addressed to:**

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

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

All proposal submissions must be received, complete, at the above address, via mail or hand delivery by the above date and time. Materials received separately from a applicant’s proposal submission (e.g., letters of support, recommendations from past customers of the applicant’s services) will not be added to the proposal nor considered in the review and scoring process. 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.

4.2 Format for Organization of the Proposal

A. Overall Proposal Organization

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.

B. Technical Proposal Details

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

1. Tab 1 Contents:

Tab 1-A. Required Applicant Information & Certifications:

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

In the event that the applicant proposes the use of any subcontractors, information on the subcontractor(s) and letters of commitment as required by Sec. 5.5, Subcontractor Identification and Participation Information should also be provided in Tab 1.

Tab 1-B. Request for Taxpayer Identification Number (W-9) Form:

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.

Tab 1-C. Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Org:

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.

**2. Tab 2 Contents:
Applicant Experience & Qualifications**

In this section of the proposal, the applicant should include all information and documentation requested in Sections 2.1, 2.2, and 2.3 of this RFGA, such as a photocopy of the Ohio 501(c)3 IRS tax status determination letter (if applicable), and any required and/or supporting documentation, etc., in their respective sub-tabs.

**3. Tab 3 Contents:
The Proposed Project: Its Participants and Administrative Structures—Proposed Work Plan**

This section should describe in detail how the applicant's program complies with the required objectives as specified in Section 1.6, target population requirements specified in Sec. 1.7 as well as the description of participants (as specified in Sec. 3.2) and the applicant's proposed work plan (as specified in Section 3.3) in their respective sub-tabs.

**4. Tab 4 Contents:
The Project Budget**

Applicants **MUST** complete the Project Budget Form (**separate form required for each proposed program**), provided as **Attachment F.** to this RFGA according to instructions, sign it (blue ink), and submit it fully completed as specified in the RFGA. The Project Budget Form requires interested applicants to provide categorical and individual costs pertaining to their proposed program for the initial grant period of SFY 2010 (July 1, 2009 through June 30, 2010) through SFY 2011 (July 1, 2010 through June 30, 2011) and potential renewal periods for SFY 2012 (July 1, 2011 through June 30, 2012) and SFY 2013 (July 1, 2012 through June 30, 2013). **Applicants which submit budgets requesting funds in excess of \$20,000 (in total whether applicant has proposed one or more IY programs) will be disqualified from any consideration for a grant award.** [For example: An applicant may submit a budget for a new IY program for \$13,000 and propose expanding an existing IY program for \$7,000—the total can not exceed \$20,000.] The State reserves the right to fund one proposed IY program and not the other.

Provide detailed budget

The application must include a complete and detailed budget (See **Attachment F**), outlining all expenses related to the implementation and/or expansion of current

programming: this shall include administration, program oversight, training, marketing/outreach and materials, etc. All dollars must be used for community-based prevention focused programs and activities designed to strengthen and support families to prevent child abuse and neglect, and comply with all of the requirements and restrictions outlined in the RFGA.

Grants are to be used for the creation of new and/or expansion of existing IY programs. Expansion of an IY program is defined as either: (1) increasing the number of assistance groups to be served; or, (2) expanding the program by offering an additional IY curriculum, such as adding a teacher or small group therapy program. Allowable costs include, but are not limited to: compensation for group leaders and program materials (See **Appendix B** for a non-exhaustive list of allowable costs.).

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

Applicants are to only show expenses directly related to the proposal project (travel may be included but under certain restrictions) and include a budget narrative and justification which clearly display how approximate costs were determined. Budget and budget item descriptions MUST support the objectives outlined for the project as well as any and/or all of the grant applicant's proposed program activities. At the applicant's discretion, additional documentation may also be included with the completed **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 1.12, Time Frames, Funding Source and Availability, of this RFGA.

Food Purchase Prohibition

Governor's Executive Order 2007-09S restricts the use of public funds for food-related purchases. No portion of the grant award shall be used for the purchase of food or beverages.

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

SECTION V. CONDITIONS AND OTHER REQUIREMENTS

Through this section of the RFGA, ODJFS notifies applicants seeking award of a contract of certain conditions and requirements which may affect their eligibility or willingness to participate in any procurement (RFGA, RLB, etc.) process; or their eligibility to be awarded a grant agreement; and of requirements that would be in effect, should they be awarded an agreement. This Section establishes basic conditions under which a grant award can be made, mandatory requirements regarding ethical behavior during the procurement process and during any grant term, and established basic understandings of the responsibilities of potential applicants, grantees, and the State. Applicants should read this section carefully for this information.

5.1 Start Work Date

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

5.2 Proposal Costs

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

5.3 Contractual Requirements

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

- F. As a condition of receiving a grant from ODJFS, the grantee, and any subcontractor(s), shall certify compliance with any court order for the withholding of child support, which is issued pursuant to Section 3113.217 of the ORC. The grantee, and any subcontractor(s), must also agree to cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring that the grantee or employees of the grantee meet child support obligations established under state law;
- G. By signing a grant with ODJFS, a applicant agrees that all necessary insurance is in effect; and,
- H. The selected grantee shall be required to comply with prevailing wage standards, as established in ORC 4115.03 to 4115.16.

5.4 Travel Reimbursement

Requests for travel reimbursement by program administrative staff must not exceed 2.5% of the applicant's total proposed budget for any given SFY and shall be included as part of the maximum 20% administrative costs allowed.

Therefore if an applicant chooses to include travel (up to 2.5%), their remaining administrative costs cannot exceed 17.5% of their total proposed budget (for each SFY). The State reserves the right to deny reimbursement, in total or part, to any grantee which exceeds the maximum allowable amount or which violates OBM's Travel Policy (See <http://obm.ohio.gov/MiscPages/Publish/TravelPolicy.aspx>).

5.5 Subcontractor Identification and Participation Information

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

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

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

5.6 Public Release of Records

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

5.7 Confidentiality

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

5.8 Key Personnel

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

5.9 Ethical & Conflict of Interest Requirements

- A. No grantee or individual, company or organization seeking a grant shall promise or give to any ODJFS or OCTF 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 or OCTF employee to violate any of the conduct requirements for employees;
- C. Any grantee acting on behalf of ODJFS or OCTF 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 the State to enter into a grant; and,
- D. OCTF/ODJFS employees and grantees who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the ORC may be prosecuted for criminal violations.

5.10 Health Insurance Portability & Accessibility Act (HIPAA) Requirements

As a condition of receiving a grant from ODJFS, the grantee, and any subcontractor(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and Sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

Protected Health Information (PHI) is information received by the grantee from or on behalf of ODJFS that meets the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health & Human Services, specifically 45 CFR 164.501 and any amendments thereto. The selected applicant can reasonably anticipate HIPAA language in the contract that results from this RFGA.

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

5.11 Waiver of Minor Proposal Errors

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

5.12 Proposal Clarifications

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

5.13 Contractual Requirements and Prevailing Wage Requirements

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

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

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

5.15 Mandatory Contract Performance Disclosure

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

5.16 Mandatory Disclosures of Governmental Investigations

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

5.17 Applicant Selection 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. Additionally, any applicant found to be on the federal debarment list will be disqualified from any consideration for grant award, regardless of the quality or responsiveness of that applicant's proposal. ODJFS will verify each responding applicant's status regarding federal debarment, and will retain documentation of that status. Further, should any executed grant agreement be extended or renewed, the grantee's federal debarment status will be reviewed prior to the grant agreement renewal or extension, and withheld if the grantee is then found to be federally debarred, and documentation of the result of that review will also be maintained.

5.18 Declaration of Material Assistance Requirements

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

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

PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: This Section V. is for informational purposes only. It describes the mandatory requirements regarding the conduct of applicants during the RFGA process and mandatory conduct of selected grantees following award of funds. Proposals DO NOT NEED TO INCLUDE ANY INFORMATION in response to this section – with the only possible exceptions being as follows:

- **Regarding 5.14, Unresolved Findings for Recovery** (R.C. 9.24), applicants **must** provide information as requested by completing the Declaration of Material Assistance Form, provided as **Attachment C**, and submitting it with their proposal in Tab1;

- **Regarding 5.15, Mandatory Contract Performance Disclosure**, applicants must disclose any such formal claims, if any have been made, in Tab 1 of their proposals; and,

- **Regarding 5.16, Mandatory Disclosures of Governmental Investigations**, applicants must disclose (and detail the nature and the outcome) of any such adverse regulatory or adverse administrative governmental action if any have been made, in Tab 1 of their proposals;

PROPOSAL SCORING NOTE: Not applicable to Section V.; however, in the event that an applicant organization is found to be ineligible for a grant award due to the requirements described in 5.14, 5.15, or 5.16 ODJFS will disqualify that organization's proposal from consideration

SECTION VI. CRITERIA FOR PROPOSAL EVALUATION & SELECTION

6.1 Scoring of Proposals

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

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

A. Phase I. Review—Initial Qualifying Criteria:

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

1. Was the 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 the Application (including all components of the Application)?

3. Did 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, did 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. Did the applicant provide an affirmation that it is not excluded (by the Auditor of State) 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. Is the applicant an Ohio public governmental agency (e.g., CDJFS, PCSAs, etc.) as defined by Ohio Revised Code (ORC) Section 307.981 or private non-profit (including non-profit civic organizations and community coalition groups) Ohio 501(c)3 organizations? All non-public governmental agency applicants must include a copy of their current and valid non-profit Ohio 501(c)3 IRS tax status determination letter with their grant proposals or their proposals will be disqualified;
7. Has the applicant provided an affirmation that, if awarded a grant(s), all paid and volunteer staff members under the resulting grant(s) shall undergo and pass a mandatory background check at no cost to the State?
8. Did the applicant submit a program budget requesting funds under or equal to the maximum allowable award of **\$20,000 total for any and all proposed IY program(s)**?

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 **333** points will be awarded for the Technical Proposal. A technical proposal must achieve a total of at least **256** points (a score which represents that the applicant could be expected to successfully perform the resulting contractual duties) out of the possible **333** 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 the State's needs. The Technical Proposal Score Sheet (see **Attachment E.**) uses the following point values for rating each requirement.

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

Technical Performance Scoring Definitions:

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

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

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

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

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

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

Applicants’ projects must at least meet the minimum Phase II technical score of **256** points in order for their project proposal to remain in consideration for grant award. The Project Budgets of those proposals meeting the minimum technical quality score will be then reviewed and scored by a PRT.

A maximum of **40** points will be awarded for the Project Budget. Any applicant whose Project Budget receives a “Does Not Meet” score will be disqualified from any further consideration. Applicants’ Project Budget scores shall be added to their Technical Proposal scores to determine the proposals’ grand total score (Technical + Budget score) that respective proposed program. In the event an applicant submits more than one proposed program and one fails to meet any mandatory requirements or scoring thresholds, the disqualification shall not affect or automatically disqualify any additional proposed program submitted by the applicant.

If the project budgets of all technically qualifying applicants (as determined by the scoring process described in this section and by the Technical Proposal Score Sheet, **Attachment E.** to this RFGA) are deemed excessive, or if they are in excess of the available funding for this project, ODJFS may, at its sole discretion, negotiate with all technically qualifying applicants for a revised project budget. Applicants may then submit one last and best offer, or may request that ODJFS view its original project budget as its last and best offer, or may formally withdraw from further consideration, and shall formally indicate its choice according to directions provided by ODJFS at that time.

Upon receipt of all last and best offers, and assuming that one or more have submitted a project budget that is within project funding, ODJFS will then consider those applicants’ revised

project budgets which are within the budget according to the evaluation process described in this section, above, and in the Technical Proposal Score Sheet, **Attachment E.**, for determination of grant awards.

D. DISQUALIFIERS FOR PROPOSAL ERRORS:

- **Any trade secret, proprietary, or confidential information (as defined in Section 5.3, E. of this RFGA) found anywhere in a applicant's proposal shall result in immediate disqualification of that applicant's proposal.**
- **Any sensitive personal information on applicant or sub-contract staff (e.g, social security numbers, personal addresses) must be omitted from applicant proposals, or rendered fully unreadable, or ODJFS may at its option disqualify the applicant from any consideration.**

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 1.11 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 grant.

6.3 Final Applicant Recommendation

The PRT will recommend to the Director of ODJFS the technically qualified, responsible applicants offering the proposals determined most likely to result in successful programmatic goals and outcomes as determined by the processes and requirements established in this RFGA.

The State reserves the right to select qualified applicants in rank order of their grand total proposal scores from highest to lowest as well as the number of grant awards and funds available based on the total of all accepted grantee project budgets. The State reserves the right to determine final budget amounts, regions to be served and project size and scope in order to meet the overall statewide objectives of OCTF.

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 1.8, Anticipated Procurement Time Table, of this RFGA.
 2. If the protest relates to the announced intent to award the grant(s), the protest shall be filed no later than 3:00 p.m. of the seventh (7th) calendar day after the issuance of formal letters sent to all responding applicants regarding the State's intent to make the awards. The date on these ODJFS letters to responding applicants is the date used to determine if a protest regarding the intent to award is submitted by the end of the protest period.

- 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. 4.2, B., 1.*)
- B. **Request for Taxpayer Identification Number (W-9) Form** (*To be completed & included in proposal packet as specified in Sec. 4.2, B., 1.*)
- C. **Declaration of Material Assistance Form** (*To be completed & included in proposal packet as specified in Sec. 4.2, B., 1.*)
- D. **ODJFS Model Grant Agreement** (*Provided as a reference...do not submit*)
- E. **Technical Proposal Score Sheet** (*For applicant self-evaluation purposes...do not submit*)
- F. **Project Budget** (*To be completed for each proposed IY program & included in the proposal packet as specified in Sec. 4.2, B., 4.*)

SECTION IX. APPENDICES AND THEIR USES

- A. **Sample 501(c)3 IRS Tax Status Determination Letter** (*for reference purposes*)
- B. **Allowable Costs Listing** (*for reference purposes*)
- C. **Sample Invoice Document** (*for reference purposes*)

Thank you for your interest in this project.