

**REQUEST FOR PROPOSALS  
Citizen Review Boards**

**RFP#: R-89-06-0002**

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

**(June 2007)**

**REQUEST FOR PROPOSALS (RFP): Citizen Review Boards**  
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**ODJFS REQUEST FOR PROPOSALS (RFP):  
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**RFP#: R-89-06-0002**

**SECTION I. GENERAL PURPOSE & VENDOR INFORMATION**

**1.1 Purpose**

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Proposals (RFP) for the purpose of obtaining three (3) qualified juvenile courts (hereinafter referred to as “vendors”) in Ohio that are currently operating or have the ability to implement a statutorily based Citizen Review Board (CRB) by the time the contract is executed in order to maintain Ohio’s compliance with the Keeping Children and Families Safe Act of 2003, which amended the Child Abuse Prevention and Treatment Act (CAPTA).

The purpose of the CRB is to monitor implementation of case plan objectives and timeframes for permanency for children who have been adjudicated as abused, neglected and/or dependent; monitor the number of contacts the Public Children Services Agency (PCSA) caseworker has with a child and his/her parents; monitor the involvement of the parent in the development of the case plan; monitor parental participation in semi-annual reviews; collect demographics regarding each child and which parent is engaged; collaborate with the local PCSA and Court Appointed Special Advocate/Guardian Ad Litem (CASA/GAL) program; identify barriers to the case review process and trends; identify procedures to work with community stakeholders to address local trends or recommendations; provide recommendation of the various approaches to the local, state, and federal levels for the enhancement of the child protective systems; and, to gather data and provide reports.

The selected vendors must provide for public outreach and allow for public comment in order to assess the impact of current procedures and practices upon children and families in the community. ODJFS will require the selected vendors to collect specific statistical data from each case reviewed by the CRB and provide the specified data to ODJFS.

ODJFS will select three qualified vendors to operate CRBs based on factors, such as; creativity in how the local CRB will operate; the process for collaboration with the local public child welfare agency and CASA/GAL program; the depth of the process of case record reviews and making recommendations to the court; the strength of the board members and volunteers; emphasis within the county on supporting or strengthening service provision, family engagement and permanency for children; and the mechanism for providing for public outreach and comment in order to assess the impact of current procedures and practices upon children and families in the community.

**1.2 Issuing Office**

This RFP is released by and the subsequent contracts will be with ODJFS. The Office for Children and Families (OCF), which will administer the contracts, is responsible for state level supervision. The contracts expected to result from this RFP process will be between ODJFS and each of the selected vendors.

If interested vendors have a need to communicate regarding this RFP, they must contact **ODJFS** using one of the mechanisms provided for in **Sections 1.6, Internet Question and Answer Period/RFP Clarification Opportunity, or 1.8, Communication Prohibitions**, of this RFP. Vendors are cautioned that communication attempts which do not comply with these instructions will not be answered, and that ODJFS will not consider any proposals submitted to any address other than the one provided in Section 5.1 of this RFP. Vendor proposals must be submitted to ODJFS in strict accordance with proposal submission instructions provided in **Section 5.1, Proposal Submission Information**.

### **1.3 Background**

The Keeping Children and Families Safe Act of 2003, which amended the Child Abuse Prevention and Treatment Act (CAPTA), requires each state receiving a grant for child abuse and neglect prevention and treatment programs to meet several requirements which must be addressed in a state plan. One of these requirements is to establish no fewer than three citizen review panels (CRPs). Existing entities could meet the criteria of a CRP if the entity meets the specified requirements. Each panel must examine and evaluate the policies, procedures, and practices of state and local agencies and (where appropriate) of specific cases in order to assess the extent to which state and local agencies effectively discharge their child protection responsibilities. Additionally, the board members and staff of each panel shall be held to strict confidentiality standards and may not disclose to any person or government official any identifying information about any specific child protection case for which the panel is provided information; confidentiality of any other information unless authorized by state statute; and ensuring opportunities for public outreach and comment in order to: assess the impact of current procedures and practices upon children and families in the community; meet its obligations in examining the policies, procedures, and practices of state and local agencies; and determine the extent to which state and local child protection system agencies are effectively discharging their child protection responsibilities.

Since 1999, the State of Ohio has complied with the requirement to maintain a minimum of three citizen review panels by maintaining Community Evaluation Teams (CETs). A CET is operated by the local PCSA and is responsible for reviewing agency data, policy and procedures, and for providing a forum for public comment; it also makes recommendations aimed at improving the state and local child protective services systems. Funds were allocated from the Basic State Grant in the amount of \$10,000.00 per State Fiscal Year (SFY) for each team. The intent was for each team to become financially self-sufficient after one year of receiving an allocation, which would allow Ohio to fund three new CETs each SFY. Currently, Marion, Scioto and Stark Counties receive a CET allocation. Each team has established a process to review internal policies, and state and federal requirements, and as a result of the formation of the teams, which include community stakeholders, strong partnerships were developed. However, attaining financial self-sufficiency within a year of the original allocation; acting as a monitoring system for their own agencies; and linking the review of case records to the process proved to be obstacles for the CETs.

As a result of the struggles identified with the CETs, the State of Ohio implemented a CRB pilot project in SFY 2005. In conjunction with allocations to CETs, contracts were initiated with the juvenile courts in Lucas and Montgomery Counties for services from their statutorily established CRBs. The intent of the pilot was for the CRBs to provide ODJFS with information on the advisability of transferring responsibility for CRB operations from the local PCSAs to the juvenile court. Funds were allocated from the Basic State Grant in the amount of \$16,000.00 per SFY for each CRB during the pilot project. The CRB pilot project was extended through SFY 2006 for additional data collection and formulation of CRB recommendations to ODJFS.

As a result of the CRB pilot, ODJFS determined that CRBs are more consistent in achieving outcomes which are congruent with the intent of the CAPTA requirement, which is to: examine the policies, procedures, and practices of state and local agencies; and to evaluate the extent to which state and local child protection system agencies are effectively discharging child protection responsibilities. Therefore, ODJFS shall utilize CRBs to meet the CAPTA requirement of maintaining a minimum of three CRPs. Although ODJFS will no longer be funding CETs to meet the CAPTA requirement, a PCSA has the option to continue to fund and operate a CET.

Per Ohio Revised Code (ORC) 2151.417 (H), the juvenile court may appoint a referee or a CRB to conduct required court review hearings, subject to the review and approval by the court of any determinations made by the referee or CRB. If the court appoints a CRB to conduct the review hearings, the board shall consist of one member representing the general public and four members who are trained or experienced in the care or placement of children and have training or experience in the fields of medicine, psychology, social work, education, or any related field. Of the initial appointments to the board, two shall be for a term of one year, two shall be for a term of two years, and one shall be for a term of three years, with all the terms ending one year after the date on which the

appointment was made. Thereafter, all terms of the board members shall be for three years and shall end on the same day of the same month of the year as did the term that they succeed. Any member appointed to fill a vacancy occurring prior to the expiration of the term for which the member's predecessor was appointed shall hold office for the remainder of the term.

In addition to the criteria established in ORC 2151.417, ODJFS required Montgomery and Lucas Counties to adhere to all regulations identified within CAPTA as described in this section. Each CRB determined their individual polices and processes within their identified parameters.

As required of Montgomery and Lucas Counties, ODJFS will require all vendors selected through this RFP process to submit a semi-annual and annual report examining the policies, procedures, and practices of state and local agencies and evaluating the extent to which state and local child protection system agencies are effectively discharging child protection responsibilities as well as statistical data gathered from the case record review, including:

- the total number of cases reviewed;
- the number of cases reviewed by case status categories of: temporary custody, permanent custody, planned permanent living arrangement, protective supervision, and other (interim temporary custody);
- the number of children in foster care by categories of: zero to six months, six to twelve months, and twelve months or longer;
- the services most frequently identified as "effective" resulting in some level of "progress" on case plan objectives;
- the services most frequently identified as "ineffective" not resulting in "progress" on case plan objectives;
- the case plan services most frequently planned and not provided;
- the most frequently identified barriers to providing planned services;
- the number and percentage of semi-annual reviews where the parents attended;
- the number and percentage of cases that received monthly face-to-face visits by the caseworker;
- any barrier encountered with case review process;
- any service trends; and,
- strategies implemented to overcome identified barriers.

A juvenile court has the option to continue to fund and operate a CRB if the juvenile court is not selected for funding by ODJFS through this RFP process or if the juvenile court chooses to not submit a proposal for consideration.

#### **1.4 Overview of the Project**

ODJFS is seeking proposals from juvenile courts within the State of Ohio who are either currently operating a CRB or have the ability to implement a statutorily established CRB according to ORC 2151.417 to meet the CAPTA requirement. The selected CRBs will collaborate with the local PCSA and CASA/GAL program; identify barriers to the case review process; identify service trends; identify the procedures to work with community stakeholders to address local trends or recommendations as identified by the CRB; provide for public outreach and comment in order to assess the impact of current procedures and practices upon children and families in the community; and submit semi-annual and annual reports of activities as outlined by ODJFS to include specific recommendations for the local PCSA and ODJFS to improve the state and local child protective services systems. Information gathered from the semi-annual and annual reports will be reviewed and evaluated by ODJFS to establish statewide child welfare policy for improving child safety, timeliness of reunification, and provision of services to families.

Furthermore, CRBs will provide ODJFS with a mechanism to capture and review specific data on child outcomes and for public outreach and comment in order to assess the impact of current procedures and practices upon children and families in the communities and in Ohio.

### 1.5 Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
June 8, 2007	ODJFS Releases RFP to Potential Vendors on ODJFS Web Site; Q&A Period Opens - RFP becomes active - Vendors may submit inquiries for RFP clarification
June 22, 2007	Vendor Q&A Period Closes, 10 a.m. (for inquiries for RFP Clarification) - No further inquiries for RFP clarification will be accepted
June 29, 2007	ODJFS provides Final Vendor Question & Answer Document (estimated)
<b>July 11, 2007</b>	<b>Deadline for Vendors to Submit Proposals to ODJFS (3 p.m.)</b> - This is the proposal opening date, beginning the ODJFS process of proposal review
July 25, 2007	ODJFS Issues Contract Award Notification Letter (estimated) - Vendors that submitted proposals in response to this RFP will be sent letters stating whether their proposal was accepted for award of the contract
August 8, 2007	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 ODJFS Contract Manager

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

\* According to requirements of 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 vendor 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 ODJFS Contract Manager will notify the selected vendor when the requirements of ORC Section 126.07 have been met.

\* \*The contract period is expected to run from approximately August 8, 2007 through June 30, 2009 (SFY 08 through SFY 09), with a renewal contract to be in effect, contingent upon satisfactory performance, continued availability of funding, and all required approvals, from July 1, 2009 through June 30, 2011 (SFY 10 through SFY 11). Since state law prohibits ODJFS from making financial commitments beyond the fiscal biennium (e.g., 7/01/07 through 6/30/09), the contracts with the selected vendors will be subject to renewal for the final two year period of the project.

## 1.6 Internet Question & Answer Period; RFP Clarification Opportunity

Potential vendors may ask clarifying questions regarding this RFP via the Internet during the Q&A Period as outlined in Section 1.5, Anticipated Procurement Timetable. To ask a question, potential vendors must use the following Internet process:

- \* Access the ODJFS Web Page at <http://jfs.ohio.gov/>
- \* Select “About Us” on the front page;
- \* Select “Doing Business with ODJFS;”
- \* Select “Requests for Proposals, Letterhead Solicitations, and Other Invitations;”
- \* RFP Number ***R89060002***;
- \* Select “Ask a Question about this RFP” function; and
- \* Follow the instructions to send an e-mail question.

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

ODJFS responses to all questions asked via the Internet will be posted on the Internet website dedicated to this RFP, for reference by all potential vendors. Potential vendors 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 RFP. If possible, ODJFS will post an interim Q&A Document, without identifying the vendors asking questions, as well as the final version (in which all vendors that posed questions will be identified). ODJFS strongly encourages vendors 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 vendors’ follow-up questions.

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

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

**IMPORTANT:** Requests from potential vendors for copies of previous RFPs, past vendor proposals, score sheets or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFP. PRRs submitted in accordance with directions provided in Section 1.8, Communication Prohibitions, will be honored. The posted time frames for ODJFS responses to Internet questions for RFP clarification do not apply to PRRs.

Vendors are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFP for the future 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 vendors who choose to respond to the RFP. If vendors 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 vendors should also refer to RFP Section 1.9, Time Frames and Funding Source, for related information.

There is an established time period for the Vendor Q&A process (see Section 1.5, Anticipated Procurement Timetable, above). ODJFS will only answer those questions submitted within the stated time frame for submission of vendor questions, and which pertain to issues of RFP clarity, and which are not requests for public information. ODJFS is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

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

### **1.7 Vendor's Library**

There is no specific library of documents, reports, or other information that vendors interested in this RFP should consider. However, a wide variety of information on ODJFS and its programs which interested vendors may find useful is available to the public via the ODJFS website at <http://jfs.ohio.gov>. In addition, interested vendors can access the ORC citation on review of child placement or custody arrangement; continuing jurisdiction; citizen's review board at the following web site: <http://codes.ohio.gov/orc/2151.417>.

### **1.8 Communication Prohibitions**

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

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 1.6, Internet Q&A Period;
2. As necessary in any pre-existing or on-going business relationship between ODJFS and any vendor that could submit a proposal in response to this RFP;
3. As part of any vendor 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 RFP, ODJFS will post those revisions, amendments, etc., to the website dedicated to this RFP;\* and
5. Any Public Records Request (PRR) made through the ODJFS Office of Legal Services.

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

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

### **1.9 Time Frames & Funding Source**

ODJFS is seeking to contract with three (3) qualified Ohio juvenile courts to act as an arm of the court to monitor the implementation of case plan objectives and timeframes for permanency for children who have been adjudicated as abused, neglected, and/or dependent.

Funding in the amount of \$16,000.00 will be awarded per selected CRB per SFY. Selected projects shall begin approximately August 8, 2007 through June 30, 2009 (SFY 08 through SFY 09), with the possibility of two (2) one-year renewal contracts to be in effect, contingent upon satisfactory performance and the availability of funding from July 1, 2009 through June 30, 2011 (SFY 10 through SFY 11).

Since state law prohibits ODJFS from making financial commitments beyond the fiscal biennium (e.g., 7/01/07 through 6/30/09), the contract with the selected vendors will be subject to renewal each biennium (SFY 10). Renewal is contingent upon the availability of funds and satisfactory performance by the vendor.

## **SECTION II. VENDOR EXPERIENCE AND QUALIFICATIONS**

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

### **2.1 Mandatory Vendor Qualifications**

In order to be considered for the contract expected to result from this RFP, ODJFS requires that interested vendors **must** meet, at minimum, **all** the following qualification requirements:

- A. ODJFS will only consider proposals from Ohio juvenile courts (*i.e.*, the proposal must be submitted by an Ohio juvenile court, any resulting contract will be a two-party contract between ODJFS and the selected court, and all payments from ODJFS for CRB services will be made to that court. The court may propose the use of sub-contractors, but the proposal submitted in response to this RFP must make it clear that the juvenile court, if awarded a contract for CRB services, will be the party holding responsibility for all contractual duties);
- B. Provide documentation in its proposal that it currently has a CRB or has the ability to have an operational CRB by the time the contract is executed, and the CRB is in compliance with CAPTA as well as provide a statement that the vendor will remain in compliance with CAPTA for the entire duration of the resulting contract;
- C. Ability to establish a CRB which consists of at least the statutorily required five board members for case record review which complies with ORC Section 2151.41.7 as well as the ability to assign one of the five boards members as the CRB Project Manager or has the ability to assign a juvenile court staff person to serve as the CRB Project Manager. Per ORC Section 2151.41.7, the board members shall consist of one (1) member representing the general public and four (4) members who are trained or experienced in the care or placement of children and have training or experience in the fields of medicine, psychology, social work, education, or any related field; and,
- D. Either the vendor has implemented an initiative to coordinate with their local PCSA and the CASA/GAL program to impact service provision and permanency for children and has provided a description of their initiative in their proposal, -OR- If the vendor has not yet created an initiative to coordinate with their local PCSA and the CASA/GAL program to impact service provision and permanency for children, the proposal must provide a detailed description of how the vendor will create and implement the initiative.

**Vendors which do not meet all the above experience and qualifications will be disqualified from further consideration for contract award.**

## **2.2 Staff Experience and Capabilities**

The vendor must demonstrate significant expertise in its proposal by appointing the five statutorily qualified and required Board Members AND at minimum, assigning one of the five required board members as the CRB Project Manager or assigning a juvenile court staff person who shall serve as the CRB Project Manager. Profiles and curriculum vitae/resumes for all proposed Board Members and Key Staff must be included in the vendor's proposal. The vendor must, at minimum:

- A. Identify, by position and by name, those staff (at minimum, the five statutorily required board members, a CRB Project Manager as well as any additional key staff—whether by paid or voluntary service) they consider key to the project's success; [Note: The CRB Project Manager duties shall include, at minimum: communicating and reporting back to ODJFS regarding performance on project deliverables and program performance outcomes.]
- B. Include resume(s), education, experience, and list of related published works (if applicable) of the board members, CRB Project Manager and any additional key staff (if applicable) for this project. Proposals should specifically list their qualifications and experience (in the areas described in Section III., Scope of Work and Specifications of Deliverables of this RFP--see Sections 3.1 and 3.3) of Board Members and key staff expected to work on the project.

## **SECTION III. SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES**

### **3.1 Scope of Work**

The following information is a summary of the duties and responsibilities of the selected vendors. Further details are provided in Section 3.3, Specifications of Deliverables. In order to receive consideration for contract award, all aspects of the requirements described in this section must be addressed in the vendor's technical proposal.

ODJFS is seeking proposals from juvenile courts within the State of Ohio that are either currently operating, or have the ability to implement, a statutorily established CRB to meet the CAPTA requirement for SFYs 2008 and 2009. As part of its normal statutorily defined functions, the CRB will act as an arm of the court to monitor implementation of case plan objectives and timeframes for permanency for children who have been adjudicated as abused, neglected, and/or dependent. The CRB will be required through case reviews to document information from case records and/or interviews pertaining to specified criteria as outlined by ODJFS related to child demographics to include age, race, and sex; child custody status; child placement type; length of time in placement; placement moves; caseworker contacts with parents and children; parent participation in the development of the case plan; service provision to the family; parental participation in the semi-annual review; type of parent(s) contact to specify if whether the contact/engagement are with mother, father, step-parent, and/or paramour (boyfriend/girlfriend) of a parent; and setting of the child at reunification. The selected vendors will review all court involved child protective services cases to obtain necessary data to make policy recommendations to the state and local public children services agency to improve the delivery of services to children and families involved in the child welfare system.

ODJFS will also require the CRBs to include collaboration of the local PCSA and CASA/GAL program; identification of barriers to the case review process and trends; and identification of procedures to work with community stakeholders to address local trends or recommendations identified. The CRB will also be required to provide for public outreach and comment in order to assess the impact of current procedures and practices upon children and families in the community.

Further, the CRB will submit semi-annual reports of activities as outlined by ODJFS to include specific recommendations for the local PCSA and ODJFS to improve the state and local child protective services systems.

Per ORC Section 2151.417, the CRB may conduct a review hearing pertaining to a child in which the court has issued dispositional orders at any time, but no less than every twelve months, to review the: child's placement or custody arrangement; case plan prepared for the child; actions of the PCSA implementing the case plan; and, the child's permanency plan, if applicable. The CRB members shall meet as often as necessary to conduct the review hearings and to review data of the cases reviewed. However, the CRB shall meet no less than once every three (3) months.

### **3.2 Administrative Structures—Proposed Work Plan**

Vendors are to include, at minimum, the following administrative structures and technical approach for the proposed work plan. The proposal shall:

- A. Provide a detailed description of the structure of the board membership;
- B. Include the duties of the CRB Project Manager [Note: The CRB Project Manager duties shall include, at minimum: communicating and reporting back to ODJFS regarding performance on project deliverables and program performance outcomes.];
- C. Include a detailed plan on how the vendor will establish policies and procedures for:
  1. Conducting a records review process;
  2. Developing and implementing confidentiality policies;
  3. Providing professional development, training and continual recruitment of board members;
  4. Maintaining stability in staffing;
  5. Providing recommendations and findings of case record review to the courts; and,
  6. Reporting to PCSA and CASA/GAL their recommendation after case records review.
- D. Provide a technical approach and work plan to be implemented. This includes a proposed timeline for the project;
- E. Provide a plan on how the vendor will:
  1. Monitor implementation of case plan objectives and timeframes for permanency for children who have been adjudicated as abused, neglected and/or dependent;
  2. Monitor the number of contacts the PCSA caseworker has with a child and his/her parents;
  3. Monitor the involvement of the parent in the development of the case plan;
  4. Monitor parental participation in semi-annual reviews;
  5. Collect demographics regarding each child and which parent is engaged;
  6. Collaborate with the local PCSA and CASA/GAL program;
  7. Identify barriers to the case review process and trends;
  8. Identify procedures to work with community stakeholders to address local trends or recommendations; and,
  9. Provide recommendation of the various approaches to the local, state, and federal levels for the enhancement of the child protective systems; and the ability to gather data and provide reports.
- F. Identify which staff will be responsible for:

1. Collecting, tabulating, and collecting data; and,
  2. Writing and submitting the semi-annual and annual reports;
- G. Identify in their proposals at least three (3) outcome measures to be achieved by the CRB during the term of the contract resulting from this RFP. Proposals should describe why the outcome measures are selected, what need they will fill, how the achievement of the outcomes will be monitored and measured for success, how the outcomes will be evaluated and reported and whether they might indicate other, or additional activities for further outcome improvements;
- H. Provide a status reporting procedure for reporting work completed, and resolution of unanticipated problems; and,
- I. Provide a current or proposed organizational chart and specify the key management and administrative staff (if applicable) who will be assigned to this project.

### **3.3 Specifications of Deliverables**

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

- A. Providing a mechanism for public outreach and comment in order to assess the impact of current procedures and practices upon children and families in the community and report these findings to ODJFS;
- B. Implementation of each of the three (3) proposed outcomes for program performance improvement as described in the selected vendor's proposed work plan. Appropriate monitoring, measuring and evaluation of the implementation and reporting on the achievement of the outcomes, with any implications for further study or additional implementation must be provided to ODJFS;
- C. Providing specific recommendation for improvement to the local, state and federal levels of protective child welfare systems through the examination of the policies and procedures of state and local agencies and specific cases;
- D. Conducting administrative reviews of all court involved child protective services cases dated August 8, 2007 to May 31, 2009 and, at minimum, identifying:
  1. The number of juveniles with an order of protective supervision to the PCSA;
  2. Child demographics of each case to include:
    - a. age;
    - b. race; and,
    - c. sex
  3. The number of juveniles in the custody of the PCSA by custody type, to include:
    - a. Temporary custody;
    - b. Permanent custody; or
    - c. Planned permanent living arrangement;
  4. The type of placement for the juvenile at the point of the case review, to include:
    - a. Relative/Kin;
    - b. PCSA foster/adoptive home;
    - c. Private agency foster/adoptive home;

- d. Residential program/hospital setting;
  - e. Absent Without Leave (AWOL); or,
  - f. Other
5. The length of time the juveniles identified above have been in custody and list them according to the following categories:
    - a. Zero (0) to three (3) months in custody;
    - b. Between three (3) to six (6) months in custody;
    - c. Between six (6) and twelve (12) months in custody; or,
    - d. Over twelve (12) months in custody.
  6. Number of placements child experienced by custody type and list them according to the following categories:
    - a. One placement (being the initial placement);
    - b. Two placements;
    - c. Three placements; or,
    - d. Four or more placements
  7. If the above juvenile was reunified, identify the setting child returned to at reunification, to include:
    - a. Removal Parent;
    - b. Parent, other than removal parent;
    - c. Relative/kin; or,
    - d. Other
  8. The services most frequently identified as planned and not provided;
  9. Identify barriers to services; and,
  10. Identify any case plan objectives modified as a result of a CRB review.
- E. Providing report(s) on a semi-annual basis which identify:
1. The number and percentage of:
    - a. Parent(s) participating in development of the case plan; and,
    - b. Cases that received monthly face-to-face visits by the case worker during the period being review.
  2. Parental involvement:
    - a. Which parent(s) are participating in the development of the case plan to include, mother, father, step-parent, and/or paramour (boyfriend/girlfriend) of a parent;
    - b. Which parent(s) received monthly face to face visits by the case worker during the period being reviewed to include mother, father, step-parent, and/or paramour (boyfriend/girlfriend) of a parent;
    - c. Which parent(s) attended the semi-annual review to include mother, father, step-parent, and/or paramour (boyfriend/girlfriend) of a parent; and,
    - d. The number of semi-annual reviews with parent participation.
- F. Submitting the following reports to ODJFS:

1. Semi-annual reports in the format outlined in **Appendix A** according to the following time periods:
  - a. By February 5, 2008 covering the period from August 8, 2007 through December 31, 2007; and,
  - b. By February 4, 2009, covering the period from July 1, 2008 through December 31, 2008.
  
2. Annual reports in the format outlined in **Appendix A** according to the following time periods:
  - a. By August 15, 2008 covering the period from January 1, 2008 through June 30, 2008; and,
  - b. By August 14, 2009 covering the period from January 1, 2009 through June 30, 2009.

Selected vendors will be required to gather and report statistical data in a format designated by ODJFS (see sample provided as **Appendix A** of this RFP).

### **3.4 Selected Vendor Compensation Structure**

Vendors selected for this project shall be awarded \$16,000 per SFY contingent upon satisfactory performance, continued availability of funding, and all required approvals. If a vendor has obtained or will need to obtain additional funding in order to implement their project, the vendor must clearly state the funding source to support or supplement their project if awarded funds of \$16,000 for this project (See also Section 5.2, B., 5.).

## **SECTION IV . CONDITIONS AND OTHER REQUIREMENTS**

Through this section of the RFP, ODJFS notifies vendors seeking award of a contract of certain conditions and requirements which may affect their eligibility or willingness to participate in any procurement (RFP, RLB, etc.) process; or their eligibility to be awarded a contract; and of requirements that would be in effect should they be awarded a contract.

### **4.1 State Contracts**

Proposals must list any current contracts the vendor 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. Vendors must complete a copy of the Required Vendor Information and Certifications Document (provided as **Attachment A.**) to report this information and include the completed document in the vendor's proposal as specified in **Section 5.2 B., 1** of this RFP.

### **4.2 Interview**

Vendors 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 vendors for interviews and may not interview all vendors submitting proposals. The vendor shall bear all costs of any scheduled interview.

### **4.3 Start Work Date**

The selected vendor 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 vendor will be notified by the ODJFS project manager when work may begin. **Any work begun by the vendor prior to this notification will NOT be reimbursable by ODJFS.**

#### **4.4 Proposal Costs**

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

#### **4.5 Trade Secrets Prohibition; Public Information Disclaimer**

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

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

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

#### **4.6 Contractual Requirements**

- A. Any contract resulting from the issuance of this RFP is subject to the terms and conditions as provided in the model contract, which is included as **Attachment D.** of this RFP;
- B. Many of the terms and conditions contained in the model contract (See **Attachment D.**) are required by state and federal law; however, the vendor may propose changes to the model contract by annotating the model, and returning it with the vendor'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 contractor, 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 RFP. The contractor, 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 contractor, 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 contractor, and any subcontractor(s), must also agree to

cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring that the contractor or employees of the contractor meet child support obligations established under state law;

- G. By signing a contract with ODJFS, a vendor agrees that all necessary insurance is in effect; and
- H. The selected contractor shall be required to comply with prevailing wage standards, as established in ORC 4115.03 to 4115.16.

#### **4.7 Travel Reimbursement**

Travel should be folded into the overhead, per diem, or the hourly rates which are built into the cost of the deliverables. Travel is not to be listed separately unless otherwise specified in Section 5.2 B, 5., of this RFP.

#### **4.8 Minority Business Enterprise**

ODJFS is required by Section 125.081(B) and 123.151 of the ORC to award fifteen percent (15%) of its total procurements to vendors certified as Minority Business Enterprises (MBE). Ohio certified MBE is defined in ORC Section 122.71. If the proposal is not submitted by a certified MBE, the vendor is strongly encouraged to subcontract a minimum of fifteen percent (15%) of the total contract price to an Ohio certified MBE.

The proposal must clearly indicate the name of the proposed Ohio MBE vendor and the exact nature of the work to be performed under the proposed subcontract. The proposal must include a letter from the proposed MBE, signed by a person authorized to legally bind the 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 vendor is selected;
5. A statement that the subcontractor has and understands the RFP, the nature of the work, and the requirements of the RFP; and
6. A copy of the Ohio MBE certificate.

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

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

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

#### **4.9 Subcontractor Identification and Participation Information**

Any vendors proposing to use a subcontractor for any part of the work described in this RFP 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 vendor is selected;
5. A statement that the subcontractor has read and understands the RFP, the nature of the work, and the requirements of the RFP.

**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 primary vendor's entire proposal.**

#### **4.10 Public Release of Records**

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

#### **4.11 Confidentiality**

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

#### **4.12 Key Personnel**

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

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

- A. No contractor 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 contractor or individual, company or organization seeking a contract shall solicit any ODJFS employee to violate any of the conduct requirements for employees;
- C. Any contractor acting on behalf of ODJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any contractor or potential contractor 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 contractors who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the ORC may be prosecuted for criminal violations.

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

As a condition of receiving a contract from ODJFS, the contractor, 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 contractor 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 vendor can reasonably anticipate HIPAA language in the contract that results from this RFP.

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

#### **4.15 Waiver of Minor Proposal Errors**

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

#### **4.16 Proposal Clarifications**

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

#### **4.17 Contractual Requirements and Prevailing Wage Requirements**

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

#### **4.18 Unresolved Findings for Recovery (R.C. 9.24)**

ORC Section 9.24 prohibits ODJFS from awarding a 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 vendor 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 RFP, without notifying ODJFS of such finding. ODJFS will review the Auditor of State's website prior to completion of evaluations of proposals submitted pursuant to this RFP. ODJFS will not evaluate a proposal from any vendor whose name, or the name of any of the subcontractors proposed by the vendor, appears on the website of the Auditor of the State of Ohio as having an "unresolved" finding for recovery.

#### **4.19 Mandatory Contract Performance Disclosure**

Each proposal must disclose whether the vendor'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 RFP has resulted in any "formal claims" for breach of those contracts. For purposes of this disclosure, "formal claims" means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. If any such claims are disclosed, vendor 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 vendor from consideration, at the sole discretion of ODJFS, such claims and a review of the background details may result in a rejection of the vendor'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 vendor's performance of the work, and the best interests of ODJFS.

#### **4.20 Mandatory Disclosures of Governmental Investigations**

Each proposal must indicate whether the vendor 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 vendor's performance of services similar to those described in this RFP. If any such instances are disclosed, vendor 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 vendor by the governmental agency. While disclosure of any governmental action in response to this section will not automatically disqualify a vendor from consideration, such governmental action and a review of the background details may result in a rejection of the vendor'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 vendor's performance of the work, and the best interests of ODJFS.

#### **4.21 Mandatory Disclosures of Work Location**

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

#### **4.22 Vendor Selection Restriction**

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

#### **4.23 Declaration of Material Assistance Requirements**

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

Vendors may access the TEL from the Ohio Homeland Security Office website, located at [www.homelandsecurity.ohio.gov.dma.asp](http://www.homelandsecurity.ohio.gov.dma.asp) or via e-mail to [dma-info@dps.state.oh.us](mailto: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 Proposal Packet;**

The vendors' total proposal submissions (the original proposal packet and all required copies) must be received by ODJFS complete no later than **3:00 p.m., local time on Wednesday, July 11, 2007**. Faxes or e-mailed submissions will not be accepted.

**Proposals must be addressed to:**

**ODJFS--Office of Contracts & Acquisitions**  
**30 East Broad Street, 31<sup>st</sup> Floor**  
**Columbus, Ohio 43215-3414**  
**ATTN:RFP/RLBUnit**

Vendors' original proposal packets must contain all the information and documents specified in Section 5.2, "Format for Organization of the Proposal." All copies (both paper and CD-ROM) of the original proposal must include copies of ALL information, documents, and pages in the original proposal.

The CD-ROM copy of the Proposal Packet must include all components of the proposal, including any required or voluntary attachments to it. The CD-ROM must be labeled with the vendor's name, the RFP number, and the proposal submission date or proposal due-date, at minimum. The requested CD will be used by ODJFS for archiving purposes and for fulfillment of Public Records Requests, but failure to include it or to properly label it may, at ODJFS discretion, result in the rejection of the vendor 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 vendor's proposal submission (*e.g.*, letters of recommendation from past customers of the vendor'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, vendors are to allow sufficient time for downtown parking considerations, as well as for security checks at both the lobby of the Rhodes State Office Tower (address as stated above) and again on the 31<sup>st</sup> Floor. All proposals must be received by the due date by the Office of Contracts & Acquisitions, on the 31<sup>st</sup> 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 vendor of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between ODJFS and the vendor selected.

## **5.2 Format for Organization of the Proposal**

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

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

The vendor's Proposal must contain the following components (organized in six (6) primary tabs and divided into sub-tabs) as described below. Any other information thought to be relevant, but not applicable to a specific RFP section number/letter must be provided as an appendix to the proposal and so marked as an additional tab. ODJFS reserves the right not to review submitted appendices which includes information/materials not required in the RFP. All pages beyond Tab 1 shall be sequentially numbered.

Vendors must organize their Proposals in the following order:

- Tab 1** Required Vendor Information and Certifications Document  
Request for Taxpayer Identification Number (W-9) Form  
Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Org.
- Tab 2** Vendor Experience & Qualifications  
**Sub-Tab 2a.** Mandatory Vendor Qualifications (Section 2.1, A through D)  
**Sub-Tab 2b.** Staff Experience and Capabilities (Section 2.2, A through B)
- Tab 3** Scope of Work and Specifications of Deliverables  
**Sub-Tab 3a.** Deliverable A  
**Sub-Tab 3b.** Deliverable B  
**Sub-Tab 3c.** Deliverable C  
**Sub-Tab 3d.** Deliverable D  
**Sub-Tab 3e.** Deliverable E  
**Sub-Tab 3f.** Deliverable F
- Tab 4** Administrative Structures—Proposed Work Plan
- Tab 5** Project Budget
- Tab 6** Vendor Attachments or Appendices, if any.

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

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

## **B. Proposal Details**

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

- 1. (Tab 1)**  
**Required Vendor Information & Certifications**  
**Request for Taxpayer Identification Number (W-9) Form**  
**Declaration Regarding Material Assistance / Non-Assistance to a Terrorist Org.**

In this section, the vendor is required to provide required information and certifications of eligibility for state contract awards, as described in **Attachment A.** to this RFP, entitled “Required Vendor Information & Certifications Document.” Vendors 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. Vendors who fail to provide all information and certifications as described in **Attachment A.** risk disqualification.

The vendor must attach the **Request for Taxpayer Identification Number (W-9) Form**, which is provided as **Attachment B**, to this RFP, completed with an original signature in blue ink. Vendors 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**. Vendors **MUST** print **Attachment C**, complete and sign it (in blue ink), and return it as the content of their Proposal Tab 1. Vendors who fail to provide a signed and completed **Attachment C**, risk disqualification. This form may also be accessed and printed at the Ohio Department of Public Safety, Division of Homeland Security's Website at <http://www.homelandsecurity.ohio.gov>.

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

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

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

a. Mandatory Vendor Qualifications (**Sub-Tab 2 a.**)

The vendor must include information on the mandatory experience of the vendor, as described in **Section 2.1**, of this RFP.

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

Under this section the vendor is required to include resumes, education, experience, and list of related published works of all proposed Board Members, CRB Project Manager and any additional key staff (if applicable) for this project, and describe (if applicable) any appropriate supplemental and support staff (including any subcontractors) to be involved, as described in **Section 2.2**, of this RFP.

**3. (Tab 3)  
Scope of Work & Specifications of Deliverables**

This section should describe in detail how the vendor proposes to perform each task of the scope of work identified in Sections 3.1, Scope of Work and in Section 3.3, Specifications of Deliverables, of this RFP. The responses must address each element separately. Vendors should place their responses for each Deliverable identified in Section 3.3 behind separate sub-tabs as described above.

**4. (Tab 4)  
Administrative Structures—Proposed Work Plan**

This section should describe in detail (in the order as outlined) the vendor's administrative structures as specified in Section 3.2, Administrative Structures—Proposed Work Plan of this RFP.

**5. (Tab 5)  
Project Budget**

Vendors are to submit a Project Budget which includes a budget narrative that explains project costs for funding of \$16,000 per SFYs 08 and 09. Budget and budget item descriptions must support the objectives outlined for the project.

If a vendor has obtained or will need to obtain additional funding in order to implement their project, the vendor must clearly state the funding source to support or supplement their project if awarded funds of \$16,000 for this project (See also Section 5.2, B., 5.). Vendors are to be aware that if the selected vendor's contract is renewed, compensation will be for \$16,000 per SFY contingent upon satisfactory performance, continued availability of funding, and all required approvals.

Vendors **MUST** only show expenses directly related to the proposal project. ODJFS will consider only the dollar amounts displayed on the vendor's submitted Project Budget. The Project Budget must include a statement that the prices quoted are firm.

**6. (Tab 6)  
Vendor Attachments or Appendices**

This section should, at a minimum, include excerpts/samples of work products described in RFP Section 2.2.

**C. IMPORTANT – VENDOR DISQUALIFIERS FOR PROPOSAL ERRORS:**

- Any trade secret, proprietary, or confidential information (as defined in Section 4.5 of this RFP) found anywhere in a vendor's proposal shall result in immediate disqualification of that vendor's proposal.

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

**6.1 Scoring of Proposals**

ODJFS will contract with up to three Ohio juvenile courts that best demonstrates the ability to meet requirements as specified in this RFP. Vendors submitting a response will be evaluated based on the capacity and experience demonstrated in their Technical Proposal and Project Budget. All proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from ODJFS—OCF and their designees. Vendors 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/financial interest in the outcome of the proposal review and contractor selection process.

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

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

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

1. Was the proposal received by the deadline as specified in Sections 1.5 and 5.1?
2. Did the vendor submit five (5) paper copies and one electronic copy of their Proposal?
3. Does the vendor’s proposal include all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in **Attachments A., and C.** to the RFP?
4. According to those certifications, does the vendor affirmatively indicate that it is not on the federal debarment list; that there are no unfair labor findings against it; and it is not in violation of ORC Section 9.24, and therefore may enter into a contract with ODJFS?
5. Does ODJFS’ review of the Auditor of State website verify that the vendor is not excluded from contracting with ODJFS by ORC Section 9.24 for an unresolved finding for recovery (*i.e.*, the proposal of any vendor whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?
6. Did the vendor demonstrate that it is an Ohio juvenile court that currently has a CRB or has the ability to have an operational CRB by August 8, 2007 and shall remain in compliance with CAPTA for the entire duration of the resulting contract?
7. Did the vendor demonstrate that they have the ability to establish a CRB which consists of at least the statutorily required five board members for case record review which complies with ORC Section 2151.41.7 as well as the ability to assign one of the five boards members as the CRB Project Manager or has the ability to a assign a juvenile court staff person to serve as the CRB Project Manager?
8. Did the vendor demonstrate that they have implemented an initiative to coordinate with their local PCSA and the CASA/GAL program to impact service provision and permanency for children, or have provided assurance that the vendor will create an initiative to coordinate with their local PCSA and the CASA/GAL program to impact service provision and permanency for children?

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

The PRT will then score those qualifying proposals, not eliminated in Phase I. Review, by assessing how well the vendor meets the requirements as specified in Sections II, III, IV, V, and VI. of this RFP.

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

A maximum of **868** points will be awarded for Phase II of the Proposal Score Sheet. A proposal must achieve a total of at least **682** points (a score which represents that the vendor can successfully perform the resulting contractual duties) out of the possible **868** points to qualify for continued consideration. Any proposal which does not meet the minimum required proposal points will be disqualified from any further consideration.

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 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 RFP requirement was not addressed in the vendor’s proposal, **Score: 0**

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

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

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

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

All the remaining qualified Proposals will proceed to the next level of review, which is consideration of the Project Budget. Any other proposals will be disqualified from further consideration, and the corresponding Project Budgets will not be considered.

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

After establishing which vendor proposals are technically qualified to advance to Phase III, the PRT will review vendors’ project budgets. For those technically qualified vendors, their Grand Total proposal score will be the sum of the score they earned according to the Phase II. review described above plus points earned in Phase III review.

The Project Budget will be reviewed by ODJFS. The funding amount of \$32,000 (sum of SFYs 08 and 09 funding) is divided by that vendor’s Grand Total Proposal Score. This compares the cost with the quality of the Technical Proposal, which will provide an average cost-per-quality point earned on the Technical Proposal.

## **6.2 Review Process Caveats**

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

ODJFS reserves the right to request clarifications from vendors 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 vendors' verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 1.8 of this RFP. Such communications are expressly permitted when initiated by ODJFS, but are at the sole discretion of ODJFS.

Should ODJFS determine a need for interviewing vendors 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 vendors' 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 vendors participating in the interview process for that RFP.

ODJFS reserves the right to negotiate with vendors for adjustments to their proposals should ODJFS determine, for any reason, to adjust the scope of the project for which this RFP is released. Such communications are not violations of any communications prohibition, and are expressly permitted when initiated by ODJFS, but are at the sole discretion of ODJFS.

Any vendor deemed not responsible, or any submitting a proposal deemed not to be responsive to the terms of this RFP, shall not be awarded the contract.

## **6.3 Final Vendor Recommendation**

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

The standards set by ODJFS in selecting three qualified vendors to operate CRBs will be based on creativity in how the local CRB will operate; the process for collaboration with the local public child welfare agency and CASA/GAL program, depth of the process of case record reviews and making recommendations to the court, the strength of the board members & volunteers; emphasis within the county on supporting or strengthening service provision, family engagement and permanency for children; and the mechanism for providing for public outreach and comment in order to assess the impact of current procedures and practices upon children and families in the community.

If the proposals received permit, ODJFS will select a vendor from three different monitoring regions. The monitoring regions will be based on the regions as defined by the Bureau of Outcome Management for the Child Protection Oversight and Evaluation.

## **6.4 Tie Breaker**

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

## **SECTION VII. PROTEST PROCEDURE**

### **7.1 Protests**

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

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
  - 1. The name, address, and telephone number of the protestor;
  - 2. The name and number of the RFP being protested;
  - 3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
  - 4. A request for a ruling by ODJFS;
  - 5. A statement as to the form of relief requested from ODJFS; and
  - 6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
  
- B. A timely protest shall be considered by ODJFS, if it is received by ODJFS' Office of Legal Services, within the following periods:
  - 1. A protest based on alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. the closing date for receipt of proposals, as specified in Section 1.5, Anticipated Procurement Time Table, of this RFP.
  - 2. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 p.m. of the 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 vendor(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 vendor 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 vendor should ODJFS decide not to proceed. Changes in this RFP of a material nature will be provided via the agency website. All vendors are responsible for obtaining any such changes without further notice by ODJFS.**

**SECTION VIII. ATTACHMENTS AND THEIR USES**

- A. Required Vendor 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 Contract (*For vendor reference purposes*)**
- E. Proposal Score Sheet (*For vendor self-evaluation purposes...do not submit*)**

**SECTION IX. APPENDICES AND THEIR USES**

- A. Annual and Semi-Annual Report Formats (*For vendor reference purposes, only*)**

Thank you for your interest in this project.