

**Ohio**

Department of  
Job and Family Services

**Ted Strickland**, Governor

**Helen E. Jones-Kelley**, Director

**REQUEST FOR GRANT APPLICATIONS**  
Access/Visitation Grant

**RFGA # R-89-09-8007**

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

*November 24, 2008*

**REQUEST FOR GRANT APPLICATIONS (RFGA):**  
**Access/Visitation Grant**  
**RFGA #: R-89-09-8007**

**TABLE OF CONTENTS:**

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

- 1.1    Purpose 1**
- 1.2    Issuing Office 1**
- 1.3    Background 1**
- 1.4    Overview of the Project 2**
- 1.5    Objectives of the Project 2**
- 1.6    Anticipated Procurement Timetable 4**
- 1.7    Internet Question and Answer Period; RFGA Clarification Opportunity 4**
- 1.8    Communications Prohibition 5**
- 1.9    Time Frames and Funding Available 6**

**SECTION II.         VENDOR EXPERIENCE AND QUALIFICATIONS**

- 2.1    Mandatory Qualifications 7**
- 2.2    Applicant Qualifications 8**
  - A.     Organizational Experience and Capabilities of the Direct Services Provider 8**
  - B.     Key Staff Experience and Capabilities 8**

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

- 3.1    Scope of Work 9**
- 3.2    Narrative Description of Proposed Project—Proposed Work Plan 10**
- 3.3    Specifications of Deliverables 11**

**SECTION IV.        OTHER REQUIREMENTS**

- 4.1    Interview 11**
- 4.2    Start Work Date 11**
- 4.3    Proposal Costs 12**
- 4.4    Trade Secrets Prohibition; Public Information Disclaimer 12**
- 4.5    Grant Agreement Requirements 12**
- 4.6    Sub-grantee(s) 13**
- 4.7    Public Release of Records 13**
- 4.8    Confidentiality 13**
- 4.9    Key Personnel 13**
- 4.10   Ethical and Conflict of Interest Requirements14**
- 4.11   Health Insurance Portability & Accessibility Act (HIPAA) Requirements 14**

**SECTION V. PROPOSAL FORMAT & SUBMISSION**

- 5.1 Proposal Submission 14**
- 5.2 Format for Submission of the Proposal 16**
  - A. Technical Proposal 17**
  - B. Applicant Disqualifiers for Proposal Errors 20**

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

- 6.1 Scoring of Proposal 20**
  - A. Phase I. Review—Initial Qualifying Criteria 20**
  - B. Phase II. Review—Criteria for Scoring the Technical Proposal 21**
- 6.2 Final Selection 21**

**SECTION VII. PROTEST PROCEDURE**

- 7.1 Protests 22**
- 7.2 Caveats 23**

**SECTION VIII. ATTACHMENTS**

- A. ODJFS Grant Agreement (complete and sign two copies in **BLUE INK**, and return with your application)**
- B. Technical Proposal Score Sheet**
- C. Project Budget Form (*To be completed & included in proposal packet as specified in Sec. 5.2.*)**
- D. Letter from CSEA Director authorizing the grant application (*To be completed on County CSEA letterhead & included in proposal packet as specified in Sec. 5.2, A.*)**
- E. Required Vendor Information and Certifications (*To be completed & included in proposal packet as specified in Sec. 5.2, A.*)**
- F. Local Service Provider Worksheet (*Provided as an example of reporting document to used by selected projects – do not return with proposals.*)**
- G. Certification of In-Kind Contribution (*To be completed & included in proposal packet as specified in Sec. 5.2.*)**
- H. Request for Taxpayer Identification Number (W-9)**
- I. Sub-grantee Certification Form (*To be completed & included in proposal packet for each sub-grantee used as specified in Sec. 4.6*)**
- J. Declaration of Material Assistance (DMA)**

## REQUEST FOR GRANTAPPLICATIONS (RFGA):

Access/Visitation

RFGA #: R-89-09-8007

### SECTION I. GENERAL PURPOSE & GRANTEE INFORMATION

#### 1.1 Purpose

The Ohio Department of Job and Family Services (ODJFS) releases this Request For Grant Applications (RFGA) for the purpose of soliciting proposals from County Child Support Enforcement Agencies (CSEAs) for the development and administration of programs which will achieve the programmatic goals of the federal funding in the respective counties. Under the terms of this funding source, ODJFS will only fund projects, in the scope of this grant, that include at least one of the following four program components:

1. Court-ordered or voluntary mediation, centering on access and visitation disputes arising as a result of divorce or paternity establishment;
2. Neutral drop-off and pick-up points for visitation which must include security;
3. Supervised visitation which must include security;
4. Parenting class.

CSEAs are required to develop their proposal to provide one or more of the above four eligible services in partnership with existing community agencies, service organizations, advocacy groups, or Domestic Court or Juvenile Court. **However, the CSEA must actually submit the proposal and be identified as the lead agency through which all grant funding will flow; proposals submitted to ODJFS from any organization other than CSEAs will be disqualified.** Proposals will be evaluated in part on the applicant's development and use of these partnerships.

#### 1.2 Issuing Office

This RFGA is released by and the subsequent grant award(s) will be with ODJFS. The ODJFS Office of Child Support (OCS), which will administer the grant agreement, is responsible for state level supervision.

#### 1.3 Background

In 1997, Ohio's then-governor, George Voinovich received correspondence from the U.S. Department of Health and Human Services regarding the availability of grants to states for access and visitation programs. Interested states were to designate a single state agency to handle the grant. The Ohio Department of Job and Family Services, Office of Child Support, was designated as the state agency. OCS invited Ohio's eighty-eight (88) County CSEAs to each submit a proposal for this project. Nineteen proposals were received and reviewed, and ten CSEA proposals were accepted. The ten CSEAs were Cuyahoga, Erie, Green, Lucas, Marion, Mercer, Stark, Trumbull, Tuscarawas and Washington. The CSEAs received their funding in January 1998. Even though the projects were developed, the actual implementation took several months. When funding became available again in October 1998, a decision was made to continue with the original pilot counties, as these pilot counties had not enough time to implement the program to indicate any type of results. In the third year of the project, an extensive review was completed by OCS for the ten pilot CSEAs. Some CSEAs were still experiencing difficulties with the scope of their programs, but most CSEAs were showing significant improvements. CSEAs experiencing difficulties or CSEAs that still had a large amount of unspent grant money were not given additional funding for the 1999-2000 grant year, although most of these CSEAs continued participation in the program. The unexpended money allowed for the addition of four new CSEAs into the program (i.e., Butler, Darke, Defiance, and Pickaway) for the 1999-2000 grant years only.

Each original pilot CSEA partnered with their courts, community non-profit organizations currently providing visitation services and neutral drop-off services, children services, or with other local community organizations involved in helping families. Various services have been provided to families within the local community. The services range from mediation, supervised visitation, parenting classes, neutral drop-off and pick-up services, or all of the services mentioned. A court order for child support was not mandatory for a family's participation. Some services were provided to grandparents with custody of children, and around conflicts between parents and child or children and unwed parents. While financial support continues to remain a key component of the IV-D Program, all services which advance the objective of enhancing or establishing a parent/child relationship are beneficial.

OCS is issuing this RFGA to invite Ohio's eighty-eight (88) CSEAs to submit a proposal for federal grant money available for the period of January 1, 2009 through December 31, 2012. *Those CSEAs* that currently have an Access/Visitation grant effective through (June 30, 2009), may respond to this RFGA, and if awarded their new grant period would be effective January 1, 2010. Additionally those CSEAs that currently have an Access/Visitation Grant, must respond to this RFGA if they wish to be eligible to receive grant monies after January 1, 2010.

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

This grant money consists of 90% federal funding made available under Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). A non-federal share of 10% funding of cash or in-kind contributions must be contributed by the CSEA, partners, or a neutral third party. **Grant funding may not be used as match for federal reimbursement of any expenses under Title IV-D. In addition, program income (client fees, ect.) may not be used as match for this grant. Any program income must be deducted from total expenses before invoicing OCS.** CSEAs are advised that the use of any grant money awarded is to be considered as non-critical funding. The grant award should not be considered as vital to the continuation of an existing program and, should be used to attract additional financial resources from the local community. Ohio's funding for the Access/Visitation Grant program is contingent upon receipt of approval from the Federal Office of Child Support for the Access/Visitation Grant for the federal fiscal years beginning October 1, 2008, October 1, 2009, October 1, 2010 and October 1, 2011. Should the necessary funding for this program become unavailable, or if for any other reason, ODJFS determines that it is not in its best interests to do so, ODJFS is under no obligation to award grants to CSEA grant applicants. CSEAs that have previously applied and were denied and/or CSEAs that are currently participating in the Access/Visitation Grant may apply for this grant.

The grant funds to be awarded by ODJFS to CSEAs will be used for the purpose of establishing programs to support and facilitate non-custodial parents access to and visitation with their children and to encourage the payment of child support.

OCS will award a minimum of \$50,000 to the selected CSEAs, but may award additional funds. A balance in statewide geographic representation will be sought as well as a mix of urban and rural communities.

#### **1.5 Objectives of the Project**

As previously mentioned the objective of this program is to support and facilitate non-custodial parents' access to and visitation with their children, and to encourage the payment of child support. To achieve this, ODJFS plans to award grants to CSEAs which submit qualified proposals for programs to identify and serve their counties local needs for improved access for all parents, and to support safe and dependable visitation services.

OCS strongly encourages grant applicants to submit proposals, that would provide for mediation services and/or parental education classes to families immediately upon filing for dissolution or divorce, thus emphasizing the rights and obligations of both parents to provide mutual decision-making in their children's lives without judicial intervention. Statistics at the federal level indicate that parents who remain involved with their children are more likely to provide financial and emotional support. Successful mediation, parenting classes, and supervised visitation should go hand-in-hand in strengthening family relationships and financial obligations.

The following must be clearly stated in the Access/Visitation Grant proposal submitted by the CSEAs:

- A. Describe the key goals and objectives of the proposal as well as provide a comprehensive and detailed description of each outcome to be achieved within each component of the program, indicating the type of change targeted.
- B. Provide a comprehensive and detailed description of each component of the activities that will be furnished to the target population(s). For example, for proposals which include mediation services, describe who will provide services, who are the partners; for neutral drop-off/pick-up services, describe who will operate site, where site will be located, what type of security will be provided; for supervised visitation, describe who will operate the site, where site will be located, what type of security will be provided; for parenting classes, describe who will teach the class, where will the class be located? Will mediation, supervised visitation, parenting classes be court ordered or voluntary? If voluntary, what incentive will there be for participants to attend? If ordered by the court, will fees be charged? Who will pay the fees?
- C. Describe in detail the target population(s). Please include information about the type and number of individuals being served or potentially to be served. Are participants married, separated, divorced, or never married? Describe the geographic location of the participants that are being served; urban or rural? Do most of the participants have a child support order?
- D. Provide a time line for each component of the program focusing on when individual activities will be performed and/or services provided and their expected duration.
- E. Provide a comprehensive and detailed description of the roles and duties of any partners who will participate in the program. Include a description of the manner in which these partnerships will be established (by contract, cooperative agreement, etc.). Describe in detail the manner of payment, if any, to these partners.
- F. Establish a status-reporting procedure for reporting work completed and resolution of unanticipated problems.
- G. Provide a detailed description on how specific data on each component of the program(s) will be collected, maintained and reported monthly to ODJFS. This data must include, but is not limited to, the number of participants in each program, Referral Source (self, court, IV-D, etc), Participant Information (father, mother, grandparent, etc), Marital Status, Race/Ethnicity, Income, Services Provided and Outcomes. Outcomes should include both increased parenting time with children as well as data on child support payments due and paid by program participants three months before participating in the program and three months after program participation. The sample form on which the information must be captured and reported to ODJFS is attachment H.

- H. Identify and describe the technical approach and work plan of the proposed programs deliverables/activities that are to be implemented as well as discuss in detail how those deliverables will be accomplished. All deliverables/program activities must be designed to advance the objectives of this RFGA. Additionally, each deliverable/program activity must be explicitly identified as fitting into one of the four areas of service described in Section 3.1, Scope of Project Work, of the RFGA or a thorough justification for anything beyond those area of service must be provided.
- I. Prepare a budget summary for the program. OCS will be awarding grants at a minimum of \$50,000 per year. Any budget submitted for less than \$50,000 per year will not be considered. Program budgets must be at a minimum \$50,000.00 per year.(This represents the 90% share, the in kind match must be at least \$5,556) If the CSEA is requesting funds in excess of \$50,000 two budgets must be submitted. The first budget would be for \$50,000. The second budget would be for the total amount requested (\$50,000 + additional). Grant applicants are reminded that grant funds are to be used as non-critical funding for existing programs or to help in developing a new program in the community. Program Budgets must clearly indicate a minimum of 10% cash or in-kind match to qualify for consideration. Applicant CSEAs are strongly encouraged to partner with existing non-profit organizations within the community and to partner with local Domestic and Juvenile Courts if CSEAs have a mediation component or wish to establish one.

#### 1.6 Anticipated Procurement Timetable

<i>Monday November 24, 2008</i>	ODJFS Releases RFGA to prospective Grantees Question & Answer (Q & A) Period opens.
<i>Monday December 1, 2008</i>	Q & A Period closes (10 a.m.).
<i>Wednesday December 5, 2008</i>	ODJFS provides final Grant Applicant Q & A Document.
<i>Thursday December 22, 2008</i>	<b><i>Deadline for Applicants to Submit Proposals to ODJFS (3 p.m.).</i></b>
<i>December 31, 2008</i>	ODJFS Issues Letter of Intent to Award Grants and Notifies all Grant Applicants. (Estimated)
<i>January 15, 2009</i>	Implementation—estimated (When grantee has been notified that funds have been encumbered and all necessary approvals have been obtained.)

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.

#### 1.7 Internet Q & A Period; RFGA Clarification Opportunity

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

**Access the ODJFS Web Page at <http://www.state.oh.us/ODJFS>;**  
**Select “About Us” on the front page;**  
**Select “Doing Business with ODJFS”;**  
**RFGA Number [R-89-09-8007](#);**  
**Select “Ask a Question about this RFGA” function; and**  
**Follow the instructions to send an e-mail question.**

Questions to 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 applicant must also include the name of a representative of the potential applicant, the CSEA name, and agency contact 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 that the Q & A period closes.

ODJFS responses to all questions asked via the Internet will be posted on the Internet web site dedicated to this RFGA, for references by all potential applicants. Grant 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; when possible, ODJFS may post an interim Q & A Document as well as the final version. 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 any RFGA.**

Accessibility to the ODJFS Q & A Document will be clearly identified on the web site 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 grant agreements for this or similar past projects, are Public Records Requests (PRRs), and not clarification questions regarding the present RFGA. PRRs, submitted in accordance with directions provided in Section 1.8, Communications Prohibition, will be honored. The posted time frames for ODJFS responses to 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 the RFGA for the future contract, NOT on details of a current or past related grant agreement(s). Requirements under a current project may or may not be required by ODJFS under any future grant agreement, and so may not be useful information for applicants who choose to respond to the RFGA. If applicants ask questions about existing or past grant agreements using the Internet Q & A process, ODJFS will use its discretion in deciding whether to provide answers.

There is an established time period for the Internet Q & A process (see Section 1.6, Anticipated Procurement Timetable, above). ODJFS will only answer those questions submitted within the stated time frame for submission of applicant questions, and which pertain to issues of RFGA clarity, and which are not public records requests. ODJFS is under no obligation to acknowledge questions submitted through the Q & A process if those questions are not in accordance with these instructions.

## **1.8 Communications Prohibition**

From the issuance date of this RFGA, until an actual grant is awarded to a grantee, there may not be communications concerning the RFGA between any grantee which expects to submit a proposal and any



employee of ODJFS in the issuing office, or any other ODJFS employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RFGA or the selection of the grantee.

The only exceptions to this prohibition are as follows:

- A. Communications conducted pursuant to Section 1.7, Internet Q & A Period;
- B. As necessary in any pre-existing or on-going business relationship between ODJFS and any grantee which could submit a proposal in response to this RFGA;
- C. As part of an interview necessary for ODJFS to make a final selection;
- D. If it becomes necessary to revise any part of this RFGA, revisions will be sent in writing to all applicants on the original mailing list for the RFGA, as well as anyone participating in the a clarification process conducted pursuant to Section 1.7, Internet Q & A Period; and
- E. Any Public Records Request (PRR) made through the ODJFS Office of Legal Services:

Requests from potential applicants for copies of previous RFGAs, past applicant proposals, score sheets or grant agreements 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 this Section 1.8, Communications Prohibition, will be honored. The posted time frames for ODJFS responses to Internet or faxed questions for RFGA clarification do not apply to PRRs. The PRR must comply with the following guidelines:

1. The PRR may be filed by a prospective or actual grantee and must be submitted in writing via mail or fax and shall contain the following information:
  - a. The name, organization (if applicable), address, telephone and fax number of the requester;
  - b. The specific name and/or number of the past RFGA, proposal or grant agreement being requested;
2. All requests must be filed at the following location:

Chief Legal Counsel  
Office of Legal Services  
Ohio Department of Job and Family Services  
30 East Broad Street, 31st Floor  
Columbus, Ohio 43215-3414

ODJFS is not responsible for the accuracy of any information regarding this RFGA that was obtained or gathered through a source different from the Question and Answer process described in this RFGA. Any attempts at prohibited communications by applicants may result in the disqualification of those applicants' proposals.

## **1.9 Time Frames and Funding Available**

ODJFS is seeking to enter into an agreement with a grantee(s) commencing approximately January 15, 2009 (or upon notification of all grant and funding approvals), and ending December 31, 2012 with the option to renew the contracts for up to two more years. CSEAs that currently have an Access/Visitation grant would have a start date of January 1, 2010. Additionally those CSEAs that currently have an Access/Visitation Grant, must respond to this RFGA if they wish to be eligible to receive grant monies after January 1, 2010.

Other than this current RFGA, there will be no additional opportunity for CSEAs to apply for this funding for the period ending Dec. 31, 2012.

ODJFS plans, contingent on the availability of necessary funds, to issue grant awards to those grant applicants whose proposals meet the criteria outlined in this RFGA. The Access/Visitation Grant program anticipates that funding will be available for a number of projects, however, that number is dependent upon the number of quality proposals received. **However, proposals selected by ODJFS for funding may or may not receive grant awards equal to their requested budgets (less 10% match).**

The actual dollar amounts awarded for selected proposals will be based on the amount of federal funding made available to ODJFS, and the number of grant applications which are both qualified and selected for award. Proposals are qualified if they are in accordance with the proposal submission requirements, and earn at least the minimum score requirements for quality and completeness of proposals, as specified in this RFGA. Scoring and final selections will be completed by a Proposal Review Team (PRT) selected by the ODJFS, OCS. To make its final selection of proposals which will receive awards and to determine the size of those awards, ODJFS may, at its option, take into consideration proposal quality, reasonableness and appropriateness of the proposed budget, geographic diversity, rural and urban mix, local collaborations and funding available.

ODJFS may, at its option, make selections based in part on geographical and demographic criteria in order to provide a wide range of services around the state, and in both urban and rural areas. Grant applicants are encouraged to prepare and submit proposals and budgets which are both practicable and capable of creating significant improvements in the areas of access and visitation for families in their counties.

Applicant CSEAs are strongly encouraged to collaborate with other public and/or private service providers in their counties. Grant awards which may result from this RFGA are to be considered as non-critical funding for building their programs.

Since state law prohibits ODJFS from making financial commitments beyond the fiscal biennium, the contract with the selected grantee will be subject to renewal each biennium. Renewal is contingent upon the availability of funds and satisfactory performance by the grantee.

Grant applicants are to be aware that ODJFS may, at its sole discretion, negotiate with all technically qualifying applicants for a revised project budget if the project budgets of all technically qualifying applicants are in excess of the available funding for this project. Please refer to Section 6.1 C. of this RFGA for further information on ODJFS procedures to be implemented if this occurs.

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

### **2.1 Mandatory Qualifications**

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

1. Proposal must include at least one of the following four program components: Court-ordered or voluntary mediation; Neutral drop-off and pick-up; Supervised visitation; Parenting class.
2. The proposal was submitted to ODJFS by the local CSEA.
3. The proposal must be received at the specified location by the deadline as specified in Sections 1.6 Anticipated Procurement Timetable, and 5.1 Proposal Submission.
4. Interested vendors must submit six (6) copies of their Proposal.
5. Vendor's proposal must include all required affirmative statements and certifications, signed by the vendor's responsible representative, as described in Attachment E to the RFP?
6. Include in those certifications, the vendor states that it is not excluded from entering into a contract with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or R.C. § 9.24.

**Proposals which do not meet all the above qualifications will be disqualified from further consideration for grant award.**

## **2.2 Applicant Qualifications**

In order to be considered for a grant award expected to result from this RFGA, applicants' proposals must address all the following minimum qualifications as well as partner and key staff experience and capabilities.

***Partner is defined as service provider with which CSEA has entered into an agreement for the access/visitation services.***

***Key staff is defined as individuals assigned to project with the appropriate education and experience to meet the proposed objectives of the program.***

The proposal must fully describe the partnership participants' roles and functions (for the applicant CSEA and each individual partner organization). Information must include facts such as the project roles of each organization, which partners will provide services, whether the partner organizations have collaborated with the CSEA on this or similar projects in the past, how project implementation will be staffed, and how those staff members qualify to meet RFGA objectives.

### **A. Organizational Experience and Capabilities of the Direct Services Provider**

1. Describe the organizational background of the Direct Services Provider. Provide such information as the size of the agency, its history in that or other geographic areas, its charter, its length of time providing access/visitation or related services, its administrative structure, etc.
2. Provide a narrative description of the Direct Services Provider's history and credential in providing access/visitation services or other human services involving supervised intervention, dispute resolution, parenting instruction, or other similar project goals.

### **B. Key Staff Experience and Capabilities**

The applicant must demonstrate significant expertise by assigning staff to key leadership rolls for this project. Key positions will require profiles and resume(s) / curriculum vitae (CV). The applicant must, at minimum:

1. Identify, by position and by name, those staff they consider key to the project's success (at minimum, key staff identified must include a project manager at provider' office, an accountant at the provider's office and a grant manager at the CSEA).
2. Include resume(s)/CV of key staff expected to work on the project. Proposals lacking demonstration of the appropriate education and experience shall be disqualified from consideration.
3. Staff to teach parenting classes must be degreed in education or a related field, and must demonstrate experience in designing and/or presenting adult educational programs such as parenting classes. Mediators must possess a related certification, license or degree. For the supervised visitation and supervised exchange security must be provided.
4. The staff accountant must have an accounting degree or accounting experience with federal grants.

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

#### **3.1 Scope of Project Work**

Applicants for the grant awards must propose programs which will provide services to advance the accomplishment of the objectives of this RFGA (see Sections 1.4 and 1.5). **Proposals must address one or more of the following four areas of service. Proposals focusing on or including mediation or parenting education will receive and extra 10 points to phase two final score.**

1. **Court ordered or voluntary mediation.** This service would center on access/visitation disputes. Providing these services to clients immediately upon their filing for divorce or dissolution could resolve future problems in this area.
2. **Neutral drop-off/pick-up points for visitation.** This service would alleviate problems between residential and non-residential parents. This service is valuable when domestic violence is present or alleged.
3. **Supervised visitation.** This service could be beneficial in establishing a relationship with a parent/relative previously unavailable to the child or to enhance a relationship between both parents and child.
4. **Parenting Education Classes.** Provide awareness for parents as to how their actions may affect their children.

Additionally, proposals should explain any existing or pending county partnerships with private or other public agencies which will be involved in any facet of the proposed program. The roles and responsibilities of the various partners in the proposed activities must be clearly described.

The targeted population for the services of the proposed program must also be identified. Proposals should include thorough information on those populations, such as their size, the reason for their special needs or reasons why they are currently under-served (if so identified), and how the proposed activities will fill those needs.

**NOTE:** Program participant's safety will be ensured through monitoring. For programs that provide neutral drop off and pick up and/or supervised visitation, personal safety of the program participants will be emphasized, and the proposal must clearly and specifically describe security measures to be undertaken. The measures will subsequently be verified during periodic reviews.

Also, proposals including either/or both neutral drop-off/pick-up points for visitation or supervised visitation must include security. At a minimum, security plans must include written policies and procedures that include, but are not limited to:

1. Intake and case review;
2. Collaborating with local law enforcement to facilitate a rapid response;
3. Reviewing security measures on a regular basis;
4. Ensuring that the facility meets all state and local fire, building, and health codes; and
5. Establishing written protocols for emergency situations

**Additional Security Measures in High-Risk Situations. When there is any risk of violent behavior or highly conflicted interaction by one parent against the other or between parents, providers must have:**

1. Written policies and procedures that describes the layout of premises or other arrangements that keep parents physically and visually separate;
2. Written procedures so that contact or interaction between the parents does not occur;
3. Copies of relevant court documents readily available;
4. A safety response plan for the agency; and
5. A plan for safe arrival and departure and safe use of the service for the client at risk.

### **3.2 Narrative Description of Proposed Project—Proposed Work Plan**

Grant applicants are to include, at minimum, the following narrative structures and technical approach for the proposed work plan. The applicant (i.e., CSEA) shall:

- A. State the key objectives of the proposed project. [NOTE: Applicants are advised to refrain from simply restating the objectives as identified in Section 1.5 of this RFGA.];
- B. Provide a technical approach and work plan to be implemented. This includes a proposed timeline for the project;

- C. Provide a status reporting procedure for reporting work completed, and resolution of unanticipated problems;
- D. Provide a current organizational chart (including any sub-grantees) and specify the key management and administrative personnel who will be assigned to this project. Providers must have someone with an accounting degree or accounting experience with federal grants devoted to this grant; and
- E. The staff person identified as grant manager.

### **3.3 Specifications of Deliverables**

The deliverables for each grant awarded through this RFGA will be based upon the proposal made by the accepted applicant CSEAs. While a number of programs may be funded under this RFGA, each resulting grant will identify deliverables unique to its program. However, the funded programs will be similar in that they will all focus on some form or combination of the access and/or visitation services outlines in Section 2.2.

Proposals must clearly identify the deliverables, or program activities, to be accomplished with the grant funding. Where possible, a description of expected outcomes from those activities, such as rates of improvements, or numbers of parents to be enrolled in program-sponsored parenting classes, should also be included. Proposals should display deliverables (program activities), or distinct parts or phases of deliverables by state fiscal year, if possible.

<b>STATE FISCAL YEAR</b>	<b>STATE BIENNIUM</b>
SFY 09: JULY 1, 2008-JUNE 30, 2009	JULY 1, 2007-JUNE 30, 2009
SFY 10: JULY 1, 2009-JUNE 30, 2010	Next
SFY 11: JULY 1, 2010-JUNE 30, 2011	

All proposals must specify a schedule for program reports, and provide summaries of the proposed contents and purpose of each.

## **SECTION IV. OTHER REQUIREMENTS**

### **4.1 Interview**

CSEAs submitting proposals may be requested to participate in an in-depth interview as part of the evaluation process. The interview, if necessary, may include participants from the CSEAs &/or the vendor. ODJFS reserves the right to select from responding applicants for interviews and may not interview all applicants submitting proposals. The grant applicant shall bear all costs of any scheduled interview.

### **4.2 Start Work Date**

The selected grantee 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 grantee will be notified by the ODJFS Grant Manager when work may begin. Any work begun by the grantee prior to this notification will NOT be reimbursable by ODJFS.

#### **4.3 Proposal Costs**

Costs incurred in the preparation of this proposal are to be borne by the applicant; ODJFS will not contribute in any way to the costs of the preparation. Any costs associated with any proposal review interviews (if applicable) will not be ODJFS responsibility.

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

Prospective grantees are prohibited from including any trade secret information as defined in ORC 1333.61 in their proposals in response to any ODJFS RFGA, Requests for Letterhead Bids (RLB) or other procurement efforts. ODJFS shall consider all proposals voluntarily submitted in response to any ODJFS RFGA 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 any RFGA, RLB, etc., shall become the property of ODJFS. After the selection of the grantee, any proposals submitted in response to an RFGA are deemed to be public records pursuant to ORC 149.43. The term "proposal" shall mean both the technical and the program budget, if opened, submitted by the prospective grantee, any attachments, addenda, appendices, or sample products.

Any proposals submitted in response to any ODJFS RFGA, RLB, etc., which make claims of trade secret information shall be disqualified from consideration immediately upon the discovery of such unallowable claim.

#### **4.5 Grant Agreement Requirements**

- A. Any grant agreement resulting from the issuance of this RFGA is subject to the terms and conditions as provided in the grant agreement contract, which is included as Attachment A of this RFGA;
- B. Many of the terms and conditions contained in the grant agreement (See Attachment A) are required by state and federal law; however, the applicant may propose changes to the grant agreement by annotating the model. Any changes are subject to ODJFS review and approval;
- C. Payments for any and all services provided pursuant to the grant agreement 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 sub-grantees;
- E. The grantee, and any sub-grantee(s), will not use or disclose any information made available to them for any purpose other than to fulfill the duties specified in the RFGA. The grantee, and any sub-grantee(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 agreement, and may result in legal action;
- F. As a condition of receiving a grant agreement from ODJFS, the grantee, and any sub-grantee(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 sub-grantee(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. The grantee, and any sub-grantee(s) that the grantee deems appropriate, agree to be monitored by ODJFS staff on an annual or as needed basis;
- H. By signing a grant agreement with ODJFS, an applicant agrees that all necessary insurance is in effect; and
- I. Each county CSEA selected for participation in this program must agree to collect, maintain and report specific data on each component of their program as requested by ODJFS. Selected grantees will be required to submit quarterly reports in a standardized format, which will be supplied by ODJFS. Each county CSEA must also agree to participate in any data collection or evaluation required by the Federal Office of Child Support.

#### **4.6 Sub-grantee(s)**

Any grantee proposing to use a sub-grantee(s) for any part of the work described in this RFGA, must clearly identify the sub-grantee(s) in their proposal. The proposal must include a sub-grantee agreement from the proposed sub-grantee(s) (see Attachment), signed by a person authorized to legally bind the sub-grantee(s), indicating the following:

- A. The sub-grantee(s) legal status, federal tax ID number, and principle place of a business address;
- B. The name, phone number, and fax number of a person who is authorized to legally bind the sub-grantee(s) to contractual obligations;
- C. A complete description of the work the sub-grantee will do, financial term(s) and a time frame of agreement;
- D. A commitment to do the work, if the grantee is selected; and
- E. A statement that the sub-grantee(s) has read and understands the RFGA, the submitted proposal, the nature of the work, and the requirements of the RFGA.

#### **4.7 Public Release of Records**

Public release of any evaluation or monitoring reports funded under this grant 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.

#### **4.8 Confidentiality**

All 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.

#### **4.9 Key Personnel**



ODJFS may require a clause in the resulting 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 ODJFS.

- A. ODJFS needs to know if the grant manager for the CSEA or the director of the provider and facility changes over the course of the project.

#### **4.10 Ethical and Conflict of Interest Requirements**

- A. No grantee or individual, company or organization seeking a grant agreement shall promise or give to any ODJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties;
- B. No grantee or individual, company or organization seeking a contract shall solicit any ODJFS employee to violate any of the conduct requirements for employees;
- C. Any grantee acting on behalf of ODJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any grantee or potential grantee that violates the requirements and prohibitions defined here or of Section 102.04 of the ORC is subject to termination of the agreement or refusal by ODJFS to enter into a grant agreement; and
- D. ODJFS employees and grantee who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the ORC may be prosecuted for criminal violations.

#### **4.11 Health Insurance Portability & Accountability Act (HIPAA) Requirements**

As a condition of receiving a contract from ODJFS, the grantee, and any sub-grantee(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 CFR164.501 and any amendments thereto. The selected vendor can reasonably anticipate HIPAA language in the contract in the contract that results from this RFGA.

### **SECTION V. PROPOSAL FORMAT & SUBMISSION**

#### **5.1 Proposal Submission**

The proposal must be prepared and submitted in accordance with instructions found in this section. Six (6) copies of the Technical Proposal, must be received by ODJFS, Office of Contracts and Acquisitions, no later than 3:00 p.m. on Wednesday, December 18, 2008. Proposals received after this date and time will not be reviewed. Material mailed or submitted separately from the proposal packet will not be accepted or added to the proposal by staff of ODJFS. Faxed proposals will not be accepted. Proposals must be addressed to:

Office of Contracts & Acquisitions  
Ohio Department of Job and Family Services  
30 East Broad Street, 31<sup>st</sup> Floor  
Columbus, OH 43215-3414

For hand delivery on the due date, prospective grantees are to allow sufficient time for downtown delivery (address as stated above) and again on the 31st Floor. All proposals on the due date will be accepted at the ODJFS Bid Room which is managed by the Office of Contracts & Acquisitions on the 31st Floor of the Rhodes Tower.

All submissions must be received by mail or hand delivery by the above date and time. Materials received after the submission deadline date will not be included in previous submissions nor be considered. No confirmations of mailed proposals received will be sent.

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

**NOTE:** Grant applicants are required to submit one additional copy of their complete technical proposal, including any required or voluntary attachments, and one additional copy of the program budget, including any required or voluntary attachments, each on a separate CD-ROM, in non-rewriteable CD format. The requested CDs would be used for storage/archiving purposes only, and not for purposes of proposal evaluation. Compliance with this request is a mandatory requirement for all ODJFS RFGAs for grant awards, as the agency lessens its dependence upon paper records.

### **Proposal submissions must contain a Technical and Budget Proposal:**

#### **A. Technical proposal must contain:**

1. A description of the key goals and objectives of the proposed program as well as a comprehensive and detailed description of each outcome to be achieved within each component of the program, indicating the type of change targeted. (See Sec. 1.5, A.)
2. A comprehensive and detailed description of each component of the activities that will be provided to the target population(s) that is, for mediation services, a description of who will provide services, define the partnerships, etc.; for neutral drop-off and pick-up services, a description of who will operate site, where site will be located, what type of security will be provided, etc.; for supervised visitation services, a description of who will operate program site, where it will be located, what type of security will be provided, etc.; for parenting classes, a description of who will teach the class, where classes will be offered, range of topics, etc. (See Sec. 1.5, B.)

Will mediation, supervised visitation or parenting classes be court ordered or voluntary? If voluntary, what incentive will there be for participants to attend? If ordered by the court, will fees be charged? Who will pay the fees? (See Sec. 1.5, B.)

3. A detailed description of the target population(s) including information about the type and number of individuals or families to be served, their geographic location, other demographics and whether child support orders exist for those individuals or families. If

appropriate, include a description on how and why they have been under served in the past and of how the proposed program will address those needs. (See Sec. 1.5, C.)

4. A time line for each component of the program, displayed by SFY, when deliverables or phases of deliverables will be performed and the duration of each deliverable. (See Sec. 1.5, D.)
5. A comprehensive and detailed description of the roles and duties of any partners who will be participating in this program, such as; the program organization, administration and staffing, including any private or public partners or sub-grantee(s). [A Table of Organization for the project may be included as an efficient way to display such information.] (See Sec. 1.5, E.)

A description of the manner in which these partnerships will be established (by contract, cooperative agreement, etc.) as well as a detailed description as to the manner of payment, if any, to these partners. (See Sec. 1.5, E.)

6. A status-reporting procedure for reporting work completed and resolution of unanticipated problems. (See Sec. 1.5, F.)
7. A list or time table of program reports to be submitted, including a summary description of the contents and purpose of each. (See Sec. 1.5, G.)
8. A detailed description on how specific data on each component of the program(s) will be collected, maintained and reported as requested by ODJFS. This data must include, at minimum, the number of participants in each program component; data which tracks the program(s) progress toward reaching the outcomes which were specified in their program plan; and data on child support payments made by program participants three months before, during, and three months after program participation. (See Sec. 1.5, H.)
9. A technical approach and work plan of the proposed program(s) deliverables/activities that are to be implemented as well as a detailed discussion of how those deliverables will be accomplished. (See Sec. 1.5, H.) All deliverables/program activities must be designed to advance the objectives of this RFGA. (see Section 1.5) Additionally, each deliverable/program activity must be explicitly identified as fitting into one of the four areas of service described in Section 3.3 of the RFGA or a thorough justification for anything beyond those areas of service must be provided.

**B. Program Budget must contain:**

A budget summary for the access/visitation service proposed. This grant money is for existing programs or to help establish a new program. The budget format is explained in Section 5.2, A. Also include a statement of the amount the applicant is requesting from ODJFS. The actual amount awarded by ODJFS may not equal the amount requested. Partnerships with existing non-profit organizations within the community or with local Domestic and Juvenile Courts are strongly encouraged. (See Sec. 1.5, J.)

**5.2 Format for Submission of the Proposal**

To be accepted and forwarded to the RFGA Proposal Review Team (PRT), a proposal must include Item A. (Technical Proposal) as described in this section. The Technical Proposal must contain all the information specified and requested for each of the components listed below. Additionally, the proposal must meet the requirements of this Section (Proposal Submission) of this RFGA to be accepted. The applicant is required to submit an original signed (in blue ink) and completed Transmittal Form provided as an Attachment of this RFGA.

The applicant's Technical Proposal must contain the following components (organized in 6 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 that was/were not required in the RFGA. Applicants must limit their Technical Proposal (excluding Tab 1 and Tab 5) to 50 pages. All pages shall be sequentially numbered.

Grant applicants must organize their proposal in the following order:

**Tab 1** Required Vendor Information and Certification

**Tab 2** Applicant Qualifications

**Sub-Tab 2a.** Partner(s) Experience and Capabilities

**Sub-Tab 2b.** Key Staff Experience and Capabilities

**Tab 3** Narrative Description of Proposed Project (As defined in Section 3.2)

**Tab 4** Deliverables

**Sub-Tab 4a.**

**Sub-Tab 4b.**

**Sub-Tab 4c.**

**Etc..... (The number of deliverables and sub-tabs will be defined by the applicants CSEA proposal.)**

**Tab 5** Request for Taxpayer Identification, W-9 Form

**Tab 6** Budget

**Tab 7** Examples, other

**NOTE:** Grant applicants are required to submit one additional copy of their complete technical proposal, including any required or voluntary attachments (with the exception of the Request for Taxpayer Identification, W-9 Form) and one additional copy of the project budget, including any required or voluntary attachments, each on a separate CD-ROM, in non-rewriteable CD format. The requested CDs would be used for storage/archiving purposes only, and not for purposes of proposal evaluation. Compliance with this request is a mandatory requirement for all ODJFS RFGAs for grant awards, as the agency lessens its dependence upon paper records.

#### **A. Technical Proposal**

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.

**IMPORTANT:** The Technical Proposal is defined as any part of the applicant's proposal (either as required by ODJFS or sent at applicant's discretion, such as work plan, resumes, letters of recommendation, letters of cooperation from any sub-grantees, etc.) which is not specifically identified by ODJFS as a required component.

## **1. Required Vendor Information and Certification (Tab 1)**

In this section the applicant is required to submit a letter (signed original in blue ink) which identifies the applicant; the name, title, address, and telephone number of the applicant's contact person with authority to answer questions concerning the RFGA; and the name, title, address, and telephone number of the applicant's contact person with authority to address contractual issues, including a person with the authority to execute a contract on behalf of the applicant.

In this section the applicant is required to include an original signed (in blue ink) and completed Transmittal Form provided as Attachment of this RFGA.

## **2. Applicant Qualifications (Tab 2)**

### **a. Partner(s) Experience and Capabilities (Sub-Tab 2 a.)**

The applicant should include information on the background of the firm; including any sub-grantees; and any prior experience relevant to this RFGA. Additionally, this section of the applicant's proposal must fully address the Required Vendor Information and Certification established in Section 2.1 of this RFGA, and must contain copies of any documents required in that section (resumes, sample products, etc.).

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

Under this section the applicant is required to include resumes, education, experience, and list of related published works of the Project Manager and all key personnel for this project (including any sub-grantees), and should specifically list their qualifications and experience in the areas described in Section III (Scope of Work and Specifications of Deliverables) of this RFGA. (See Sec. 3.1)

## **3. Narrative Description of Proposed Project (Tab 3)**

Provide a narrative describing in detail (in the order as outlined) in Section 3.2, Narrative Description of Proposed Project of this RFGA.

## **4. Deliverables (Tab 4)**

Each resulting grant will identify deliverables unique to its program. However, the funded programs will be similar in that they will all focus on some form or combination of the access and/or visitation services outlined in Section 3.3. Proposals must clearly identify the deliverables, or program activities, to be accomplished with the grant funding. Where possible, a description of expected outcomes from those activities, such as rates of improvements, or numbers of parents to be enrolled in program-sponsored parenting classes, should also be

included. Proposals should display deliverables (program activities), or distinct parts or phases of deliverables by state fiscal year, if possible.

**5. Request for Taxpayer Identification, W-9 Form (Tab 5)**

The applicant must attach this form, which is provided as **Attachment H** To this RFGA, completed with an original signature in blue ink.

**6. Budget**

The Program Budget must include a State Fiscal Year Budget summary sheet. The total of all deliverables should be included on this sheet and be distributed by SFY. The required 10% cash or in-kind contribution should be indicated as appropriate in the Budget Summary. (See also Section 1.5, I.)

**Access/Visitation Project Budget Summary**

**Name of Grantee** \_\_\_\_\_

<b>Budget Categories</b>						
	Jan 09 – Dec 09	Jan 10 – Dec 10	Jan 11 – Dec 11	Jan 12 – Dec 12		Total
Personnel						
Fringe Benefits						
Travel						
Equipment						
Supplies						
Contractual						
Other (Define)						
10% Cash or In-Kind Contribution						
<b>TOTAL</b>						
Grant Amount Requested						

7. **Examples, other (Tab 7 – Other voluntarily submitted attachments, if any, as deemed appropriate by applicant.)**

**B. IMPORTANT – APPLICANT DISQUALIFIERS FOR PROPOSAL ERRORS:**

The Technical Proposal is defined as any part of the applicant's proposal (either as required by ODJFS or sent at applicant's discretion), such as work plan, resumes, letters of recommendation, letters of cooperation from any sub-grantees, etc., which is not specifically identified by ODJFS.

Any trade secret, proprietary, or confidential information (as defined in Section 4.4 of this RFGA) found anywhere in an applicant's proposal shall result in immediate disqualification of that applicant's proposal.

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

**6.1 Scoring of Proposals**

ODJFS will contract with a grantee(s) that best demonstrates the ability to meet requirements as specified in this RFGA. Grant applicants submitting a response will be evaluated based on the capacity and experience demonstrated in their Technical and Project Budget. All proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from ODJFS, Office of Child Support. 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. Final selection of the grantee(s) will be based upon the criteria specified in Sections II., III, and IV of this RFGA. Any proposals not meeting the requirements contained in Sections II, III, and IV 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 PRT may waive minor defects that are not material when no prejudice will result to the rights of any grant 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.**

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

The PRT will then collectively 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, and IV of this RFGA. Using the score sheet for Phase II scoring (see Attachment B 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 248 points will be awarded for the Technical Proposal. A technical proposal must achieve a total of at least 190 points out of the possible 248 points to qualify for consideration. Any proposal which does not meet the minimum required technical 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 Technical Proposal Score Sheet (see Attachment) uses the following point values for rating each requirement.

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

#### Technical Performance Scoring Definitions:

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

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

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

**“Exceeds Requirement”**- grant applicant's 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) and the above technical performance scoring information to review their proposals for completeness, compliance and quality.

## **6.2 Final Selection**

The PRT may recommend for selection as many or as few applicants as budget and successful proposals allow. Results from the Interview (if appropriate) will be considered if necessary, to clarify proposal information.

## **SECTION VII. PROTEST PROCEDURE**

### **7.1 Protests**

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



- A. A protest may be filed by a prospective or actual bidder objecting to the award of a grant agreement resulting from this RFGA. The protest shall be in writing and shall contain the following information:
1. The name, address, and telephone number of the protestor;
  2. The name and number of the RFGA being protested;
  3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
  4. A request for a ruling by ODJFS;
  5. A statement as to the form of relief requested from ODJFS; and
  6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely protest shall be considered by ODJFS, if it is received by ODJFS' Office of Legal Services, within the following periods:
1. A protest based on alleged improprieties in the issuance of the RFGA or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. the closing date for receipt of proposals, as specified in Section 1.6, Anticipated Procurement Timetable of this RFGA.
  2. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 p.m. of the tenth (10th) business day after the issuance of the Letter of Intent to Award the grant agreement.
- 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  
Office of Legal Services  
Ohio Department of Job and Family Services  
30 East Broad Street, 31st Floor  
Columbus, Ohio 43215-3414
- E. When a timely protest is filed, a grant award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODJFS determines that a delay will severely disadvantage the Department. The grantee(s) who would have been awarded the grant agreement 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 grantee 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 PRT, none of the proposals are responsive to the objectives and needs of the Department. ODJFS reserve the right to not select any grant applicant should ODJFS decide not to proceed. Changes in this RFGA of a material nature will be provided via the agency website. All grant applicants are responsible for obtaining any such changes without further notice by ODJFS.

Any award resulting from the issuance of this application is subject to the terms and condition as provided in the Subgrant Agreement esp. (but not only) Article VIII, paragraph C. The Subgrant Agreement is Attachment E to this application packet. Two copies must be completed, signed and be part of the applicant's original submission. The applicant must properly complete ONLY the first page of the Subgrant Agreement by including the applicant's full legal name (as it appears on the certification form, provided as Attachment I. to this RFGA) AND the past page of the Agreement with the applicant's full legal name, address, FTI, and sign TWO (2) copies in **BLUE INK**. (do not fill in dollar amounts)

Those applicants who are selected for award will receive award letters and their Subgrant Agreement will be completed by ODJFS and counter-signed by the Director of ODJFS. Once a State of Ohio, Office of Budget and Management (OBM) purchase order is issued for the Subgrant Agreement, work on the project may begin. An original with your **BLUE INK** signature will be returned with the OBM purchase order

## SECTION VIII. ATTACHMENTS

- A. ODJFS Grant Agreement (complete and sign two copies in **BLUE INK**, and return with your application)
- B. Technical Proposal Score Sheet
- C. Project Budget Form (*To be completed & included in proposal packet as specified in Sec. 5.2.*)
- D. Letter from CSEA Director authorizing the grant application (*To be completed on County CSEA letterhead & included in proposal packet as specified in Sec. 5.2, A.*)
- E. Required Vendor Information and Certifications (*To be completed & included in proposal packet as specified in Sec. 5.2, A.*)
- F. Local Service Provider Worksheet (*Provided as an example of reporting document to used by selected projects – do not return with proposals.*)
- G. Certification of In-Kind Contribution (*To be completed & included in proposal packet as specified in Sec. 5.2.*)
- H. Request for Taxpayer Identification Number (W-9)
- I. Sub-grantee Certification Form (*To be completed & included in proposal packet for each sub-grantee used as specified in Sec. 4.6*)
- J. Declaration of Material Assistance (DMA)

Thank you for your interest in this project.