



**Ohio Department of Job and Family Services
Request for Letterhead Bids (RLB)
RLB#: R-89-17-0838**

Section I. Purpose

The Ohio Department of Job and Family Services (ODJFS) is soliciting bids to identify a vendor who will provide domestic violence awareness training. The selected vendor will be responsible for providing domestic violence awareness training to County Department of Job and Family Service (CDJFS) employees to enable them to understand the impact of domestic violence on Ohio Works First participants and their participation in work activities. The selected vendor shall also provide domestic violence awareness training to Child Support Enforcement Agency (CSEA) employees to enable them to understand the impact of domestic violence on Ohio Works First participants subject to child support cooperation requirements.

This Request for Letterhead Bids (RLB) document is released by ODJFS, and the subsequent contract(s) expected to result from this RLB process will be a contract between the vendor(s) and ODJFS.

The ODJFS Office of Family Stability, Bureau of Program Integration and Coordination, will designate a staff member as the ODJFS Contract Manager to provide on-going supervision of the contractor selected through this RLB. The contract period for this project is expected to run from approximately **May 12, 2008** to June 30, 2009.

ODJFS will only accept proposals from vendors that demonstrate their capacity of providing services as described in this RLB. This RLB document is released by and the subsequent contract will be with ODJFS; the ODJFS Office of Family Stability will be responsible for on-going supervision of the selected vendor's services, activities, and performance. For the purpose of this RLB, the term "vendor" shall be defined as an organization interested in this opportunity. The term "contractor" is used in reference to the successful vendor selected through this RLB.

ODJFS is under no obligation to enter into an contract with any vendor as a result of this solicitation, if, in the opinion of ODJFS, 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 RLB of a material nature will be provided on the agency website. All vendors are responsible for obtaining any such changes without further notice by ODJFS.

Section II. Background

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 established the Temporary Assistance for Needy Families (TANF) block grant program in Title IV-A of the Social Security Act.

Under 42 U.S.C. 602, states are required to submit a state plan that outlines how the state intends to meet the goals and requirements of the TANF program. States may choose to include as part of their plan a certification of standards and procedures to ensure that the state will screen for and identify domestic violence, provide referrals, and waive program requirements when appropriate.

ODJFS is the single state agency administering various programs funded by Title IV-A; among those programs are Ohio Works First ("OWF," established under R.C. Chapter 5107). ODJFS supervises the administration of OWF by county departments of job and family services in each of Ohio's 88 counties. Amended Sub. House Bill 119 of the 127th General Assembly amended R.C. Chapter 5107 to include requirements on CDJFS to screen for and identify domestic violence, provide referrals, and waive program requirements when appropriate.

Under a previous ODJFS Request for Applications, Title IV-A TANF Demonstration Program, the *TANF Training Project Tool Kit* (see Appendix A) was developed to provide CDJFS staff with resources to assist in working with victims of domestic violence. As part of the grant, training was provided to 42 CDJFS agencies in the state. In order to meet obligations described in Amended Substitute House Bill 199, ODJFS has decided to utilize this tool kit and provide training to the 88 CDJFS agencies.

Section III. Vendors Library

Federal Law – TANF State Plans (included domestic violence option)

http://www.ssa.gov/OP_Home/ssact/title04/0402.htm

Ohio Revised Code: Chapter 5107 Ohio Works First

<http://codes.ohio.gov/orc/5107>

Federal regulations: TANF domestic violence option

http://www.access.gpo.gov/nara/cfr/waisidx_06/45cfr260_06.html

127th Ohio General Assembly Amended Substitute House Bill 119 Amended Section 5107

http://www.legislature.state.oh.us/BillText127/127_HB_119_EN_N.html

New Ohio Works First Domestic Violence Policy:

Ohio Works First: <http://www.odjfs.state.oh.us/clearances/show.asp?id=5607>

Child Support: <http://www.odjfs.state.oh.us/clearances/show.asp?id=5615>

Section IV. Time and Date of Submission

Organizations, companies, or firms who are interested in submitting letterhead bids must make their submission not later than **3:00 p.m. Eastern (local) Time on Monday, March 10, 2008**. Faxes will not be accepted. Bids must be addressed to:

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

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 31st Floor. All bids received on the due date will be accepted by the Office of Contracts and Acquisitions on the 31st Floor of the Rhodes Tower. **ODJFS is not responsible for any bids delivered to any address other than the address provided above.**

All submissions must be received, complete, by mail or hand delivery by the above date and time. Materials received after the submission deadline date will not be added to previous submissions, nor be considered. No confirmations of mailed bids received can be provided. Submission of a bid indicates acceptance by the vendor of the conditions contained in this RLB, unless clearly and specifically noted in the bid submitted and confirmed in the contract between ODJFS and the vendor selected.

Section V. Anticipated Procurement and Project Timetable

February 15, 2008	ODJFS Releases RLB to Potential Vendors on the DAS and ODJFS Websites; Q & A Period Opens - Vendors may submit inquiries for RLB clarification
February 28, 2008	Vendor Q & A Period closes, 8 a.m. for inquiries for RLB clarification - No further inquiries for RLB clarification will be accepted
March 4, 2008	ODJFS posts Final Vendor Question & Answer Document on ODJFS website
March 14, 2008	Deadline for Vendors to Submit Proposals to ODJFS (3:00 P.M., local time)
March 21, 2008	ODJFS Issues Vendor Selection Notification Letter (ESTIMATED DATE)
May 5, 2008	Controlling Board date (ESTIMATED DATE)
May 12, 2008	Purchase Order approval – work may not begin until a state Purchase Order has been fully approved by OBM. (ESTIMATED DATE)
June 30, 2009	All project work must be completed.

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

* According to requirements of Ohio Revised Code (ORC) 126.07, ODJFS contracts are not valid and enforceable until the Office of Budget and Management (OBM) certifies the availability of appropriate funding, as indicated by the approval of the Purchase Order (P.O.). The selected 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.

* * Subject to approval by the Controlling Board, the contract period is expected to run from approximately May 12, 2008 through June 30, 2008.

Section VI. Internet Question & Answer Period; RLB Clarification Opportunity

Potential vendors may ask clarifying questions regarding this RLB via the Internet during the Question and Answer (Q & A) Period as outlined in Section V. 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 ODJFS” on the front page;**
- * **Select “Doing Business with ODJFS” listed on the left column of the page;**
- * **Select “Requests for Proposals, Letterhead Solicitations, and Other Invitations;”**
- * **Select RLB Number *R-89-17-0838*;**
- * **Select the R89170838@odjfs.state.oh.us” link; and**
- * **Follow the instructions and guidelines as follows to send an e-mail question.**

Questions to this RLB must reference the relevant part of this RLB, the heading for the provision under question, and the number and/or section of the RLB where the provision can be found. The potential vendor must also include his or her name, the company name, and business phone number. ODJFS may, at its option, disregard any questions which do not appropriately reference an RLB 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 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 RLB, 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 Question and Answer Document” for this RLB; when possible, ODJFS may post an interim Q & A Document as well as the final version. Vendor proposals in response to this RLB are to take into account any information communicated by ODJFS in the Final Q & A Document for the RLB. **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 any RLB.**

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

IMPORTANT: Requests from potential vendors for copies of previous RLBs, 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 RLB. PRRs, submitted in accordance with directions provided in Section XVI. Communication Prohibitions, will be honored. The posted time frames for ODJFS responses to Internet or faxed questions for RLB clarification do not apply to PRRs.

Requirements under a current or prior 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 RLB; therefore, vendors are to base their RLB responses, and the details and costs of their proposed projects, on the

requirements and performance expectations established in this RLB and, if applicable, in the Q&A document, NOT on details of a current or past related contract. 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.

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

Section VII. Qualifications

In order to be considered for this RLB, ODJFS requires that interested vendors must address all the following minimum qualifications as well as organizational and staff experience and capabilities as described in this Section:

A. Mandatory Vendor Qualifications

In order to be considered for the project described in this RLB, ODJFS requires that interested vendors **must** meet, at minimum, **all** of the following qualification requirements:

1. ODJFS will consider proposals from vendors who have at least two years of experience with populations affected by domestic violence in Ohio.
2. ODJFS will consider proposals from vendors who have at least one year professional experience in dealing with public family service agencies (such as CDJFSs, CSEAs, and ODJFS).
3. ODJFS will consider proposals from vendors who have at least one year experience dealing with low income or TANF eligible populations in Ohio.

Proposals which do not meet all mandatory qualifications will be disqualified from further consideration for award.

B. Organizational Experience and Capabilities

In order to be considered for the project expected to result from this RLB, ODJFS requires that interested vendors provide the following:

1. Samples of at least two similar sized projects completed in the past five years that demonstrate expertise necessary to successfully accomplish this project. The samples should include description of the project, timeline of the project, number of staff involved with the project, examples of materials prepared for the project, (which might include MS PowerPoint presentations and/or copies of brochures or handouts), total cost of the project, the geographic area of the project (if known), and the numbers served by the project (if known); and

2. Names and contact information for each of the entities involved in the projects cited as samples above.
3. Proposals must demonstrate the vendor's capacity to provide training in all counties in Ohio, an organization can provide a description of similar projects in which there was extensive travel required, or a project timeline to illustrate the completion of the task within the timeframe allotted. (This list is not an exhaustive list of possible items to demonstrate capacity. Other items can be utilized to demonstrate capacity.)
4. Proposals must document vendor's experience with domestic violence laws and their knowledge of available domestic violence resources.

C. Staff Experience and Capabilities

The vendor must demonstrate significant expertise by assigning staff to key leadership roles for this project. Key positions will require profiles, and resumes and/or curriculum vitae, and specific responsibilities, duties, and functions assigned to each role must be described. The vendor must, at minimum have:

1. Project manager: The project manager must have a Master's Degree, a minimum of three years experience in a domestic violence service agency, experience dealing with public services agency such as county departments of job and family services, county child support enforcement agencies, and ODJFS, and experience in project implementation and supervision.
2. Lead Trainer: The Lead Trainer must have Bachelor's Degree, a minimum of three years experience in providing training and facilitation, at least three years direct service experience in the field of domestic violence, and experience dealing with public services agency such as county departments of job and family services, county child support enforcement agencies, and ODJFS.
3. Indicate the number of trainers and percentage of time each will be dedicated to project.
4. Staffing: The applicant must provide details on all individual staff that will be assigned to this project.
5. The applicant must provide a table of organization for the project clearly identifying the Project Manager, the Lead Trainer, the person(s) responsible for contract decisions, and all other staff involved with the project.

Section VIII. Scope of Work

ODJFS is seeking an organization that has experience in dealing with issues surrounding domestic violence and poverty. ODJFS expects the vendor to be able to provide training to a variety of staff in locations throughout the state and to be able to update and modify existing

documents and tool kits for training purposes. In addition, the vendor is expected to have knowledge of recent changes in State and Federal statutes and regulations pertaining to TANF and domestic violence laws.

ODJFS is seeking an organization that will provide training using a pre-designed tool kit to county and state family services staff. The selected vendor must have the capacity to provide training in all eighty-eight counties in Ohio. Training sessions will vary in size, but at a minimum, the vendor will need to accommodate large classroom settings. The trainings must be performed on site at a county agency or at a location convenient to participating county family service agencies. Trainings may be consolidated into a multi-county setting to improve efficiency.

While ODJFS has an existing tool kit, *TANF Training Project Tool Kit*, the Department is expecting the vendor to modify and update the tool kit design to reflect recent changes and additions in State law. The updated tool kit will need to be published and distributed to trainees.

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

- A. Project Plan:** The vendor must provide an estimated timeline and completion date for each task involved with the project. The timeline should clearly describe each implementation task and its components, as well as the length of time associated with each.
- B. Tool Kit:** ODJFS has an existing tool kit to train county and state staff on domestic violence. However, the Department is seeking a vendor that has the capacity to update and modify the existing tool kit to reflect recent changes in State law. The vendor will use the tool kit during the training session and provide copies to participating trainees. The tool kit must also be available in electronic format for distribution outside of training sessions and for posting on the internet. The modified tool kit will remain property of ODJFS. To review the current *TANF Training Project Tool Kit* see Appendix A.
- C. Curriculum:** ODJFS expects the vendor to develop a curriculum for the training sessions based on the redesigned tool kit. The curriculum should include adult learning methodologies (examples include group activities, facilitation of discussion, lecture, application, etc.), appropriate course content, and evaluation of training.
- D. Training Sessions:** The vendor will be responsible for scheduling, setting up, and providing classroom style training in counties throughout the state of Ohio. The vendor is expected to utilize the curriculum and updated tool kit to complete the training sessions. All logistics for the training sessions (including room reservations, announcements, registrations, sign-in, and attendance records, etc.) will be the responsibility of the contractor. ODJFS expects the contractor to be able to schedule all trainees into no more than 132 training sessions scheduled in locations (available at no cost) around the state. It is the contractors' responsibility to manage all registrations needed into 132 or fewer sessions. ODJFS will pay for each satisfactorily completed session, however the selected contractor will be expected to organize training for all individuals needing training through as few training sessions as possible, in order to achieve the greatest efficiency with project funds. As scheduling plans for training sessions are made, the contractor shall present those plans to ODJFS and if ODJFS identifies possible greater economies in scheduling, the contractor shall adjust the schedule accordingly when possible.
- E. Training Administrative Responsibilities.** Trainers will be responsible for providing a training completion report for each class conducted. This report will include a participant sign-in roster, summary of the training session, a list of any questions/issues encountered during the training session which were left unresolved, and participant evaluations of the training.

All documentation, courseware, and supporting material created and/or used by the training professionals must be submitted to the State for approval.

Section IX. Specifications of Deliverables

1. Create a comprehensive project plan identifying timeframes and completion dates for each deliverable.
2. Modify and revise pre-existing tool kit to include recent changes in State law. Original version will be provided by ODJFS.
3. Create a curriculum for the training sessions based on the redesigned tool kit, for training sessions with County Department of Job and Family Services and County Child Support Enforcement Agencies. The curriculum should include adult learning methodologies (group activities, facilitation of discussion, lecture, application, etc...) appropriate course content, and evaluation of the training.
4. The Training Sessions, up to a maximum of 132 sessions*, which will include scheduling, training session set up, use of free county facilities, to provide classroom style training, and making copies and distributing all handouts (including the New TANF Tool Kit) in counties throughout the state of Ohio.
5. Training Completion Report for each class conducted. The report will include county name, agency name, date and time, and participant sign-in roster, summary of the training session, a list of any questions/issues encountered during the training session which were left unresolved, and participant evaluations of the training. This report should be submitted monthly.

The contractor will be reimbursed for the satisfactory completion of deliverables 1, 2, 3, and 5 listed above. The training session deliverable, 4, will be reimbursed based upon a per training session price. The vendor may invoice for each satisfactorily completed training session. Invoicing may not be more than once per month, but would be for multiple training sessions as completed in the month for which the invoice is submitted.

* ODJFS expects no more than 132 training sessions and requires the vendor to schedule with the greatest economy possible. See section VIII (4) for further details.

Section X. Format of Submission

Interested vendors must submit bid packages containing the following components, in the following order:

Tab 1.) A Bid Cover Letter, expressing the vendor's commitment to performing the work described in this RLB.

Tab 2.) Vendor Qualifications The vendor proposal must include all documents and information as outlined in Section VII, Qualifications, demonstrating how the vendor and its staff meet the requirements, specifically:

- Sub-Tab 2a.** Mandatory Vendor Qualifications (Section VII, A)
- Sub-Tab 2b.** Organizational Experience & Capabilities (Section VII, B)
- Sub-Tab 2c.** Staff Experience and Capabilities (Section VII, C)

Tab 3.) Scope of Work Requirements and Specifications of Deliverables The vendor's proposal should include a description on how the vendor plans to meet the scope of work and deliverables listed in Sections VIII and IX.

Tab 4.) Forms and Attachments:

- A. A completed and signed Vendor Required Information and Certifications Form (provided as Attachment A. to this RLB);
- B. A completed and signed Request for Taxpayer/Employer Identification Number W-9 Form (provided as Attachment B. to this RLB); and,
- C. A completed and signed Declaration of Material Assistance to Terrorists Organizations Form (provided as Attachment C. to this RLB).

To be accepted and forwarded to the ODJFS Proposal Review Team (PRT), the vendor's proposal must include a signed original and 3 copies of a technical proposal, and a non-rewritable CD-ROM copy of the entire original technical proposal, according to the format and composition details provided below.

- Technical Proposal. One original and three (3) copies of the Technical Proposal labeled: **“TECHNICAL PROPOSAL ENCLOSED FOR DOMESTIC VIOLENCE AWARENESS TRAINING SERVICES, RLB#: R-89-17-0838 SUBMITTED BY (VENDOR NAME AND DATE OF SUBMISSION).”**
- One non-rewritable CD-ROM containing a copy of the entire Technical Proposal labeled: **“CD-ROM FOR DOMESTIC VIOLENCE AWARENESS TRAINING SERVICES, RLB#: R-89-17-0838 SUBMITTED BY (VENDOR NAME AND DATE OF SUBMISSION).”**The requested CD will be used by ODJFS for storage/archiving purposes and for Public Records Requests only.
- Cost Proposal. Three copies (one signed original and two copies), also one non-rewritable CD-ROM containing a copy of the Cost Proposal must be submitted in a separate, sealed envelope, and labeled: **“NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR DOMESTIC VIOLENCE AWARENESS TRAINING SERVICES, RFP#: R-89-17-0838 SUBMITTED BY [VENDOR'S NAME HERE].”**

The vendor's Technical Proposal shall contain all the information as specified for each component listed above. It is mandatory that vendor proposals be organized in the following order. Any other information thought to be relevant, but not applicable to a specific RLB 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 include information or materials that were not required in the RLB. However, the proposal will be scored on the relevancy to the stated responsibilities as well as the conciseness, clarity, flow, and neatness of the information presented. A proposal which is incomplete, vague, unjustifiably wordy, unclear, or poorly organized may not be successful. All pages in The Technical Proposal shall be sequentially numbered either per tab or for the document as a whole.

Section XI. Selection Process

All proposals will be reviewed and scored by a Proposal Review Team (PRT) comprised of ODJFS staff. Vendors should not assume that the review team members are familiar with any of their current or past work activities with ODJFS. Proposals containing assumptions, lack of sufficient detail, poor organization, lack of proofreading, and unnecessary self-promotional claims will be evaluated accordingly. PRT members are required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the proposal review and contractor selection process. 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 vendor or to the public.

In scoring the proposals, ODJFS will score in three phases: Phase I—Initial Qualifying Criteria, Phase II—Scoring of the Technical Proposal, and Phase III—Consideration of Proposed Cost. In addition, the PRT may, at its option, elect to conduct interviews as part of the process. All score criteria are presented in the Technical Proposal Score Sheet, which is provided as Attachment E to this RLB.

Section XII. RLB Process Information and Other Contractual Requirements:

A. State Contracts

Responses 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 percent 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 X, Instructions for Format of Submission**, of this RLB.

B. Interview

Vendors 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 ODJFS and any representatives it may appoint. 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.

C. 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 contract manager when work may begin. **Any work begun by a contractor prior to this notification will NOT be reimbursable by ODJFS.**

D. 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 XI, B.).

E. Trade Secrets Prohibition; Public Information Disclaimer

Vendors are prohibited from including any trade secret information as defined in Ohio Revised Code (ORC) 1333.61 in their proposals in response to any ODJFS RFP, Requests for Letterhead Bids (RLB) or other procurement efforts. ODJFS shall consider all proposals or similar responses voluntarily submitted in response to any ODJFS RFP, RFA, RLB, or other procurement document, 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 RFP, RLB, etc., shall become the property of ODJFS. This RLB and, after the selection of a vendor for award, any proposals submitted in response to an RFP/RLB are deemed to be public records pursuant to R.C. 149.43. For purposes of this section, the term "proposal" shall mean both the technical proposal (or application or other response documentation) and the cost proposal, if opened, submitted by the selected vendor/applicant, and any attachments, addenda, appendices, or sample products.

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

F. Contractual 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 RLB. Potential vendors are strongly encouraged to read the model contract to be fully aware of all ODJFS contractual requirements.

G. Public Release of Records

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

H. Confidentiality

All contracts or other business agreements 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.

I. Ethical & Conflict of Interest Requirements

1. No contractor or individual, company or organization seeking a contract or other business 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;
2. No contractor or individual, company or organization seeking a contract or other business agreement shall solicit any ODJFS employee to violate any of the conduct requirements for employees;
 3. Any contractor acting on behalf of ODJFS shall refrain from activities which could result in violations of ethics and/or in 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 other agreement or refusal by ODJFS to enter into a one; and
 4. 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.

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

Ohio Revised Code 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 or business agreement arising out of this RLB, without notifying ODJFS of such finding. ODJFS will review the Auditor of State’s website prior to the evaluations of any proposal submitted pursuant to this RLB. 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.

K. 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 described in this RLB, 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 that the behavior that led to the claims could negatively impact vendor’s performance of the work, and the best interests of ODJFS.

L. 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 RLB. 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.

M. Vendor Selection Restriction

Any vendor deemed not responsible, or submitting a proposal deemed not to be responsive to the terms of this RLB, shall not be selected for this project.

N. Waiver of Minor Proposal Errors

ODJFS may, at its sole discretion, waive minor errors or omissions in proposals, bids, and/or forms when those errors do not unreasonably obscure the meaning of the content. Additionally, ODJFS reserves the right to request clarifications or completions from vendors to any information in their proposals, bids, and/or forms, and may request such clarification as it deems necessary at any point in the proposal/bid review process.

Section XIII. Health Insurance Portability & Accessibility Act (HIPAA) Requirements

As a condition of doing business with 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 CFR164.501 and any amendments thereto.

In the event of a material breach of vendor obligations under this section, ODJFS may at its option terminate the contract.

Section XIV. State Contracts

Proposals must list any current contracts the vendor has with State of Ohio agencies and universities/colleges. The list must indicate the purpose of the contract, the amount of the contract, the time period covered by the contract, and the percent of the project completed. Vendors must complete the "**Required Vendor Information and Certifications**" (provided as **Attachment A**) and include the completed document in the vendor's proposal as specified in Section X, Format of Submissions.

Section XV. Caveat

ODJFS is under no obligation to select a vendor 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 with the project.

Section XVI. Communications Prohibitions

From the issuance date of the RLB, until a contract is in effect, there may be no communications concerning the RLB between any interested potential vendor 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 RLB or the decision with a formal procurement.

The only exceptions to this prohibition are as follows:

- A. As necessary in the case of any pre-existing business relationship between ODJFS and a vendor which could potentially respond to this RLB, in order to conduct that business;
- B. As part of an interview necessary for ODJFS to make a vendor selection decision;
- C. If it becomes necessary to revise any part of this RLB, revisions will be posted on the ODJFS web page established for this RLB; and
- D. If it becomes necessary to revise any part of this RLB, revisions will be posted on the ODJFS web page: <http://www.state.oh.us/odjfs> and notices of such will be sent to vendors on the original mailing list and to anyone participating in the clarification process conducted pursuant to Section V. above; and
- E. Any Public Records Request (PRR) made through the ODJFS Office of Legal Services:

Requests from potential vendors or contractors for copies of previous RLBs, past vendor proposals, score sheets or contracts for this or similar past projects, are Public Information Requests (PRRs), and are not clarification questions regarding the present RLB. PRRs, submitted in accordance with directions provided in this Section XVI, Communications Prohibited, will be honored. The posted time frames for ODJFS responses to Internet questions for RLB clarification do not apply to PRRs.

* Important Note: Amendments to the RLB or to any documents related to it will be accessible to interested vendors through the original ODJFS website established for the RLB. All interested vendors are strongly encouraged to refer to the appropriate website regularly for amendments or other announcements. Failure on the part of ODJFS to notify any vendors of any possible changes or announcements related to this RLB does not absolve the vendors from their responsibility to look for updated information through the web page.

Proposals submitted by a vendor who attempts any communications prohibited by this Section may be disqualified by ODJFS from consideration for this project. ODJFS is not responsible for the accuracy of any information regarding this RLB that was obtained or gathered through a source other than the Question and Answer process described in this RLB.

Section XVII. Protests

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

1. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this solicitation. The protest shall be in writing and shall contain the following information:
 - a. The name, address, and telephone number of the protestor;
 - b. The name and number of the solicitation being protested;
 - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - d. A request for a ruling by ODJFS;
 - e. A statement as to the form of relief requested from ODJFS; and
 - f. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
2. A timely protest shall be considered by ODJFS, if it is received by ODJFS' Office of Legal Services, within the following periods:
 - a. A protest based on alleged improprieties in the issuance of the RLB 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. of the closing date for receipt of proposals as specified in Section II., Time and Date of Submission.
 - b. 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 *seventh (7th) calendar day* after the issuance of the Letter of Intent to Award the contract.
3. 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 #2 of this section.
4. 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
5. 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.

- 6. 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.

SECTION XVIII. ATTACHMENTS AND APPENDICES

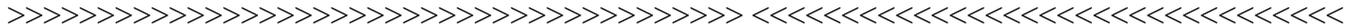
Attachments

- A. Required Vendor Information and Certifications** (To be completed & included in proposal packet as specified in Sec. X)
- B. Request for Taxpayer Identification Number (W-9) Form** (To be completed & included in proposal packet as specified in Sec. X.)
- C. Declaration of Material Assistance Form** (To be completed & included in proposal packet as specified in Sec. X.)
- D. Technical Proposal Score Sheet** (For vendor self-evaluation purposes...do not submit)
- E. Cost Proposal Form** (To be completed & included in cost proposal packet as specified in Sec. X.)

Appendices

- A. TANF Training Project Tool Kit**

Thank you for your interest in this project.



Attachment A. follows, next page:

Attachment B. is available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Attachment C. is available at <http://www.homelandsecurity.ohio.gov/dma/dma.asp>

Attachment A to ODJFS RFP/ RLB # R-89-17-0838

REQUIRED VENDOR INFORMATION and CERTIFICATIONS

Purpose: The Ohio Department of Job and Family Services (ODJFS) requires the following information on vendors who submit proposals or bids in response to any ODJFS Requests for Proposals (RFPs), Requests for Letterhead Bids (RLBs), or other competitive opportunity in order to facilitate the development of the contract (or finalization of a purchase) with the selected vendor. ODJFS reserves the right to reject any proposal if this information is not provided fully, accurately, and by the deadline set by ODJFS. Further, some of this information (as identified below) **must** be provided in order for ODJFS to accept and consider a proposal\bid. **Failure to provide such required information will result in the proposal's immediate disqualification.**

Instructions: Provide the following information regarding the vendor submitting the proposal or bid. Vendors may either print this attachment, complete and sign it, or may provide the required information and certifications (each fully re-stated from this attachment) on their letterhead as the opening pages of their proposals. It is mandatory that the information provided is certified with an original signature (in blue ink, please) from a person with authority to represent the vendor. Vendors are to provide the completed and signed information and certifications as a component of their original proposal, according to instructions in the RFP (etc.) for proposal/bid composition.

IMPORTANT: If the RFP\RLB specified a maximum page limit for vendor proposals\bids, the attachment of any required certifications, other documents, or additional pages needed to fully provide the information requested here will **NOT** be counted against that page limit.

Vendors must provide all information

1. ODJFS RFP/RLB/IFP (etc.) #:	2. Proposal Due Date:
3. Vendor Name: (legal name of the vendor – person or organization – to whom contract\purchase payments would be made)	4. Vendor Federal Tax ID # or Social Security #: (this number MUST correspond with the name in Item # 3)
5. Vendor Corporate Address:	6. Vendor Remittance Address: (or “same” if same as Item # 5)
<p>7. Print or type information on the vendor representative/contact person <u>authorized to answer questions on the proposal\bid</u>:</p> <p>Vendor Representative: Representative's Title: Address: Phone #: Fax #: E-Mail:</p>	

8. Print or type the name of the vendor representative authorized to address contractual issues, including the authority to execute a contract on behalf of the vendor, and to whom legal notices regarding contract termination or breach, should be sent (if not the same individual as in #7, provide the following information on each such representative and specify their function):

Vendor Representative:
Representative's Title:
Address:
Phone #:
Fax #:
E-Mail:

9. Is this vendor an Ohio certified MBE? Yes No If yes, attach a copy of current certification to proposal\bid. (Note: **IF ODJFS has specified the RFP\RLB\purchase document as an opportunity open exclusively to Ohio Certified MBEs, then failure to attach a copy of current certification **WILL RESULT IN DISQUALIFICATION.**)**

10. Mandatory Vendor Certifications:

ODJFS may not enter into contracts with/make purchases from any vendors who have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Vendors responding to any ODJFS RFP\RLB or other purchase opportunity **MUST** certify that they are **NOT INELIGIBLE** by signing each of the three statements below. **Failure to provide proper affirming signature on any of these statements will result in the disqualification of your proposal\bid.**

I _____ (signature of representative shown in Item # 7, above) **hereby certify and affirm that** _____ (name of the vendor shown in Item # 3, above), **has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the Unites States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.**

AND

I _____ (signature of representative shown in Item #7, above) **hereby certify and affirm that** _____ (name of the vendor shown in Item # 3, above), **is not on the list established by the Ohio Secretary of State, pursuant to ORC Section 121.23, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.**

AND

I _____ (signature of representative shown in Item #7, above) **hereby certify and affirm that** _____ (name of the vendor shown in Item # 3, above), **either is not subject to a finding for recovery under ORC Section 9.24, or has taken appropriate remedial steps required under that statute, or otherwise qualifies under that section to enter into contracts with the State of Ohio.**

11. Work Location Declaration: Identify the location(s) (i.e., city, state/province, country) where all work for the proposed project will be performed, by the proposing Vendor and by any Subcontractors: _____ - _____ .

12. Equal Employment Opportunity Information on the Vendor and any Subcontractor(s)

A. Provide vendor employee data both nationwide (including Ohio staff), and Ohio office employees separately:

	<u>Nationwide:</u>	<u>Ohio Offices:</u>
Total Number of Employees:	_____	_____
% of those who are Women:	_____	_____
% of those who are Minorities:	_____	_____

B. If you are the selected vendor, will you subcontract any part of the work?

NO -or- YES, but for less than 50% of the work -or- YES, for 50% or more of the work

If yes, provide the following information on each subcontractor (additional pages may be added as needed):

Subcontractor Name: _____

Address: _____

Work To Be _____

Performed: _____

(a brief description) _____

Subcontractor's Estimated Percentage of Total Project (in % of work, not % of dollars):

If 50% or more of the work will be subcontracted, then ALSO provide the following information on ALL proposed subcontractors:

	<u>Nationwide:</u>	<u>Ohio Offices:</u>
Total Number of Employees:	_____	_____
% of those who are Women:	_____	_____
% of those who are Minorities:	_____	_____

C. Identify all state contracts which the vendor has had approved by the Controlling Board since the beginning of the last fiscal year (i.e., since July 01, 2004) through this fiscal year to date. Also include contracts approved for ODJFS or institutions of higher education:

Total number of contracts: _____

For each state contract, list the state agency and provide the following information:

State Agency/Educational Institution: _____

Contract Dollar Amount: _____

State Agency/Educational Institution: _____

Contract Dollar Amount: _____

State Agency/Educational Institution: _____

Contract Dollar Amount: _____

Attach additional pages if needed

13. Vendor and Grantee Ethics Certification

As a vendor or grantee doing business with* or receiving grants from the State of Ohio, I certify on behalf of _____(name of vendor or grantee):

- (1) I have reviewed and understand Ohio ethics and conflict of interests laws, as found in Chapter 102. and Sections 2921.42 and 2921.43 of the Ohio Revised Code.
- (2) I have reviewed and understand Governor Strickland’s Executive Order Number 2007-01S.
- (3) I will not do anything inconsistent with those laws or Executive Order Number 2007-01S.
- (4) I acknowledge that failure to comply with this certification, is, by itself, grounds for termination of this contract or grant with the State of Ohio.

Signature of authorized agent

Date

****"Doing business with" includes all contracts for goods and services, excluding purchases made using the State of Ohio’s Payment Card Program that cost less than \$1,000.**

14. I have read the ODJFS Model Contract attached to the RFP/RLB, and if awarded a contract, I will not _____ (or) I will_____ request changes to the standard language, and have marked the requested changes and returned the model document with this proposal for consideration by ODJFS. (If so, ODJFS will review those requested changes if you are the selected vendor. All requested changes to model contract language are subject to ODJFS approval.) **(NOTE: Item 14 is not applicable and not required when the subject ODJFS procurement opportunity is offered only to State Term Schedule Vendors.)**

15. I _____, (vendor representative in Item # 7) hereby affirm that this proposal accurately represents the capabilities and qualifications of _____ (vendor’s name), and I hereby affirm that the cost(s) bid to ODJFS for the performance of services and/or provision of goods covered in this proposal in response to the ODJFS RFP/RLB/other purchase opportunity is a firm fixed price, inclusive of all incidental as well as primary costs. (Failure to provide the proper affirming signature on this item may result in the disqualification of the vendor’s proposal/bid.)