

**REQUEST FOR PROPOSALS  
URBAN YOUTH WORKS**

**RFP#: R-1011-15-8025**

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

**June 2009**

**Urban Youth Works RFP**  
**RFP#: R-1011-15-8025**

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# Ohio Department of Job and Family Services

## Urban Youth Works REQUEST FOR PROPOSALS (RFP): RFP#: R-1011-15-8025

### SECTION I. GENERAL PURPOSE & GRANTEE INFORMATION

#### 1.1 Purpose

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Proposals (RFP) for the purpose of obtaining proposals for innovative local employment and training programs to provide meaningful employment for urban youth. Organizations submitting proposals must show how the proposed project will provide employment and educational services to disconnected urban youth (defined in Section 3.2).

ODJFS will only accept proposals from local Workforce Investment Boards or their designated entities, employers, educational institutions (able to provide 12 month certificate programs), local and state government entities and private not-for-profit entities. Qualified organizations may submit individually, or may form partnerships or collaborations for providing services. Partnership/collaborative proposals are encouraged but proposals must be submitted by one clearly identified lead organization. Additional consideration will be given to partnerships with community and faith based organizations.

All potential applicants must submit a mandatory expression of interest via the State of Ohio Federal Stimulus Initiative website at: <http://www.recovery.ohio.gov/opportunities/state/>. Any interested organization that fails to register its intent through this website by the July 22, 2009 deadline will be disqualified from consideration.

Private sector for-profit organizations may only participate as partners in a collaboration in which a government or not-for-profit entity will serve as the lead organization and fiscal agent. Private sector for-profit entities **may not** submit proposals individually nor may they act as the lead organization or fiscal agent for any collaboratively proposed projects.

As a result of this competitive process, ODJFS intends to fund a minimum of thirteen proposals. All proposals submitted in response to this RFP must propose to provide meaningful employment and training opportunities for at least two of the following categories of low income and disconnected youth.

1. **Youth who are disengaged from the educational system** (as defined in Section 3.2)
2. **Youthful offenders** (as defined in Section 3.2)
3. **Youth in or aging out of the foster care system** (as defined in Section 3.2)
4. **Youth with disabilities** (as defined in Section 3.2)
5. **Migrant youth** (as defined in Section 3.2)
6. **Homeless and/or runaway youth** (as defined in Section 3.2)
7. **Children of incarcerated parents** (as defined in Section 3.2)

All applicants must clearly state in their proposal which of the two required categories their proposed project will address. For purposes of this program youth are defined as persons aged 16-24: specific requirements regarding project services provided to youth of various ages is provided in Section 3.1 (G). Note: **See Section 6.1, C. for budget review and proposal award criteria.**)

Organizations submitting proposals in response to this RFP must demonstrate significant experience in providing youth employment programs (*e.g.* subsidized and unsubsidized employment such as paid and unpaid internships, work experience, business mentorships, post secondary employment placement, entrepreneurship programs, apprenticeships, or other employment-related programs in order to validate the applying organization's qualifications and success in implementing similar programs).

Proposed projects must also address barriers to youth employment and educational advancement. Proposals must address critical components such as program design, administrative structure, outreach/recruitment strategies, participant eligibility determination, local or regional appropriateness, community support and partnerships, performance measures and program evaluation methodology, project budget and reporting and record-management. Proposals must be in accordance with program parameters set by ODJFS for use of this funding (refer to section 1.5). Award selections will be based on multiple criteria including proposal quality and project budget.

## **1.2 Terminology used in this RFP**

**Program participants** = Youth who are low income and disconnected (as defined in Section 3.2) will receive the services to be provided by the grantees.

**Individual:** A person not meeting the definition of family is considered to be an individual (often known as family-of-one).

**Low Income** = at or below 200% of the federal poverty level. Eligibility is based on the family income for the last thirty days. The only exception is a youth receiving disability benefits as SSI for a documented disability, a youth that has been within the juvenile justice system, youth aging out of foster care or homeless youth within the last twelve months. In that case the income would be solely based on the income of the youth for the last 30 days.

**Applicants** = organizations that submit proposals through this RFP process may also refer to organizations that consider submitting a proposal, whether or not they eventually do so.

**Sub-grantees** = the organizations selected through this RFP process, and who are therefore sub-recipients of federal funds passed to ODJFS.

**Grantees** = Sub-grantees. These terms may be used interchangeably.

**Application** = Proposal = Response to this RFP. These terms may be used interchangeably.

**Initiative** = the ODJFS program known as "Urban Youth Works" which will award grants through this RFP process for the purpose of supporting various projects designed to help individuals find employment and/or training.

**Meaningful Job** = a job leading to a self-sufficient wage and occupation based on the local labor market demand.

**Direct and Indirect Costs** - See Appendix 1.

**Dependent** - as defined by the State of Ohio, ODJFS, Office of Workforce Development Glossary.

Applicants who fall in any one of the following categories shall be considered a dependent for eligibility purposes:

- Under 18 years of age
- Age 18-23 and parent(s) or guardian(s) pay(s) for more than 50% of the applicant's **support\***

Applicants who fall into any one of these categories are considered to be "independent."

- Age 24 or older
- Married (If separated but not divorced, applicant is legally married)
- Has children that receive more than half of their **support\*** from the applicant
- Has dependents other than a spouse or children who live with the applicant and receive more than half of their **support\*** from the applicant
- Lives in own residence or in a residence **without** financial or other support from parents or guardians
- Is on active duty in the U.S. armed forces for purposes other than training
- A veteran of the U.S. armed forces

**Support** as it relates to dependent includes financial assistance from parents or guardians to help pay for food, clothing, shelter, utilities, education, medical and dental care, recreation, transportation, and any other living expenses; as well as any government-provided cash public assistance and food assistance.

### **Special Circumstances**

The issue of guardianship concerning dependent children may be determined by decree of court, or may be determined by a state or federal agency that has established or assumed guardianship.

An individual under 18 years of age is always considered to be a dependent child, unless the youth is not living with parents or guardians and is not receiving any support from them.

**Individual:** A person not meeting the definition of family is considered to be an individual (often known as family-of-one).

**Family** - as defined by WIA Section 101(15)

Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A husband, wife and dependent children
- A parent(s) or guardian(s) and dependent children
- A husband and wife

**NOTE:** An individual with a disability and a major barrier to employment will be considered an individual for determining family size (previously known as family-of-one).

### **1.3 Issuing Office**

The RFP released by ODJFS will result in subrecipient agreements. The Office of Workforce Development (OWD) coordinates programs and delivers services to ensure that Ohio's workforce is

equipped with the necessary tools to be matched with available, high-quality jobs. OWD serves an integral role in the proper alignment of Ohio's workforce system with other stakeholders and partners such as economic development, education and the needs of Ohio employers. OWD also provides direction and oversight for Ohio's One-Stop System.

The role of OWD is to work in partnership with the U.S. Department of Labor, Governor's Office and a variety of stakeholders in order to provide administration and operational management for workforce development programs and provide services in support of those programs. OWD is functionally aligned and structured by program and services. OWD's overall responsibility is to promote job creation and to advance Ohio's workforce.

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

#### **1.4 Background**

OWD advances the ODJFS mission by accelerating the success of job seekers and employers needing their talents and supporting achievement of an important goal of the Strickland-Fisher Administration's Turnaround Ohio strategy, raising the incomes of all Ohioans including youth.

Ohio is fortunate in having a wide variety of employment and training organizations providing services that support successful employment. This project challenges those providers to build on their strengths to support rapid employment of Ohio's urban youth in the most efficient manner possible.

This RFP addresses the need of urban youth to successfully participate in education and training programs which will ultimately lead to a self-sufficient wage and occupation.

Funding is provided through the American Recovery and Reinvestment Act of 2009 (Recovery Act) which supports activities authorized under the Workforce Investment Act of 1998 (WIA) and the Wagner-Peyser Act. The Recovery Act is intended to preserve and create jobs, promote the nation's economic recovery, and to assist those impacted by the recession. The services funded by this RFP must be implemented expeditiously and effectively with full transparency and accountability of expenditures.

WIA is a federally funded program which includes services to adults, youth, and dislocated workers. For this grant initiative (September 1, 2009 through December 31, 2010), Ohio's budget allows for up to \$6.7 million for competitive awards for urban youth programs through this RFP. ODJFS intends to select a minimum of thirteen proposals that meet the requirements of the RFP.

#### **1.5 Overview of the Project**

Applicants are asked to integrate an appropriate mix of education, training and support services that effectively address barriers and increase opportunities for the employment of disconnected urban youth.

For the purpose of this initiative, urban areas are defined as Ohio cities that have a total population that is greater than 10,000 and are located in a county, that includes at least one city, that has a population

that is greater than 50,000. Organizations in the following urban cities are eligible to apply for this grant.

Columbus, Dublin, Westerville, Gahanna, Reynoldsburg, Grove City, Upper Arlington, Hilliard, Whitehall, Worthington, Bexley, **(Franklin)**, Cleveland, Parma, Lakewood, Euclid, Cleveland Heights, Strongsville, North Olmsted, Westlake, North Royalton, Garfield Heights, Shaker Heights, East Cleveland, Maple Heights, Solon, south Euclid, Parma Heights, Brook Park, Rocky river, Mayfield Heights, Berea, Broadview Heights, Fairview Park, Middleburg Heights, Bay Village, Lyndhurst, Warrensville Heights, Bedford Brecksville, University Heights, Seven Hills, Beachwood, Bedford Heights, Brooklyn, Richmond Heights, **(Cuyahoga)**, Cincinnati, Norwood, Forest Park, Sharonville, Blue Ash, Loveland, Reading, Montgomery, Springdale, **(Hamilton)**, Toledo, Sylvania, Oregon, Maumee, **(Lucas)**, Akron, Cuyahoga Falls, Stow, Barberton, Green, Hudson, Twinsburg, Tallmadge, New Franklin, Norton, Macedonia, **(Summit)**, Canton, Massillon, North Canton **(Stark)**, Dayton, Kettering, Huber Heights, Trotwood, Riverside, Centerville, Miamisburg, Vandalia, Clayton, West Carrollton City, Englewood **(Montgomery)**, Youngstown, Alliance, Struthers, Medina, Wadsworth **(Mahoning)**, Lorain, Elyria, North Ridgeville, Avon Lake, Avon, Amherst, Vermilion, **(Lorain)** Mansfield, **(Richland)**

Proposals involving more than one organization must have a non-profit organization or government agency identified lead agency who will be responsible for coordinating the project activities. ODJFS will maintain all responsibility for audits and audit resolutions.

ODJFS expects to award a *minimum* of thirteen grants to provide innovative youth employment and training programs. The awards will be for amounts ranging from \$50,000 up to \$500,000 for each award from the effective date through December 31, 2010. Applicants are encouraged to collaborate with multiple partners, agencies, and/or employers for this project. The budget provided in Attachment F should detail how the grantee will provide services to the disconnected urban youth. The grantee may consider using cost-per-participant information to show the distribution of the award to the various youth populations served. **(IMPORTANT NOTE: see Section 6.1, C. for budget review and proposal award criteria).**

There are no financial matching requirements for these grants. However, proposals with costs that would exceed \$500,000 must clearly demonstrate the availability of the additional funding (such as other local and/or private funds). All grants financed with Recovery Act funds, without regard to the award date, will terminate on December 31, 2010 or on the termination date in the grant agreement, whichever is sooner. ODJFS, at its sole discretion, may extend the period of performance to a sub-grantee beyond December 31, 2010. The decision to do so will be dependant on available funding, the demonstrated expenditure rate, performance outcomes of the sub-grantee and all necessary contractual and funding approvals.

ODJFS intends to make grant awards for ARRA stimulus funds until those funds have been obligated. Successful proposals will be awarded grants approximately 30 days after the deadline for submission. Based on the expenditure performance and performance outcomes of the sub-grantees originally selected, there is a possibility that sub-grantee awards may be modified or cancelled. ODJFS reserves the right to make additional, subsequent awards to ensure that all funds are obligated in order to maximize services Ohio job seekers. In the event that additional awards are issued, ODJFS will select the next technically qualifying proposals with the highest scores (sequentially from highest score to lower scores) and issue awards until all ARRA funds are again fully obligated.

Applicants that are not originally selected for an award through this RFP should maintain a copy of their proposals in the event that they receive an award at a later date as outlined in the paragraph above. ODJFS will maintain all technically qualifying proposals through December 31, 2010, but not beyond that date. Proposals will only be accepted through the submission deadline (both date and time) as specified in Section 1.7 (Anticipated Procurement Timetable) of this RFP.

**The total award notification for a single proposal will be for the full duration of the project, from the award date through the termination date. However, sub-grant agreements will be issued from the award date of September 1, 2009 – December 31, 2010. Purchase orders are issued on a State Funding Year Basis from September 1, 2009 to June 30, 2010 and from July 1, 2010 to December 31, 2010. Sub-recipients are reminded that grant agreements and purchase orders may be modified quarterly by ODJFS to allow for revised awards one quarter at a time. Per ORC 126.07 the initial purchase order is not valid until approved by OBM. No costs may be incurred against these awards until OBM has approved the purchase order. Purchase orders may be modified quarterly by ODJFS to allow for subsequent awards one quarter at a time. Selected grantees are reminded that, per ORC 126.07, agreements, including grant amendments or modifications are not valid until the necessary purchase orders have been fully approved.**

ODJFS, at its discretion, may extend the period of performance of a sub-grantee beyond December 31, 2010. The decision to do so will be dependant on available funding and the demonstrated expenditure rate and performance outcomes of the sub-grantee.

Accountability guidelines provided by the Office of Management and Budget for the Recovery Act emphasize data quality, streamlining data collection, and collection of information that shows measurable program outputs. The applicant's project management approach must adhere to the following project meeting and reporting requirements:

***Attend all mandatory trainings, workshops and meetings as requested by ODJFS.***

There will be a mandatory meeting for all grantees after the award date. This meeting will include detailed information on program implementation, timelines, accounting practices, Sharing Career Opportunities and Training Information (SCOTI) system and reporting. At least one member of the key staff member team, as identified in the proposal, must attend the mandatory trainings, workshops, meetings. Additional meetings will be scheduled as deemed necessary by ODJFS. A quarterly and project-end report shall be submitted electronically and in hard copy format to the ODJFS Project Manager. Reporting will utilize the SCOTI system, and templates for reporting will be provided by, and are subject to modification by ODJFS throughout the contract period. In addition to collecting and reporting data, the selected projects will be expected to assist OWD in identifying best practices to replicate similar programs across the State of Ohio.

The primary audit responsibility will remain with ODJFS including but not limited to program monitoring, financial reporting, budget tracking, and fiscal audits. Program monitoring activities will include, but may not be limited to, site visits, program operations, participant eligibility, customer satisfaction, and quality of services provided (refer the U.S. DOL handbook for more information on monitoring procedures).

Recovery Act funding may only be used for authorized Workforce Investment Act and Wagner-Peyser Act activities. This Initiative will NOT pay for services delivered to persons currently enrolled and receiving services funded through the Workforce Investment Act, as it is the intent of ARRA to supplement and expand the delivery of the employment and training services funded by WIA not to

supplant them. It is the intent of the Recovery Act that services be provided that support reentry into the recovering job market.

### 1.6 Objectives of the Project

ODJFS will consider proposals that describe how (if funded) the applicant organization would address and meet at least two of the objectives listed below for at least two of the required targeted youth populations as defined in section 1.1. It is the intent of this project for youth to become better prepared for the 21<sup>st</sup> century workforce by addressing at a minimum two of the following list of objectives:

1. Provide an educational program that will lead to self-sufficiency for meaningful work.
2. Enable youth to become employed in a meaningful work occupation that provides a career path leading to self sufficiency based on the local demand driven economy or the Ohio Skills Bank data
3. Provide training and skill development that will result in meaningful employment.
4. Provide business mentors in the actual workforce.
5. Provide job readiness activities/training
6. Provide opportunities to access entrepreneurship and apprenticeship programs.
7. Provide access to meaningful post secondary educational programs.
8. Provide opportunities for meaningful subsidized and unsubsidized employment.

Grantees are strongly encouraged to collaborate with community and faith based organizations. Most successful programs identify a staff member to serve as a life coach or case manager to provide intensive case management to youth.

Two designs are encouraged that have shown nationally to produce results in a short turnaround timeframe: 1) On-the-Job Training, and, 2) Job Readiness Training. The Job Readiness Training may include Job Search or Job Club activities that are structured and focus on the fact that “looking for a job” is a job! An effective design may include structured modules to address Job Readiness activities such as Resume Writing, Interviewing Skills, Mock Interviews, Dress for Success, etc. and a structured process for getting and following through on Job Leads, Follow-Up Calls, and Peer Networking.

Supportive Services are allowable and may be incorporated as appropriate into proposals. Applicants are encouraged to provide supportive services and needs-related payments, described in WIA section 134(e)(2) and (3) and in WIA regulations 20 CFR part 663, subpart H, that may be necessary for an individual’s participation in job training.

### 1.7 Anticipated Procurement Timetable

**Project Management:** The Urban Youth Works initiative will be administered by the Office of Workforce Development.

DATE	RFP IMPLEMENTATION
Thursday June 18, 2009	ODJFS Releases RFP on ODJFS Web Site; Q&A Period Opens: - RFP becomes active - Subrecipients may submit inquiries for RFP clarification
Thursday July 6, 2009	Sub-recipient Q&A Period Closes, 10 a.m. (for inquiries for RFP Clarification) - No further inquiries for RFP clarification will be accepted

Friday July 10, 2009	ODJFS provides Final Sub-recipient Question & Answer Document. (estimated)
Wednesday July 22, 2009	Deadline for all potential applicants to submit a mandatory expression of interest via the State of Ohio Federal Stimulus Initiative website at: <a href="http://www.recovery.ohio.gov/opportunities/state/">http://www.recovery.ohio.gov/opportunities/state/</a> (Any interested organization that fails to register its intent through this website by this deadline will be disqualified from consideration.)
Monday July 27, 2009	<u>Deadline for Sub-recipients to Submit Proposals to ODJFS. (3 p.m.)</u> (This is the proposal opening date, beginning the ODJFS proposal review process.)
Wednesday August 26, 2009	ODJFS Issues Award Notification Letters. (estimated) Applicants that submitted proposals in response to this RFP will receive official notification stating whether their proposal was accepted for award.
<b>DATE</b>	<b>PROGRAM IMPLEMENTATION</b>
September 1, 2009 to December 10, 2009	Project is launched (rolling implementation date (locally determined), state training, planning)
April 10, 2010	Quarterly Report due
July 10, 2010	Quarterly Report due
September 10, 2010	Quarterly Report due Final SFY 2010 project year closeout. All costs through June 30, 2010 must be billed.
December 31, 2010	<b>Project Completion** - All work must be completed and approved by ODJFS Grant Manager.</b>
January 10, 2011	<b>Quarterly Report due</b>
March 30, 2011	<b>Final closeout – All costs must have been accrued by December 31, 2010 and must be billed to ODJFS no later than March 30, 2011.</b>

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 grantee 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 grantee when the requirements of ORC Section 126.07 have been met. A renewal option will be in effect, contingent upon satisfactory performance, continued availability of funding, and all required approvals

All awards are at the discretion of ODJFS. Subsequent grant and purchase order modifications are contingent upon satisfactory grantee performance during the prior quarter(s). The quarters will begin on, October 1, January 1, April 1, July 1, September 1 (2009-2010) (approximately). The first and last grant agreement and purchase order may be for a partial quarter to correspond, as necessary, with the grant award and termination dates. There is no process to appeal a decision by ODJFS to not modify or increase a subgrant award, renew a grant after the end of a quarter.

ODJFS, at its discretion, may extend the period of performance of a sub-grantee beyond December 31, 2010. The decision to do so will be dependant on available funding and the demonstrated expenditure rate and performance outcomes of the sub-grantee.

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

Potential grantees may ask clarifying questions regarding this RFP via the Internet during the Q&A Period as outlined in Section 1.7, Anticipated Procurement Timetable. To ask a question, potential grantees must use the following Internet process:

- \* **Access the ODJFS Web Page at <http://jfs.ohio.gov/>**
- \* **Select “About Us” on the front page;**
- \* **Select “Doing Business with ODJFS;”**
- \* **Select “Requests for Proposals, Letterhead Solicitations, and Other Invitations;”**
- \* **RFP Number [R-1011-15-8025](#);**
- \* **Select “Ask a Question about this RFP” function; and**
- \* **Follow the instructions to send an e-mail question.**

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

ODJFS responses to all questions asked via the Internet will be posted on the Internet website dedicated to this RFP, for reference by all potential grantees. Potential grantees will not receive personalized or individual e-mail responses. Clarifying questions asked and ODJFS responses to them comprise the “ODJFS Q&A Document” for this RFP. If possible, ODJFS will post an interim Q&A Document, without identifying the grantees asking questions, as well as the final version (in which all grantees that posed questions will be identified). ODJFS strongly encourages grantees to ask questions as early as possible in the Q&A period so that interim answers can be posted with sufficient time for the possibility of grantees’ follow-up questions.

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

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

**IMPORTANT:** Requests from potential grantees for copies of previous RFPs, past grantee proposals, score sheets or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFP. PRRs submitted in accordance with directions provided in Section 1.10, Communication Prohibitions, will be honored. The posted time frames for ODJFS responses to Internet questions for RFP clarification do not apply to PRRs.

Grantees are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFP for the future contract, NOT on details of any current or past related contract. Requirements under a current project may or may not be

required by ODJFS under any future contract, and so may not be useful information for grantees that choose to respond to the RFP. If grantees ask questions about existing or past contracts using the Internet Q&A process, ODJFS will use its discretion in deciding whether to provide answers. Interested grantees should also refer to RFP Section 1.11, Time Frames and Funding Source, for related information.

There is an established time period for the Grantee Q&A process (see Section 1.7, Anticipated Procurement Timetable, above). ODJFS will only answer those questions submitted within the stated time frame for submission of grantee questions, and which pertain to issues of RFP clarity, and which are not requests for public information. ODJFS is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

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

## **1.9 Grantees' Library**

A wide variety of information on ODJFS and its programs is available to the public via the ODJFS website at <http://jfs.ohio.gov>. Additionally, some websites containing information related to this topic that grantees may find useful is as follows:

<http://www.obm.gov>

<http://www.recovery.ohio.gov/opportunities/state/>

<http://regents.ohio.gov/employOn>

<http://frwebgate.access.gpo.gov/cgi->

[http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2728](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2728)

<http://development.ohio.gov/strategicplan>

<http://www.ohioworkforce411.org>

<http://www.ohioworkforce.org/youth>

<http://www.dys.ohio.gov>

<http://www.doleta.gov/ryf/WhiteHouseReport/VMO.cfm>

<http://www.ecitycleveland.com>

<http://learningworkconnection.org>

<http://ojjdp.ncjrs.org>

<http://www.promisingpractices.net>

[http://www.ohioworkforce.org/jobseekers/apprentice\\_toc.stm](http://www.ohioworkforce.org/jobseekers/apprentice_toc.stm)

<http://www.ohio.gov>

<http://www.ohioworkforceinformer.org>

[http://www.doleta.gov/atels\\_bat](http://www.doleta.gov/atels_bat)

<http://www.lmi.state.oh.us>

### **1.10 Communication Prohibitions**

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

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 1.7, Internet Q&A Period;
2. As necessary in any pre-existing or on-going business relationship between ODJFS and any grantee that could submit a proposal in response to this RFP;
3. As part of any grantee interview process or proposal clarification process initiated by ODJFS, which ODJFS deems necessary in order to make a final selection;
4. If it becomes necessary to revise any part of this RFP, ODJFS will post those revisions, amendments, etc., to the website dedicated to this RFP;\* and
5. Any Public Records Request (PRR) made through the ODJFS Office of Legal Services.

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

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

### **1.11 Time Frames & Award Amounts**

Grants will be awarded for amounts between \$50,000 and \$500,000. Proposals with a budget of less than the \$50,000 minimum amount will not be considered for award of the grant. There are no non-federal financial matching requirements for these grants. However, proposals with costs that exceed \$500,000 must clearly demonstrate the availability of the additional non-WIA funding. In-kind

contributions will not be considered for the purpose of proposal evaluation. All grants financed with Recovery Act funds, without regard to the award date, will terminate on December 31, 2010 or on the termination date in the grant agreement, whichever is sooner. ODJFS, at its sole discretion, may extend the period of performance to a sub-grantee beyond December 31, 2010. The decision to do so will be dependant on available funding and the demonstrated expenditure rate and performance outcomes of the sub-grantee.

ODJFS reserves the right to modify any resulting award according to federal or state requirements in the event that funding is not authorized during the contract period. Potential grantees are to be aware that ODJFS may, at its sole discretion, negotiate with all technically qualifying projects for revised project budgets if, in the sole opinion of ODJFS, such proposed budgets are excessive or if budget requests of successful applicants are in excess of available funding. Section 6.1 C. of this RFP establishes further information on ODJFS procedures to be implemented if this occurs.

**All proposals are due to OJFS according to the time table in Section 1.7 of this RFP. All providers that submit proposals in response to this RFP must also have a corresponding expression of interest in applying for recovery funds on the State of Ohio Federal Stimulus Initiative web site. All entities that fail to register at <http://www.recovery.ohio.gov/opportunities/state/> on the State of Ohio Federal Stimulus Initiative web site by Monday, July 13, 2009 will be disqualified.**

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

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

### **2.1(a) Mandatory Grantee Qualifications**

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

1. Submit their proposal to ODJFS by the deadline and location as specified in Section V of this RFP;
2. Include all required affirmative statements and certifications, signed by the vendor's responsible representative, as described in Attachment A., through C. to the RFP;
3. According to those certifications, affirmatively indicate that the vendor is not on the federal debarment list; that there are no unfair labor findings against it; and it is not in violation of ORC Section 9.24, and therefore may enter into a contract with ODJFS;
4. Be verified by ODJFS' review of the Auditor of State website that the vendor is not excluded from contracting with ODJFS by ORC Section 9.24 for an unresolved finding for recovery (i.e., the proposal of any vendor whose name appears on the Auditor's website as having an unresolved finding for recovery will be eliminated from further consideration.);
5. The proposal was submitted by one of the approved grantee types listed in Section 1.1;
6. The proposal includes a confirmation from <http://www.recovery.ohio.gov/opportunities/state/> showing that the potential grantee has registered on the State of Ohio Federal Stimulus Initiative

website. (If a confirming email is not received at time of registration it means the submission was not accepted and should be resubmitted);

7. The proposal includes a Project Manager that has a minimum of 2 years experience working with youth ages 16 – 24. Acceptable experience may include such history as working with employers, subsidized and unsubsidized employment, youth mentorships, entrepreneurship, apprenticeship, high schools, GED programs, and post-secondary education institutions;
8. Proposed to serve at least two of the identified categories of youth;
9. Proposed to meet at least two of the outlined objectives;
10. Each proposal must include a description of the roles of all partners involved in the project.

**Grantees that do not meet the above qualifications will be disqualified from further consideration for contract award.**

### **2.1(b) Additional Mandatory Qualifications for Private Sector For-Profit Organizations**

The following additional mandatory qualifications only pertain to private sector for-profit organizations. Private sector for-profit organizations may only participate as partners in a collaboration in which a government or not-for-profit entity will serve as the lead organization and fiscal agent. Private sector for-profit entities **may not** submit proposals individually nor may they act as the lead organization or fiscal agent for any collaboratively proposed projects.

1. The proposal identifies a fiscal agent and/or lead organization that is a government or not-for-profit entity;
2. The fiscal agent staff responsible must be identified with a minimum of an associate degree in accounting;
3. The proposal includes letters of cooperation and support for all partners listed in the proposal.

**Private sector for-profit organizations that do not meet all of the above qualifications (Sections 2.1(a) and (b)) will be disqualified from further consideration for contract award.**

### **2.2 Organizational Experience and Capabilities**

In order to be considered for selection expected to result from this RFP, ODJFS requires that the entity(s) providing direct services to the youth must demonstrate the following:

1. The applicant organization has demonstrated a minimum of two year of experience in working with youth in employment, training, education and/or social service programs.

A detailed project description must be provided for project along with the role of each partner listed in the project. Additionally, the proposal should include the background and experience each of the partners has with the target youth identified in this RFP.

### **2.3 Staff Experience and Capabilities**

1. *Project Manager* who has a minimum of two years appropriate experience working with youth aged 16-24. Acceptable experience may include such history as working with employers, subsidized and unsubsidized employment, youth mentorships, entrepreneurship, apprenticeship, high schools, GED programs, and/or post-secondary education institutions.
2. *Case manager* who provides direct services to youth must have at least three years experience working with the target population identified in the submitted proposal.
3. *Other Key Staff one of which must be a job developer* who are essential to the program success project.
4. All paid and volunteer staff members must undergo a mandatory background checks at no additional costs to ODJFS. Grantees will be responsible for ensuring the safety of all participants and conducting background and sex offender registry checks. This requires that a BCI check is conducted and an FBI check is conducted for individuals who have not been residents of Ohio for at least five years.

Detailed job descriptions should be provided with the grant application for any positions that have not yet been filled. The grantee must demonstrate significant expertise by assigning staff to key leadership roles for this project. Positions will require profiles, resumes, position descriptions or curriculum.

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

As the basis of the proposed work, all proposed projects submitted to ODJFS must fully and clearly define the youth categories (identified in Section 1.1) to be served and the program objectives (in Section 1.5) to be achieved. Each proposal must have a complete project narrative and budget that makes clear the project and results to be achieved, how progress and success will be measured, and how the grantee will engage community and business support. The narrative must detail how program items in Section 3.1 (Scope of Work) will be delivered.

### **3.1 Scope of Work**

#### **A. Innovative Youth Employment/Education Programs**

The proposal must demonstrate ability to implement successful meaningful employment and or training programs that have career growth opportunities for youth from entry level positions to lead worker or management level positions based on the Ohio Skills Bank or other local labor market information. Programs might include an education component, such as Entrepreneurship, Apprenticeship, Post-secondary education or other programs that result in a certificate or projected employment that can be obtained by the end of the award period of December 31, 2010.

#### **B. High Growth High-Demand Occupations**

The proposal must take into consideration high growth and high demand occupations when exploring career paths. High growth, high demand occupations will vary based on region/county. Each proposal must locally define high growth, high demand occupations specific to their geographic area of service.

The Ohio Skills Bank should be used as a source of information to determine local high growth high demand occupations.

### **C. Business Involvement**

The proposal **must include business letters of commitment for meaningful employment opportunities including registered apprenticeships, internships and/or mentorships.** Employers must define employment opportunities after a reasonable training period has been defined. Youth wages may be subsidized for all employment up to 32 hours per week. An example of business and career growth would be the Council for Adult and Experiential Learning's (CAEL) training model of a nursing career lattice in Registered Apprenticeship. It allows for Certified Nursing Assistants (CNAs) to choose pathways to Licensed Practical Nurses (LPNs), that include clinical training for an Associates Degree in Nursing (ADN). Through the career lattice, employees in nurse assistant training or even in non-nursing jobs are allowed a certain period to obtain CNA certification. In addition, the flexibility of this model allows people interested in nursing to enter the lattice at a lower, middle, or upper rung. The lattice would also increase the number of Certified Nursing Assistants (CNAs), Licensed Practical Nurses (LPNs), and Registered Nurses (RNs) in the work force. An additional advantage may be reduced turnover. Employees tend to stay with the organization longer when given the opportunity to advance in their careers while maintaining their income. For the purpose of this grant all training must be completed by December 31, 2010 unless the grantee can clearly demonstrate financial assistance for any applicants.

### **D. Training Commitment**

Proposals must include locally defined training. Training can be short term leading to a certificate leading to self-sufficiency (*e.g.* In ABC county, the average income is \$13,000 per year. Therefore, training as a pharmacy technician earning \$13,000 per year would meet self-sufficiency.) Training stipends may be issued at the rate of one half the minimum wage for students enrolled in a training or educational component of at least twelve hours per week. For GED, vocational and trade types of education, twelve hours is defined as twelve clock hours per week. Specific training modules must be identified for the purposes of this RFP.

### **E. Reporting**

All grantees would be responsible for reporting within ODJFS SCOTI reporting system. Accountability guidelines provided by the Office of Management and Budget for the Recovery Act emphasize data quality, streamlining data collection, and collection of information that shows measurable program outputs. The applicant's project management approach must adhere to the following project meeting and reporting requirements:

***Attend all mandatory trainings, workshops and meetings as requested by ODJFS.***

There will be a mandatory meeting for all grantees after the award date. This meeting will include detailed information on program implementation, timelines, accounting practices, Sharing Career Opportunities and Training Information (SCOTI) system and reporting. At least one member of the key staff member team, as identified in the proposal, must attend the mandatory trainings, workshops, meetings. Additional meetings will be scheduled as deemed necessary by ODJFS. A quarterly and project-end report shall be submitted electronically and in hard copy format to the ODJFS Project Manager. Reporting will utilize the SCOTI system, and templates for reporting will be provided by, and are subject to modification by ODJFS throughout the contract period. In addition to collecting and

reporting data, the selected projects will be expected to assist OWD in identifying best practices to replicate similar programs across the State of Ohio.

## F. Administrative

Selected grantees will be required to perform, at minimum, the following general administrative functions:

- Financial activities (accounting, budgeting, financial and cash management)
- Procurement and Purchasing functions
- Property management functions
- Personnel management functions
- Payroll functions
- Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
- Audit functions
- Developing systems and procedures related to these general administrative functions

These administrative costs can be both personnel and non-personnel, both direct and indirect.

Applicant proposals must describe in detail the applicant organization's/ applicant partnership's administrative capacity and approach to this project. The proposal must demonstrate that the total project administrative costs will not exceed 10% of the total grant amount.

## G. Program Eligibility

Proposals must describe recruiting and outreach methods to be engaged disconnected low income youth ages 16-24 that are currently living at or under 200% of the poverty level and for determining and documenting individual participant eligibility. No more than 30% of the total grant amount can be utilized for youth ages 16-17. If the grantee intends to provide services to youth ages 16-17, the grantee must show in the budget proposal (Section 5.2 (c)), that 30% of the total budget is dedicated to services to youth ages 16-17. The grantee should provide outreach to provide a program that has cultural diversity among the participants. It is the responsibility of the grantee to maintain all documentation regarding program eligibility.

### 3.2 Participant Eligibility

The grantee shall be responsible for determining the number of youth to be served. Fair consideration will be given to those applicants who offer multiple components including, but not limited to the objectives listed in Section 1.6. It is also understood a smaller number of participants may be served if education stipends and other youth incentives are offered to participants. The purpose of these grants is to provide strategies and programs that meet the needs of disadvantaged youth.

For the purpose of this RFP, **disconnected low income youth** (As mentioned in Section 1.1) is defined as one of the following populations:

- a) **Youth disengaged from the education system** are defined as youth who have been truant for more than 90 days (either in their middle or high school careers/not necessarily consecutive), youth age 18

who have obtained ten credit hours or less, youth ages 17 or 18 with five credit hours or less or youth age 17 and older who have officially withdrawn from the education system.

- b) **Youthful offenders** are defined as youth (male or female) who are within 90 days of release from State or community-based facilities and/or anyone with a criminal record who is residing in an area identified in the grant.
- c) **Youth in or aging out of the foster care system** as youth who have been connected with the foster care system
- d) **Youth with disabilities** are defined as youth 16-24 with a documented physical or mental disability.
- e) **Migrant youth** are defined as Migrant youth living in the state of Ohio for more than 30 days
- f) **Homeless and/or runaway youth** are defined as youth ages 16-24 who are without a permanent residence for more than 30 days including youth that are living within a doubled up household, as two families living in the same household.
- g) **Children of incarcerated parents** are defined as children who can document a parent(s) incarcerated or on parole within the last 24 months and a state, local or community based correctional facility mandated by a court system.

**NOTE:** The grantee shall not enroll any youth in a program that is deemed unsuitable based on their previous history (*e.g.* youthful offenders may not suitable for certain healthcare occupations).

### **3.3 Specifications of Deliverables**

The specific services required under any award will be based upon the specific project details, presented in response to locally defined needs and community resources, as provided in the successful proposals. While the specific deliverables for the funded projects will vary, each will conform to the following basic deliverables descriptions and the guidelines provided for each.

1. Provide a technical approach and/or work plan to be implemented. This includes a proposed timeline for the project.

#### **A. Innovative Youth Employment/Education Programs**

1. Operation of an innovative program which contains an education component leading to a certificate and meaningful employment of no less than 20 hours per week.
2. If certificates are awarded as the result of a program they must be earned no later than December 31, 2010.
3. All education programs must have an employment component attached unless they are considered an apprenticeship program which includes training and wages.
4. All GED tracks must have an employment or job readiness component attached. In addition, to the employment component once the GED is completed, the grantee would be responsible for identifying an additional education and/or training track that would lead to career growth and self sufficiency.

5. Entrepreneurship Programs must have some type of certification or accreditation.

**B. High Growth High Demand Occupations**

1. Projects must take into consideration locally defined high growth, high demand occupations.
2. Projects must take into consideration data, such as Ohio Skills Bank, Labor Market Information (LMI) or other data to support the locally defined high growth, high demand occupation
3. Projects may take into consideration information from local regional labor market analysts regarding regional occupations.

**C. Business Involvement**

1. Data and/or letters of commitments from employers for the intended population of this grant. Letters of commitment detailing meaningful employment opportunities, subsidized and unsubsidized employment, internships and/or mentorships for youth that will support the funded project(s).
2. Youth wages/stipends may be subsidized (paid to youth) for all employment of 32 hours or more per week.
3. Information on career paths with certain employers and how they lead to self-sufficiency will be used in project design.

**D. Training Commitment**

1. The grantee must demonstrate locally defined training based on the locally defined high growth, high demand occupations for local meaningful jobs.
2. The grantee shall determine what short term training would be suitable for the target population which would lead to a certificate.
3. The grantee shall be responsible for determining locally defined self sufficiency and maintain training records.
4. The grantee will determine training stipends based on the training and/or education components. Training stipends may only be issued for individuals/students in training/education of at least twelve (12) hours per week. For post secondary education twelve (12) hours is defined as twelve (12) credit hours as defined by the institution of higher education based on a semester or quarter. For GED, vocational and trade types of education twelve (12) hours is defined as twelve clock hours per week.
5. Specific training modules must be identified based on the target population and career path.

## **E. Reporting**

The grantee will be responsible for reporting within the ODJFS SCOTI system. For the purposes of training data. All grantees would be responsible for reporting within ODJFS SCOTI reporting system. Accountability guidelines provided by the Office of Management and Budget for the Recovery Act emphasize data quality, streamlining data collection, and collection of information that shows measurable program outputs. The applicant's project management approach must adhere to the following project meeting and reporting requirements: **Attend all mandatory trainings, workshops and meetings as requested by ODJFS.**

There will be a mandatory meeting for all grantees after the award date. This meeting will include detailed information on program implementation, timelines, accounting practices, Sharing Career Opportunities and Training Information (SCOTI) system and reporting. At least one member of the key staff member team, as identified in the proposal, must attend the mandatory trainings, workshops, meetings. Additional meetings will be scheduled as deemed necessary by ODJFS. A quarterly and project-end report shall be submitted electronically and in hard copy format to the ODJFS Project Manager. Reporting will utilize the SCOTI system, and templates for reporting will be provided by, and are subject to modification by ODJFS throughout the contract period. In addition to collecting and reporting data, the selected projects will be expected to assist OWD in identifying best practices to replicate similar programs across the State of Ohio.

## **F. Administrative**

The grantee shall demonstrate that administrative cost will not exceed 10% of the total grant amount. If a for profit entity should be awarded the grant, they shall be required to use another entity for a fiscal agent. Private organizations may partner with government or non-profit entities serving as the designated subgrant recipient and fiscal agent.

Selected grantees will be required to perform, at minimum, the following general administrative functions:

- Financial activities (accounting, budgeting, financial and cash management)
- Procurement and Purchasing functions
- Property management functions
- Personnel management functions
- Payroll functions
- Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
- Audit functions
- Developing systems and procedures related to these general administrative functions

These administrative costs can be both personnel and non-personnel, both direct and indirect.

Applicant proposals must describe in detail the applicant organization's/ applicant partnership's administrative capacity and approach to this project. The proposal must demonstrate total project administrative costs not to exceed 10% of the total grant amount.

## **G. Program Eligibility**

1. The grantee shall demonstrate recruiting methods for youth 16-24. The grantee shall maintain all files to document eligibility.
2. Youth shall be eligible if their family (family is defined below) income is at 200% or below of the federal poverty level.
3. No more than 30% of grant can be utilized for youth age 16-17.

### **3.4 Selected Grantee Compensation Structure**

Sub-grantees will provide a service and payment schedule that projects the number of non-working low-income adults who will be enrolled by month along with the planned number of exits to a job.

Compensation will be made monthly. If the participation levels in any program fall below 70% the program provider may be subject to termination.

Service providers may request an advance payment of no more than one quarter of approved budget in accordance with procedures to be identified by ODJFS. The request and justification for the advance must be included in the proposal. In the event an advance is granted, it must be reconciled by the end of the quarter with invoices and documentation to indicate that it was expended in accordance with the planned budget.

The total grant award for a single proposal will be for the full duration of the project, from the award date through the termination date. However, grant agreements will be unilaterally extended and purchase orders will be increased or issued one quarter at a time.

Subsequent grant agreements and purchase orders are contingent upon satisfactory grantee performance during the prior quarter(s). The quarters will begin on July 1, October 1, January 1, and April 1. The first and last grant agreement and purchase order may be for a partial quarter to correspond, as necessary, with the grant award and termination dates. There is no process to appeal a decision by ODJFS to not renew a grant after the end of a quarter.

Grant awards will strictly correspond with the approved monthly budgets for each successful proposal. Providers must submit valid invoices to ODJFS within ten business days after the last business day of the previous month.

#### **Grant funds will not be paid for services to person currently enrolled in WIA programs.**

Payments will be tied to the timely submission of reporting data.

Actual invoice amounts may exceed the monthly budgeted costs so long as total quarterly project costs do not exceed the total grant award for the quarter.

Sub-grantees whose reported expenditure rates fall 20% or more below the planned budget may be subject to rescission or cancellation. ODJFS may in its sole discretion determine if corrective action or cancellation is in the best interest of this project. Decisions by ODJFS to cancel or not renew a sub-grant are final and may not be appealed.

Grantees will be provided with a revised award letter notifying them of the rescission and purchase orders will be updated to reflect the revised award. There is no process to appeal a decision by ODJFS to rescind grant funds.

\* 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 sub-recipient 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 sub-recipient when the requirements of ORC Section 126.07 have been met.

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

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

##### **4.1 Interview**

Grantees submitting proposals may be required to participate in an in-depth interview as part of the evaluation process. The interview, if necessary, may include participants from ODJFS and/or other state or county agency staff or other representatives it may appoint, as appropriate. ODJFS reserves the right to select from responding grantees for interviews and may not interview all grantees submitting proposals. The grantee 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 project manager when work may begin. **Any work begun by the grantee prior to this notification will NOT be reimbursable by ODJFS.**

The selected sub-recipient 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 sub-recipient when the requirements of ORC Section 126.07 have been met.

##### **4.3 Proposal Costs**

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

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

**Grantees are prohibited from including any trade secret information** as defined in ORC 1333.61 in their proposals in response to any ODJFS RFP, RLB or other procurement efforts. ODJFS shall

consider all proposals voluntarily submitted in response to any ODJFS RFP (or etc.) to be free of trade secrets and such proposals shall, in their entirety, be made a part of the public record.

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

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

#### **4.5 Public Release of Records**

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

#### **4.6 Confidentiality**

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

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

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

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

As a condition of receiving a contract from ODJFS, the contractor, and any subcontractor(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and Sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the contractor from or on behalf of ODJFS that

meets the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health & Human Services, specifically 45 CFR 164.501 and any amendments thereto. The selected grantee can reasonably anticipate HIPAA language in the contract that results from this RFP.

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

#### **4.9 Waiver of Minor Proposal Errors**

ODJFS may, at its sole discretion, waive minor errors or omissions in grantees' technical and/or proposal budgets/forms when those errors do not unreasonably obscure the meaning of the content.

#### **4.10 Proposal Clarifications**

ODJFS reserves the right to request clarifications from grantees of any information in their technical and/or proposal budgets/forms, and may request such clarification as it deems necessary at any point in the proposal review process.

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

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

#### **4.12 Vendor Selection Restrictions**

Any vendor deemed not responsible, or submitting a proposal deemed not to be responsive to the terms of this RFP, shall not be awarded the resulting contract. Additionally, any vendor found to be on the federal debarment list will be disqualified from any consideration for contract award, regardless of the quality or responsiveness of that vendor's proposal. ODJFS will verify each responding vendor's status regarding federal debarment, and will retain documentation of that status. Further, should any executed contract be extended or renewed, the contractor's federal debarment status will be reviewed prior to the contract renewal or extension, and withheld if the vendor is then found to be federally debarred, and documentation of the result of that review will also be maintained.

#### **4.13 Grantee Selection Restriction**

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

#### **4.14 Minority Business Enterprise**

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

The proposal must clearly indicate the name of the proposed Ohio MBE vendor and the exact nature of the work to be performed under the proposed subcontract. The proposal must include a letter from the proposed MBE, signed by a person authorized to legally bind the subcontractor, indicating the following:

1. The subcontractor's legal status, and principle business address;
2. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;
4. A commitment to do the work, if the vendor is selected;
5. A statement that the subcontractor has and understands the RFP, the nature of the work, and the requirements of the RFP; and
6. A copy of the Ohio MBE certificate.

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

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

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

#### **4.15 Subcontractor Identification and Participation Information**

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

1. The subcontractor's legal status, and principle business address;
2. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;

4. A commitment to do the work, if the vendor is selected;
5. A statement that the subcontractor has read and understands the RFP, the nature of the work, and the requirements of the RFP.

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

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

### **5.1 Proposal Submission Information**

ODJFS requires proposal submissions in both paper and electronic format. The proposal must be prepared and submitted in accordance with instructions found in this Section. The proposal submission must be comprised of **seven paper copies (one signed original and six copies) and** one CD-ROM copy of the entire proposal package. The CD-ROM must be labeled with the grantee's name, the RFP number, and the proposal submission date or proposal due-date, at minimum.

The grantees' total proposal submissions (including all required copies) must be received by ODJFS complete no later than 3:00 p.m. on **Monday, July 27, 2009**. Faxes or e-mailed submissions will not be accepted. **Proposals must be addressed to:**

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

All original proposals must contain all the information and documents specified in Section 5.2, "Format for Organization of the Proposal." All copies (both paper and CD-ROM) of the original proposal must include copies of ALL information, documents, and pages in the original proposal. The CD-ROM will be used by ODJFS for archiving purposes and for fulfillment of Public Records Requests and failure to include them or to properly label them may, at ODJFS discretion, result in the rejection of the grantee from any consideration.

All proposal submissions must be received, complete, at the above address, via mail or hand delivery by the above date and time. Materials received separately from a grantee's proposal submission (e.g., letters of recommendation from past customers of the grantee's services) will not be added to the proposal nor considered in the review and scoring process. Materials received after the date and time as stated above will not be included in any previous submissions, nor will they be considered. ODJFS is not responsible for proposals incorrectly addressed or for proposals delivered to any ODJFS location other than the address specified above. No confirmation of mailed proposals can be provided.

For hand delivery on the due date, grantees are to allow sufficient time for downtown parking considerations, as well as for security checks at both the lobby of the Rhodes State Office Tower (address as stated above) and again on the 31<sup>st</sup> Floor. All proposals received on the due date by the Office of Contracts & Acquisitions, on the 31<sup>st</sup> Floor of the Rhodes Tower. **ODJFS is not responsible for any proposals delivered to any address other than the address provided above.**

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

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

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

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

The grantee's Technical Proposal must contain the following components (organized in five (5) primary tabs and divided into sub-tabs) as described below. Any other information thought to be relevant, but not applicable to a specific RFP section number/letter must be provided as an appendix to the proposal and so marked as an additional tab. ODJFS reserves the right not to review submitted appendices which includes information/materials not required in the RFP. All pages beyond Tab 1 shall be sequentially numbered.

Grantees must organize their Technical Proposals in the following order:

**Tab 1** A cover letter from the entity submitting the proposal and letters of cooperation and support from all partners listed in the proposal. This section should identify the lead agency and fiscal agent.

**Tab 2** Grantee Experience & Qualifications

**Sub-Tab 2a.** Mandatory Grantee Qualifications (Section 2.1,)

**Sub-Tab 2b.** Organizational Experience & Capabilities (Section 2.2)

**Sub-Tab 2c.** Staff Experience and Capabilities (Section 2.3)

**Tab 3** Scope of Work and Specifications of Deliverables - A narrative presentation, no more than twelve pages in length, describing how each of the Scope of Work items and Deliverables would be managed.

**Sub-Tab 3a.** Scope of Work/Deliverable A

**Sub-Tab 3b.** Scope of Work/Deliverable B

**Sub-Tab 3c.** Scope of Work/Deliverable C

**Sub-Tab 3d.** Scope of Work/Deliverable D

**Sub-Tab 3e.** Scope of Work/Deliverable E

**Sub-Tab 3f.** Scope of Work/Deliverable F

**Sub-Tab 3g.** Scope of Work/Deliverable G

**Sub-Tab 3h.** Scope of Work/Deliverable H

**Tab 4** Participant Eligibility

**Tab 5** Program Budget - to be presented using the Proposed Project Budget Form, provided as **Attachment F. to this RFP.**

**Tab 6** Optional Grantee Attachments or Appendices

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

## **B. Proposal Details**

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

### **1. (Tab 1) Cover Letter and Partners' Letters**

The proposal must include letters from entity submitting the proposal and from each partner to the project, as described in **Section 2.1**, of this RFP. The lead agency and fiscal partner must be identified.

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

#### **a. Mandatory Grantee Qualifications (Sub-Tab 2 a.)**

The grantee must include information on the mandatory experience of the grantee, as described in **Section 2.1**, of this RFP. This information must include the identification of the lead agency, of a qualified project manager, a description of the roles of all partners in the proposed project, and copies of letters of cooperation and support from each of those partners. Tab 2 should also contain copies of signed W-9 Request for Taxpayer Identification or other documents providing the partner's EIN as evidence of its legal ability to operate. (The W-9 Form is provided as Attachment A to this RFP.)

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

The grantee should include information on the relevant experience of the proposed direct services provider(s) and all prior experience relevant to this RFP, as described in **Section 2.2**, of this RFP.

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

Under this section the grantee is required to include resumes, education, experience, and any other evidence the qualifications of the Project Manager, a position description for the case manager, and a position description of any other key personnel for this project, along with description of any appropriate supplemental and support staff (including any subcontractors) to be involved, as described in **Section 2.3**, of this RFP.

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

This section should describe in detail how the grantee proposes to address each of the responsibilities and tasks of the scope of work described in Sections 3.1, Scope of Work and in Section 3.3, Specifications of Deliverables, of this RFP. The responses must address each element separately.

**4. (Tab 4)  
Participant Eligibility**

This section should, at minimum, identify the project's targeted youth population(s) and the number expected to be served.

**5. (Tab 5)  
Program Budget**

The program budget provided in the proposal will be the prices in effect throughout the contract period, including any renewal contracts, as described in Section 1.10 of this RFP, Time Frames & Funding Source.

Grantees are to use the format in **Attachment F.**, Program Budget Form, to submit their proposed project budget for SFY 09, 10 (etc.). At the grantee's discretion, additional documentation may also be included with the completed Attachment C., as explanatory information, but when making the grantee selections and when executing the contract, ODJFS will consider only the dollar amounts displayed on the Program Budget Form.

In calculating their total proposed cost, grantees must consider any and all costs resulting from the entire scope of work and all deliverables listed in Sections 3.1 and 3.3 of this RFP, as well as all program costs, primary and incidental, necessary to complete all program activities (whether explicitly identified by ODJFS in this RFP or not).

**6. (Tab 6)  
(Optional) Grantee Attachments or Appendices**

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

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

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

**6.1 Scoring of Proposals**

ODJFS will contract with those grantees that best demonstrate the ability to meet requirements as specified in this RFP. Grantees submitting a response will be sorted by the geographic categories of urban, rural, and 'other' and then evaluated within each of those three categories based on the capacity and experience demonstrated in their technical proposal and project budget. All proposals will be

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

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

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

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

1. Was the proposal received by the deadline as specified in Sections 1.6 and 5.1?
2. Did the grantee submit seven (7) paper copies and one electronic copy of their proposal, labeled: **“PROPOSAL FOR Urban Youth Works R-1011-15-8025 SUBMITTED BY [GRANTEE’S NAME HERE] ”**
3. All other RFP-specific mandatory requirements as described on the Technical Proposal Score Sheet (provided as Attachment B. to this RFP)?

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

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

A maximum of 162 points will be awarded for the Technical Proposal. A technical proposal must achieve a total of at least 125 points (a score which represents that the grantee can successfully perform the resulting contractual duties) out of the possible 162 points to qualify for continued consideration. Any proposal which does not meet the minimum required technical proposal points will be disqualified from any further consideration and its proposed budget will not be considered.

All Phase II technical proposal evaluation criteria will be scored according to the following scale, based on a proposed plan’s ability to meet ODJFS needs. The Technical

Proposal Score Sheet (see **Attachment B.**) uses the following point values for rating each requirement.

<b>0</b>	<b>6</b>	<b>8</b>	<b>10</b>
Does Not Meet Requirement	Partially Meets	Meets Requirement	Exceeds Requirement

**Technical Performance Scoring Definitions:**

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

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

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

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

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

All the remaining qualified Technical Proposals will proceed to the next level of review, which is consideration of proposed budget. Any other proposals will be disqualified from further consideration.

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

The Project Budgets for those proposals earning at least the technical quality (Phase II) score of 125 points will then be reviewed by ODJFS. If the proposal includes proof of a proposed partnership with a community and faith based organization, there could be an award of up to 6 additional points toward the final Phase II score for the proposal. Please see Attachment E for additional details.

At this writing, it is not possible to predict the number or quality of proposals that may be submitted in response to this RFP. While ODJFS is under no obligation to award more grants than those specified, ODJFS reserves the right to award more grants, if additional proposals are found through the technical scoring process to be of merit and if available funding exceeds the budget requests of those highest scoring projects found to fulfill the requirements.

ODJFS reserves the right to make any or all awards in amounts less than the amounts requested in proposals, if, in the sole opinion of ODJFS it is in the best interest of the State and of this program’s goals to award a greater number of grants but at lower

amounts. ODJFS reserves the right to negotiate over any items in any proposed project budget if any costs are deemed excessive or inappropriate.

## **6.2 Review Process Caveats**

ODJFS may, at its sole discretion, waive minor errors or omissions in technical proposals and/or project budget forms when those errors do not unreasonably obscure the meaning of the content.

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

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

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

Any proposal deemed not to be responsive to the terms of this RFP, shall not be awarded the contract.

## **6.3 Final Grantee Recommendations**

The PRT will recommend to the Director of ODJFS those technically qualified grantees offering the proposals most responsive to program needs, objectives, and requirements., as determined by the processes established in this RFP.

# **SECTION VII. PROTEST PROCEDURE**

## **7.1 Protests**

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

- A. A protest may be filed by a prospective or actual applicant objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
1. The name, address, and telephone number of the protestor;
  2. The name and number of the RFP being protested;
  3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
  4. A request for a ruling by ODJFS;
  5. A statement as to the form of relief requested from ODJFS; and
  6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely protest shall be considered by ODJFS, if it is received by ODJFS' Office of Legal Services, within the following periods:
1. A protest based on alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. the closing date for receipt of proposals, as specified in Section 1.7, Anticipated Procurement Time Table, of this RFP.
  2. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 p.m. of the *eighth (8th) calendar day* after the issuance of the Letter of Intent to Award the contract.
- C. An untimely protest may be considered by ODJFS if ODJFS determines that the protest raises issues significant to the department's procurement system. An untimely protest is one received by ODJFS' Office of Legal Services after the time periods set forth in Item B. of this section.
- D. All protests must be filed at the following location:
- Chief Legal Counsel  
ODJFS Office of Legal Services  
30 East Broad Street, 31st Floor  
Columbus, Ohio 43215-0423
- E. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODJFS determines that a delay will severely disadvantage the Department. The grantee(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- F. ODJFS' Office of Legal Services shall issue written decisions on all timely protests and shall notify any 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 any allocation letters 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 grantee should ODJFS decide not to proceed. Changes in this RFP of a material nature will be provided via the agency website. All grantees are responsible for obtaining any such changes without further notice by ODJFS.

**SECTION VIII. ATTACHMENTS AND THEIR USES**

- A. Required Applicant Information and Certifications *(To be completed & included in proposal packet as specified in Sec. 4.5, A., 1.)***
- B. Request for Taxpayer Identification Number (W-9) Form *(To be completed & included in proposal packet as specified in Sec. 4.5, B., 1.)***
- C. Declaration of Material Assistance Form *(To be completed & included in proposal packet as specified in Sec. 4.5 C., 1.)***
- D. ODJFS Model Grant Agreement *(Sign the signature page in BLUE INK and return it with your application.)***
- E. Technical Proposal Score Sheet *(For applicant self-evaluation purposes...do not submit)***
- F. Project Budget *(To be completed & included in cost proposal packet as specified in Sec. 4.6, C.)***

**SECTION IX. APPENDICES AND THEIR USES**

**1. Direct and Indirect Cost**

Thank you for your interest in this project.