

**Ohio Department of Job and Family Services
Request for Proposals**

**STATEWIDE CHILD CARE RESOURCE AND REFERRAL
SERVICES SYSTEM**

RFP#: R-04-06-0118

Issued by:

**Ohio Department of Job and Family Services
Office for Children and Families
Bureau of Child Care and Development
255 East Main Street, 3rd Floor
Columbus, Ohio 43215-5222**

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**Child Care Resource and Referral Services System
RFP#: R-04-06-0118**

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**ODJFS REQUEST FOR PROPOSALS (RFP):
STATEWIDE CHILD CARE RESOURCE AND REFERRAL SERVICES SYSTEM**

RFP#: R-04-06-0118

SECTION I. GENERAL PURPOSE

1.1 Purpose of this Request for Proposals

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Proposals-(RFP) in order to award grants to twelve non-profit organizations for the purpose of providing statewide Child Care Resource and Referral (CCR&R) Services. To be eligible for funding under this RFP, applicants must be community-based, non-profit organizations which do not provide child care. The goal of ODJFS for this project is to make child care resource and referral services available to all families in the state regardless of income, as well as to all child care providers, employers and the community, by establishing and/or maintaining a coordinated system of locally-based CCR&R Service Organizations. Appropriately qualified agencies may apply for an award of a CCR&R grant by submitting proposals which comply with the requirements established in this RFP and which address the development of resource and referral services for the improvement of the quality and availability of child care. ODJFS will use the selection criteria established in this RFP to identify up to twelve agencies who submit proposals in strict accordance with the instructions provided in this RFP for award of grants.

Funds to be awarded under this grant have been made available through the Child Care Development Fund (CCDF). A total of \$3,452,166 has been allocated for State Fiscal Year (SFY) 2004 funding, with a projected \$3,452,166 for SFY 2005, for the delivery of child care resource and referral services in twelve designated Service Delivery Areas (SDAs). One agency or a consortium of agencies will be selected to provide services in each of the twelve SDAs covering the state (see Section 2.1 for listing of designated SDAs). Proposals must address the delivery of services for all counties in the SDA.

1.2 Issuing Office

This RFP is released by and the subsequent grants will be issued by ODJFS. The Office for Children and Families (OCF), Bureau of Child Care and Development, will administer the grants, and is responsible for state level supervision. Through public and private partnerships, the Bureau of Child Care and Development will work to improve the availability and quality of child care for Ohio's children and families and enhance the delivery of services to families eligible and in need of child care, especially subsidized care.

1.3 Background

ODJFS is statutorily required, pursuant to Chapter 5104 of the Ohio Revised Code (ORC), to develop and implement a statewide child care resource and referral system. The goal of ODJFS is to make child care resource and referral services available to all parents in the state, regardless of income, as well as all early care and education service providers, employers and the community. CCR&R services are envisioned as a way to improve coordination, promote community level planning, and support the development of services that are responsive to the needs of the community.

1.4 Overview of the Project

Funding to support the provision of child care resource and referral services has been made available through the CCDF. CCDF is a blend of “quality improvement” and “availability” monies that will be utilized to improve the quality and to increase the availability of child care services. As addressed in ORC 5104.01, all CCR&R services include the provision of the following services, which will be required of all selected grantees:

- Maintenance of a uniform data base of all child care providers in the community that are in compliance with this chapter, including current occupancy and vacancy data;
- Provision of individualized, culturally appropriate consumer education to families seeking child care;
- Provision of timely referrals of available child care providers to families seeking child care;
- Recruitment of child care providers; coordination of training for child care providers and provision of technical assistance to current and potential child care providers, employers, and the community;
- Collection and analysis of data on the supply of and demand for child care in the community;
- Coordination of locally, state, and federally funded child care and early childhood development programs;
- Stimulation of employer involvement in making child care more affordable, more available, safer, and of higher quality for their employees and for the community; and
- Provision of written educational materials to caretaker parents and informational resources to child care providers.

1.5 Objectives

Pursuant to Ohio Administrative Code (OAC) 5101:2-15-01 and 5101:2-15-02 (**see Attachment I**), grantees are responsible for the development and implementation of consumer education programs and referral services, which include:

- A. Supporting providers of early care and education services in increasing the supply and quality of early care and education services;
- B. Assisting families in accessing early care and education services that meet both the developmental needs of children and employment related needs of families;
- C. Supporting community involvement in improving the early care and education services system; and
- D. Providing ODJFS policy makers and community partners with reports and statistics on early care and education services.

Each proposal submitted must address the development of services which are designed to improve the quality and increase the availability of early care and education services.

1.6 Anticipated Procurement Timetable

5/08/03	ODJFS Releases RFP and Grant Applicant Question and Answer Period Opens.
5/22/03	Deadline for Grant Applicants to submit questions to ODJFS, 10:00 a.m.
5/30/03	ODJFS Posts Final Questions and Answers Document (estimated)
6/11/03	DEADLINE FOR APPLICANTS TO SUBMIT PROPOSALS TO ODJFS (3 p.m.).
6/18/03	ODJFS issues Letter of Intent to Award Grants and notifies all applicants (estimated).
7/01/03	Implementation (estimated), following official notification of grantees of all required grant and funding approvals.

After providing reasonable notice, 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.

1.7 RFP Clarification/Internet Questions and Answers

Potential grant applicants may also ask clarifying questions regarding this RFP via the Internet during the on-line Question and Answer Period as outlined in Section 1.6, Anticipated Procurement Timetable. The following process is for posting Internet questions about this RFP:

- **Access the ODJFS Web Page at <http://www.state.oh.us/ODJFS>;**
- **Select “About Us” on the front page;**
- **Select “Doing Business with ODJFS”;**
- **RFP Number R-04-06-0118;**
- **Select “Ask a Question about this RFP” function; and**
- **Follow the instructions to send an e-mail question.**

Questions to this RFP must identify the relevant part of this RFP and/or the page number of the RFP to which the question refers, and the name of the potential grant applicant, their representative, and a business phone number.

Responses to all questions asked via either the Internet or fax* will be posted each week on the Internet site. Grant applicants will not receive personalized or individual e-mail responses. **It is the responsibility of the grant applicant to check this site on a regular basis for responses to all questions, amendments or other pertinent information regarding this or any other RFP.**

ODJFS will try to respond to questions within five (5) business days, excluding weekends and state holidays. ODJFS will not respond to any question(s) submitted after 10:00 a.m. (EST) on the date that the Question and Answer period closes.

* Grant applicants who do not have Internet access may pose questions via a fax during the same time period described in Section 1.6, Anticipated Procurement Timetable. Questions may be faxed to **614-995-4876**. Any potential grant applicant making a faxed request must also include a return fax number in order to receive the final Grant Question and Answer Document in a final form when it is made available on the Internet.

IMPORTANT: Requests from grant applicants for documents or information such as copies of previous RFPs, past grant applicants' proposals, lists of interested vendors, or grant/contract agreements for this or similar past projects, are Public Information Requests (PIRs), and are not clarification questions regarding the present RFP. PIRs, submitted in accordance with directions provided in Section 1.9, Communications Prohibited, will be honored. The posted time frames for ODJFS responses to Internet or faxed questions for RFP clarification do not apply to PIRs.

Grant applicants are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in the RFP for the future grant agreement(s), NOT on details of current or past related grant agreements. Requirements under a current project may or may not be required by ODJFS under any future grant agreement, and so may not be useful information for grant applicants who choose to respond to the current RFP. If grant applicants ask questions about existing or past grant agreements using the Internet Q&A process, ODJFS will use its discretion in deciding whether to provide answers.

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

1.8 Communications Prohibited

From the issuance date of this RFP, until the award of any grants resulting from it, there may be no communication concerning the RFP between any applicant who expects to submit a proposal (or its representatives) 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 grantees.

The only exceptions to this prohibition are as follows:

- Communications conducted pursuant to Section 1.7 above;
- Any Public Information Request made through the ODJFS, Office of Legal Services;
- As part of any interview necessary for ODJFS to make a final selection;
- If it becomes necessary to revise any part of this RFP, a revision notice will be sent in writing to all grantees on the original mailing list for the RFP, as well as anyone participating in the clarification process conducted pursuant to Sections 1.7 above; and

- As necessary in any pre-existing or on-going business relationship between ODJFS and any grantee or subgrantee which could submit a proposal in response to this RFP.

ODJFS is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source different from the Question and Answer process described in this RFP.

1.9 Time Frames and Funding Available

ODJFS is seeking to award grants for a two-year period commencing July 1, 2003 (or upon notification of all grant and funding approvals), and ending June 30, 2005 with the option to renew the grant agreements for up to two more years (SFY 06 and SFY 07). Grant renewals are at the sole discretion of ODJFS and contingent upon the availability of funds, continuation of the project and satisfactory performance of the grantee. All agreements with ODJFS are contingent upon the continued availability of funding required for the completion of specified services. **Attachment F** of this RFP identifies anticipated funding levels for the periods of July 1, 2003 through June 30, 2004 (SFY 2004) and July 1, 2004 through June 30, 2005 (SFY 2005), respectively, for a combined total of \$6,904,332.

Funds to be awarded through this RFP process are for the provision of services as outlined in OAC Rule 5101:2-15-02 and the establishment and expansion of early care and education services. Grant awards are determined by available funding and the allocation formula outlined in OAC Rule 5101:2-15-01. Funds are not to be utilized to supplant existing funds nor to supplement the provision of enhanced services as defined in OAC Rule 5101:2-15-02. Grant awards will be available in subsequent years (beyond the renewal period specified above) subject to the availability of state and federal funds, following another RFP and/or Request for Letterhead Bids process for selection of grantees.

Payment of funds will be based on a receipt of a Request for Payment (**see Attachment K**) and will be disbursed upon approval of request. Grantees must have sufficient funds available for operation while the reimbursements are being processed. Services provided in conjunction with any grant agreements resulting from this RFP must conclude at the close of the grant period, June 30, 2005. For SFY 04, ODJFS is relieved of its responsibility for paying any costs which have not been requested and received prior to August 15, 2004.

For SFY 05, ODJFS is relieved of its responsibility for paying any costs which have not been requested and received prior to August 15, 2005. All funds allocated under such agreements must be expended 90 days after the expiration of the grant term.

To be eligible for funding, applicants must be community based non-profit organizations that do not provide early care and education services. Both individual organizations and consortia are eligible for funding. Entities that have not previously provided CCR&R services in the past are eligible to submit proposals.

Organizations submitting proposals may propose to deliver services by entering into a subcontract with local governmental entities; non-profit organizations, including non-profit organizations that provide early care and education services, and/or individuals (**see Attachment I**).

All subgrantee partnerships must be finalized with the primary grantee prior to the submission of the proposal and are subject to approval by ODJFS prior to any grant award (**see Attachment D**). All subgrantees are subject to the specified qualifications as required in Section 2.3, Minimum Applicant Qualifications.

Proposals which include the provision of CCR&R services by more than one organization must be submitted by the primary applicant which shall be responsible for all grant agreement outcomes and through which all grant funding will flow. The primary grantee will be responsible for ensuring compliance by subgrantee(s) with the OAC rules governing state-funded CCR&R services.

SECTION II. SCOPE OF WORK AND SPECIFICATIONS OF OUTCOMES

2.1 Number of Participants

Service Delivery Areas (SDAs) to be served by grants awarded via this RFP are:

SDA 1:Defiance, Fulton, Henry, Lucas, Ottawa, Paulding, Williams and Wood County.

SDA 2:Erie, Huron, Lorain, Sandusky and Seneca County.

SDA 3: Ashtabula, Cuyahoga, Geauga and Lake County.

SDA 4:Medina, Portage, Mahoning, Stark, Summit and Trumbull County.

SDA 5: Ashland, Carroll, Columbiana, Coshocton, Harrison, Holmes, Jefferson, Knox, Tuscarawas and Wayne County.

SDA 6:Butler, Clermont, Clinton, Hamilton and Warren County.

SDA 7:Allen, Auglaize, Harding, Hancock, Mercer, Putnam, Van Wert and Wyandot County.

SDA 8:Clark, Champaign, Darke, Fayette, Greene, Logan, Miami, Montgomery, Preble and Shelby County.

SDA 9: Delaware, Fairfield, Franklin, Licking, Pickaway, Madison and Union County.

SDA 10: Athens, Belmont, Guernsey, Hocking, Morgan, Monroe, Muskingum, Noble, Perry and Washington County.

SDA 11: Adams, Brown, Gallia, Highland, Jackson, Lawrence, Meigs, Pike, Ross, Scioto and Vinton County.

SDA 12: Crawford, Marion, Morrow and Richland County.

Applicant proposals must offer services to all counties which comprise an individual SDA which the applicant proposes to serve. Applicants may apply to provide services to more than one SDA. However, applicants who wish to serve more than one SDA must submit a complete, separate proposal for each SDA the applicant proposes to cover (each proposal must clearly identify the one SDA to which it refers). If an applicant errs and submits only one proposal requesting consideration of award for multiple SDA grants, ODJFS may at its sole discretion, either disqualify that vendor totally from any award consideration, or consider the application for award of only one of the SDAs that applicant proposed to cover (ODJFS will have sole discretion on which of the SDAs to consider the incorrectly prepared proposal).

2.2 Project Design

Pursuant to OAC: 5101:2-15-02, CCR&R service organizations under grant agreement with ODJFS shall be responsible for the provision of early care and education services initiatives and referral services to the following groups:

- Families in need of early care and education services for infants, toddlers, pre-school children, school-age children, including migrant families;
- Providers of early care and education services which include, but are not limited to: child care centers; school affiliated early care and education services centers; family child care

home providers; in-home aides or caregivers; parent cooperative child care centers; Head Start programs; preschool programs; nurseries and school age child care programs;

- Potential providers of early care and education services;
- Potential funders of early care and education services and initiatives; and
- Other individuals, organizations and entities requesting information regarding early care and education service programs and services.

2.3 Minimum Applicant Qualifications

In order to be considered for a grant award expected to result from this RFP, ODJFS requires that interested grant applicants are a community based, non-profit organization that does not provide child care.

In order to demonstrate their qualifications for the award of the grant from ODJFS, applicant proposals must include thorough explanations and evidence of the following:

A. Experience and Expertise

1. Demonstrate the ability and resources to successfully produce each required outcome;
2. Demonstrate experience and expertise in the administration, delivery and evaluation of programs which serve families and children;
3. Demonstrate knowledge of and the ability to work in collaboration with and gain support from providers of early care and education services and family services in the SDA through collaborative strategies;
4. Demonstrate the ability to develop, provide or recommend educational information and materials to parents on how to choose quality early care and education services arrangements.

B. Required Competencies

1. Demonstrate ability to provide CCR&R type services, early care and education services or services to families and children;
2. Demonstrate ability to provide, establish or recommend required and quality training, technical assistance and consultation relative to early care and education services;
3. Demonstrate ability to form cooperative service delivery strategies with other community-based organizations including local county departments of job and family services;
4. Demonstrate ability to provide, establish or recommend services to diverse populations capable of responding to the linguistic and ethnic groups in the communities served;
5. Demonstrate experience with community-based services and organizations; and
6. Demonstrate expertise in the field of early care and education services.

C. Personnel Qualifications

1. Provide resumes, education, experience, and lists of related published works, if any, of the Project Manager and all key personnel for this project (including any subgrantee(s)), with the exception of county departments of job and family services (CDJFS) staff, and listing and emphasizing their specific qualifications and experience in the program and administrative areas described in this Section;
2. Describe the socio-economic, linguistic and ethnic groups in the SDA and describe applicant's efforts to recruit qualified staff to address the needs and concerns of these groups; and
3. Specify any other agencies, organizations or key individuals with whom the applicant will collaborate or subcontract. Detail the qualifications of the subgrantee(s) in relationship to the type of activities they will perform. If the grant applicant will not utilize a subgrantee(s)/partnership(s), the applicant must express how, as a single entity, it can fulfill the project work.

Note: Any key personnel, (any person identified as critical to the success of the project), may not be removed without reasonable notice to ODJFS (see also Section 2.5).

2.4 Specifications of Outcomes

This section sets forth the **outcomes, activities, and accountability indicators** and key program administrative requirements which will be required of the selected grantees under the grant agreement expected to result from this RFP. In order to receive consideration for a grant award, all aspects of the project administration and services described in this section must be addressed in the applicant's technical proposal. Applicants must provide a detailed description of how they will define and perform each of the **outcomes and activities** as specified, and, if applicable, will develop and manage services performed under any and all subcontracting arrangements if awarded a CCR&R grant. Responses should correspond to the appropriate outcomes.

The proposal should outline the following (2.4 A. & B.) in detail:

A. Administrative Structures

Applicant proposals must include plans for administration of the grant-funded project, to include at minimum:

1. A technical approach and management plan to be implemented. Complete and attach a narrative describing program;
2. The project organization and staffing, including any subgrantee(s). Include a Table of Organization for the project;
3. A procedure for reporting work completed, and resolution of unanticipated problems;
4. Describe the steps of the applicant agency's provider registration process, if applicable;

5. Describe plans to make CCR&R services accessible to the SDA. Describe plans to serve parents, providers, and employers in communities other than where the main office is located;
6. Describe the collaboration methods the applicant plans to use in working with organizations providing early care and education services in the applicant's respective SDA;
7. Describe current relationships with early care and education service providers and family service agencies in the applicant's respective SDA, including CDJFS. **Attach current, dated, letters of support/cooperation from each CDJFS or other county public agencies in the applicant's respective SDA;**
8. Describe the management plan that will be used by the grantee to evaluate the effectiveness of its approach. Management plans must address the outcomes for all counties in an SDA and include quantifiable outcome measures. Semiannual reports to the management plan will be required; and
9. ODJFS may require grantees to submit additional information and/or report(s) to the ODJFS Grant Manager for the purpose of future project enhancement. Grant applicants must include a statement acknowledging and accepting this requirement. The ODJFS Grant Manager shall instruct grantees on report content and format.

B. Responsibilities

Pursuant to OAC 5101:2-15-01 and OAC 5101:2-15-02, those agencies awarded grants will be responsible, at minimum, for the following outcomes. Please see **Attachment J** for list of CCR&R reporting time frames.

Outcome 1: Adequate number of early care and education service providers to ensure sufficient supply of early care and education services.

Activities:

- a. Maintain a comprehensive provider database through recruitment and retention of early care and education service providers (that meet family need including, but not limited to, infant/toddler, special needs, school-age care and non-traditional hours); and
- b. Develop a targeted recruitment plan with a special focus on under served populations.

Accountability Indicators:

- c. Number of providers itemized by type (including registered) and by county;
- d. Estimated number of child care slots itemized by type and by county;
- e. Estimated number of children, birth to less than 13 years, by county;
- f. Number of recruitment activities to perspective providers by county; and
- g. Number of new provider(s), by type and county.

Outcome 2: Increased provider access to training and/or professional development.

Activities:

- a. Coordinate or offer provider training and education to improve the quality of early care and education service and business practices; and
- b. Provide written information, such as newsletters, brochures, web-sites, etc., to the early childhood community to promote provider training.

Accountability Indicators:

- c. Number of training sessions and hours by topic and county, offered or coordinated;
- d. Number of providers, by type and county of business, successfully completing training sessions;
- e. Percent of providers who completed training sessions and rated the training highly;
- f. Percent of providers who report using knowledge gained in training; and
- g. Number of providers that learned of training sessions through written materials.

Outcome 3: Increased family knowledge of the characteristics of high quality early care and education services and access to resources, including paying for early care and education services.

Activity:

- a. Provide information about early care and education service options, financial resources and the characteristics of high quality early care and education services.

Accountability Indicators:

- b. Number of families by income, age of child and type of care requested receiving information about early care and education service options, financial resources and the characteristics of high quality early care and education services;
- c. Number of families who receive consultations and/or written materials describing early care and education service options, financial resources and the characteristics of high quality early care and education services;
- d. Percent of parents who report increased knowledge about early care and education service options, financial resources and the characteristics of high quality early care and education services after contact with CCR&R; and
- e. Number of parents who report that CCR&R consultation helped them to find appropriate early care and education service arrangements, even if setting found was not one of CCR&R referrals.

Outcome 4: Increased community knowledge of issues affecting early care and education services, and improve linkages between community stakeholders and early care and education service providers.

Activities:

- a. Educate community stakeholders on accessibility, availability and quality in early care and education services;

- b. Convene, facilitate and participate on community early care and education services planning and policy making groups; and
- c. Collaborate with community stakeholders on community issues related to children and families.

Accountability Indicators:

- d. Number of community members, parents and providers on CCR&R Advisory Group or Boards;
- e. Number of memberships on boards, committees, task forces, coalitions etc., that involve early care and education services planning and policy making;
- f. Percent of community stakeholders who report that the CCR&R helped to increase their knowledge of early care and education issues; and
- g. Number of county departments of job and family services (CDJFS) and CCR&R county plans of cooperation or other documentation(s) of coordination, collaboration and cooperation.

Outcome 5: Provide ODJFS policy makers and community partners with reports and statistics on early care and education services.

Activities:

- a. Development and implementation of child care resource and referral early care and education services data base;
- b. Development of a report on supply and demand for early care and education services by county and SDA;
- c. Assist ODJFS with the development and dissemination of various reports which contain early care and education services information and statistics;
- d. Provide the state and local communities with data on early care and education services supply and demand that may be used for planning and policy making; and
- e. Document number of filled data request.

Accountability Indicators:

- f. Report on supply and demand for early care and education services by county and SDA; and
- g. Provide statistical and informational reports upon request regarding early care and education services and initiatives to ODJFS and assist ODJFS with the dissemination of various early care and education services related reports upon request.

Accountability indicators for Outcomes 1 through 5 will be used by the ODJFS Grant Manager for ongoing evaluation of grantees' projects.

Note: Once a grant agreement has been signed, performance will be evaluated according to the approved management plan, and therefore, any changes in the management plan must be pre-approved by the ODJFS Grant Manager. Grantees shall provide management plans (**see Attachment E**) for any and all subgrantees upon execution of their respective agreements.

Each proposal must clearly and fully address the development of services which are designed to improve the quality and increase the availability of early care and education services. Additionally, proposals must address the number, and provide examples, of activities to be provided, with a corresponding percentage of the total budget that is to be devoted to each.

2.5 Required Designation of Qualified Staff

Grant applicants shall identify all key personnel and describe any and all work to be done by subgrantee(s) and/or any partners. Any person identified as critical to the success of the project may not be removed without reasonable notice to ODJFS.

SECTION III. OTHER REQUIREMENTS

3.1 Interview

Firms submitting proposals may be requested to participate in an in-depth interview as part of the evaluation process. The interview, if applicable, would include participants from ODJFS, Office for Children and Families. ODJFS reserves the right to select from responding grant applicants for interviews and may not interview all grant applicants submitting proposals. The grant applicant shall bear all costs of any scheduled interview.

3.2 Start Work Date

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

3.3 Proposal Costs

Costs incurred in the preparation of this proposal are to be borne by the grant applicant, and ODJFS will not contribute in any way to the costs of the preparation. Any costs associated with interviews will be borne by the grant applicant and will not be ODJFS's responsibility (see Section 3.1).

3.4 Trade Secrets Prohibition; Public Information Disclaimer

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

All proposals and any other documents submitted to ODJFS in response to any RFP, RLB, etc., shall become the property of ODJFS. After the selection of the grantee, any proposals submitted in response to an RFP are deemed to be public records pursuant to ORC 149.43. The term "proposal" shall mean

both the technical and the program budget, if opened, submitted by the prospective grantee, any attachments, addenda, appendices, or sample products.

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

3.5 Grant Agreement Requirements

- A. Any grant agreement resulting from the issuance of this RFP is subject to the terms and conditions as provided in the model grant agreement contract, which is included as **Attachment N** of this RFP.
- B. Many of the terms and conditions contained in the grant agreement (**see Attachment N**) are required by state and federal law; however, the applicant may propose changes to the grant agreement by annotating the model. Any changes are subject to ODJFS review and approval.
- C. Payments for any and all services provided pursuant to the grant agreement are contingent upon the availability of state and federal funds.
- D. All aspects of the grant apply equally to work performed by any and all subgrantees.
- E. The grantee, and any subgrantee(s), will not use or disclose any information made available to them for any purpose other than to fulfill the duties specified in the RFP. The grantee, and any subgrantee(s), agrees to be bound by the same standards of confidentiality that apply to the employees of ODJFS and the State of Ohio. Any violation of confidentiality will result in an immediate termination of the grant agreement, and may result in legal action.
- F. As a condition of receiving a grant agreement from ODJFS, the grantee, and any subgrantee(s), shall certify compliance with any court order for the withholding of child support which is issued pursuant to Section 3113.217 of the ORC. The grantee, and any subgrantee(s), must also agree to cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring that the grantee or employees of the grantee meet child support obligations established under state law.
- G. The grantee, and any subgrantee(s) whom the grantee deems appropriate, agree to be monitored by ODJFS staff on an annual or as needed basis.
- H. By signing a grant agreement with ODJFS, an applicant agrees that all necessary insurance is in effect.
- I. Each county Child Support Enforcement Agency (CSEA) selected for participation in this program must agree to collect, maintain and report specific data on each component of their program as requested by ODJFS. Selected grantees will be required to submit quarterly reports in a standardized format, which will be supplied by ODJFS. Each CSEA must also agree to participate in any data collection or evaluation required by the Federal Office of Child Support.

3.6 Travel Reimbursement

Travel should be included in the overhead, per diem, or the hourly rates which are built into the cost of the outcomes. Travel is not to be listed separately.

3.7 Subgrantee(s)

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

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

3.8 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.

3.9 Confidentiality

All grant agreements will require that the grantee maintain the confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential. Grant applicants are required to complete the Statement of Confidentiality (**see Attachment C**) form of this RFP and submit with applicant's proposal.

3.10 Ethical and Conflict of Interest Requirements

- A. No grantee or individual, company or organization seeking a grant agreement shall promise or give to any ODJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties;
- B. No grantee or individual, company or organization seeking a grant agreement shall solicit any ODJFS employee to violate any of the conduct requirements for employees;

- C. Any grantee acting on behalf of ODJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any grantee or potential grantee who violates the requirements and prohibitions defined here or of Section 102.04 of the ORC is subject to termination of the grant agreement or refusal by ODJFS to enter into a grant agreement; and
- D. ODJFS employees and grantees who violate Sections 102.03, 102.04, 2921.42 or 2921.43 of the ORC may be prosecuted for criminal violations.

3.11 Health Insurance Portability and Accountability Act (HIPAA) Requirements

As a condition of receiving a grant agreement from ODJFS, the grantee, and any subgrantee(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and Sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the grantee from or on behalf of ODJFS that meets the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health & Human Services, specifically 45 CFR164.501 and any amendments thereto.

HIPAA compliance requires, at minimum, that the grantee:

- shall not use or disclose PHI except as specifically required under the terms of the grant agreement with ODJFS, or as otherwise required under the HIPAA regulations or other applicable law.
- shall use appropriate safeguards to protect against use or disclosure not provided for by this Grant Agreement.
- shall promptly report to ODJFS any knowledge of uses or disclosures of PHI that are not in accordance with the grant agreement or applicable law. In addition, the GRANTEE shall mitigate any adverse effects of such a breach to the extent possible.
- shall ensure that all its agents and subgrantee(s) that receive PHI from or on behalf of the grantee and/or ODJFS agree to the same restrictions and conditions that apply to grantee with respect to the use or disclosure of PHI.
- shall make available to ODJFS such information as ODJFS may require to fulfill its obligations to provide access to, provide a copy of, and account for disclosures with respect to PHI pursuant to HIPAA and related regulations.
- shall make PHI available to ODJFS in order for ODJFS to fulfill its obligations pursuant to HIPAA to amend the information and shall, as directed by ODJFS, incorporate any amendments into the information held by the grantee and ensure incorporation of any such amendments into information held by its agents or subgrantee(s).
- shall make available its internal practices, books and records relating to the use and disclosure of PHI received from ODJFS, or created and received by the grantee on behalf of ODJFS, to ODJFS and to the Secretary of the U.S. Department of Health and Human Services for the purpose of determining ODJFS compliance with HIPAA and the

regulations promulgated by the United States Department of Health & Human Services and any amendment thereto.

- shall, upon termination of this Grant Agreement, at the option of ODJFS, return to ODJFS, or destroy, all PHI in its possession, and keep no copies of the information except as requested by ODJFS or required by law. If the grantee or its agent or subgrantee(s) destroy any PHI, then the grantee will provide ODJFS with documentation evidencing such destruction. Any PHI maintained by the grantee shall continue to be extended the same as required by HIPAA and ODJFS for as long as it is maintained.

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

SECTION IV. PROPOSAL FORMAT AND SUBMISSION

4.1 Proposal Submission

The proposal must be prepared and submitted in accordance with instructions found in this Section. Seven (7) (one signed original and 6 copies) copies of the Technical Proposal, including the Project Budget labeled: **PROPOSAL ENCLOSED FOR THE STATEWIDE CHILD CARE RESOURCE & REFERRAL SERVICES SYSTEM RFP#: R-04-06-0118 FROM (APPLICANT'S NAME)*FOR SDA # (INSERT SDA # HERE)**", must be received by ODJFS, no later than **3 p.m., Wednesday, June 11, 2003**. Proposals received after this date and time will not be reviewed. Material mailed or submitted separately from the proposal packet will not be accepted or added to the proposal by staff of ODJFS. Faxes will not be accepted. Proposals must be addressed to:

**Ohio Department of Job and Family Services
Office of Contract Administration
30 E. Broad St., 32nd Floor
Columbus, OH 43215-3414**

All submissions must be received via mail or hand delivery by the above date and time. No materials received after the date will be included in previous submissions nor be considered. No confirmation of mailed proposals will be provided.

For hand delivery on the due date, grant applicants are to allow sufficient time for downtown parking considerations, as well as for security checks at both the lobby of the Rhodes State Office Tower (address as stated above) and again on the 32nd floor. All proposals delivered on the due date will be accepted at the **South Conference Room on the 32nd Floor of the Rhodes SOT**.

*Applicants may apply to provide services to more than one SDA (See Sec. 2.1 for SDA listing). However, applicants who do so must submit a complete and separate proposal for each SDA the applicant proposes to cover.

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

4.2 Format for Submission of the Proposal

Grant applicants must carefully and fully address all components in this RFP with current information and documentation, which include letters of support from each subgrantee(s). Overarching information regarding cautionary statements, assumptions, acronyms and/or jargons should not be included in the proposal.

To be accepted and forwarded to the RFP review committee, a proposal must include **Item A. (Technical Proposal)** and **Item B. (Project Budget Summary)** as described in this section. The Technical Proposal must contain all the information specified and requested for each of the components listed below. Additionally, the proposal must meet the requirements of this section (Proposal Submission) of this RFP to be accepted.

A. Technical Proposal

1. Transmittal Letter

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

2. Organizational Experience

The grant applicant should include information on the background of the firm; including any subgrantee(s); any prior experience relevant to this RFP; a list of similar projects completed by the firm; and names and contact information for at least three entities for which they have performed similar large scale projects. Applicants must address organizational requirements as specified in Section 2.3, Minimum Applicant Qualifications, Item A., Experience and Expertise and Item B., Required Competencies.

3. Personnel Qualifications

Under this section, the applicant is required to include personnel qualifications as described in Section 2.3, Minimum Applicant Qualifications, Item C., Personnel

Qualifications as well as Section 2.5, Required Designation of Qualified Staff, of this RFP.

4. Technical Approach/Management Plan

This section should describe in detail how the grantee proposes to address administrative structure requirements and each of the outcomes, activities and accountability indicators identified in Section 2.4, Specifications of Outcomes, of this RFP.

B. Project Budget Summary

Grant applicants must include a Project Budget Summary with each copy of their Technical Proposal (for a total of seven copies) as specified in Section 4.1, Proposal Submission. The Project Budget Summary must include a statement that the prices quoted are firm.

The submitted Project Budget Summary must contain the following information:

- Project Budget Summary (**Attachment G**), is to be completed and submitted, identifying line item projections and the total anticipated project cost. Grantee(s) should complete Attachment G for SFY 04 and 05 anticipated project costs.
- Once a grant agreement has been signed, any changes to the project budget must be pre-approved by the ODJFS grant manager. Any line item deviations which exceed 10% qualifies as a budget adjustment and a Budget Revision Request (see **Attachment K**) with narrative justification must be submitted.

Attachment F of this RFP identifies the grant funds available for each SDA. Application can be made for up to the designated funds available.

If subgrantee(s), rather than primary applicant staff, are to deliver services, this must be clearly identified in the Project Budget Summary. Upon approval of subgrantee(s) by ODJFS and prior to execution of the grant agreement with ODJFS, grantees shall submit copies of their executed grant agreements with subgrantee(s) accompanied by a project budget summary. Selected applicants will be required to monitor any subgrantee(s) to assure compliance with OAC rules and with grant agreement requirements.

SECTION V. CRITERIA FOR PROPOSAL EVALUATION AND SELECTION

5.1 Scoring of Proposals

All proposals will be reviewed and collectively scored by the Proposal Review Committee (PRC), consisting of staff members of ODJFS. Grant applicants are encouraged to review the Technical Proposal Score Sheet (**Attachment L**), Project Budget Summary (**Attachment G**) and Instructions for Completing the Project Budget Summary (**Attachment H**) to be aware of evaluation criteria. The committee will recommend for selection those proposals which most closely meet the requirements of the RFP. The proposal which receives the highest overall score (following Technical Proposal and Project Budget

Summary evaluations) in each SDA will be recommended for funding. Any proposals not meeting the requirements contained in Sections II, III, and IV of this RFP will not be scored.

The PRC will collectively evaluate and score proposals in four (4) phases: Phase I: Initial Qualifying Criteria; Phase II: Scoring of the Technical Proposal and Phase III: Criteria for Scoring Project Budget Summary and Phase IV: Determination of Final Overall Proposal Score.

A. Phase I–Initial Qualifying Criteria:

The grant applicant’s proposal must meet the following Phase I criteria in order to be distributed to the PRC for Phase II review. Any “no” response for the listed Phase I criteria will eliminate a proposal from any further consideration.

1. Was the proposal received by the deadline as specified in the RFP (Section 1.6)
2. Did the grant applicant submit seven (7) (one signed original and 6 copies) copies of the Technical Proposal, including the Project Budget labeled: **PROPOSAL ENCLOSED FOR THE STATEWIDE CHILD CARE RESOURCE & REFERRAL SERVICES SYSTEM RFP#: R-04-06-0118 FROM (APPLICANT’S NAME) FOR SDA # (INSERT SDA # HERE)”?**
3. The grant applicant is a community-based, non-profit organization which does not provide child care?

B. Phase II–Criteria for Scoring Technical Proposal

A maximum of **660 points** will be awarded for the Technical Proposal, as outlined in this section. Any proposal receiving less than a total of **528 points** out of the possible **660 points** will be disqualified from further consideration, and the Project Budget Summary will not be considered. Only those remaining qualified proposals will proceed to the next level of review, which is the scoring of the Project Budget. Scoring on the Technical Proposal will be for the applicant and any extensively used subgrantee(s).

The PRC will score the Technical Proposal by reviewing how well the applicant meets the requirements of the RFP and as restated in the Technical Proposal Score Sheet (**Attachment L**). The grant applicant must provide relevant evidence, as discussed in Sections II and IV, of meeting the requirements for each statement. The following scale will be used in scoring grant applicant responses to each of the evaluation criteria:

0	6	8	10
Does Not Meet	Partially Meets	Meets	Exceeds

For each evaluation issue, a grant applicant’s response will be rated as one of the following:

“Does Not Meet”–The response is completely unacceptable or the information is missing altogether. **Score: 0**

“Partially Meets”–Though an attempt to meet expectation is demonstrated, the attempt is deemed incapable of meeting ODJFS’ needs. **Score: 6**

“Meets”–The grant applicant’s proposal fulfills a particular RFP requirement in all material respects, potentially with only minor, non-substantial deviation. **Score: 8**

“Exceeds”–The grant applicant’s proposal fulfills a particular RFP requirement in all material respects, and offers some additional level of quality in excess of ODJFS expectations, **Score: 10.**

C. Phase III–Criteria for Scoring Project Budget Summary

Only those Technical Proposals which meet or exceed the minimum technical score of **528 points** will proceed to the next level of review, which is the consideration of the Project Budget Summary.

All grant applicants’ Project Budget Summary(ies) must meet or exceed the minimum required points of **24** out of a maximum of **30 points** in order to be considered for a grant award. The Project Budget Summary of each qualifying Technical Proposal will be evaluated and scored based on the requirements as specified in Section 4.2 B., Project Budget Summary, of this RFP. Grant applicants are advised to review the Project Budget Summary Consideration Sheet (**Attachment M**) for evaluation criteria.

D. Phase IV--Determination of Final Overall Proposal Score

Grant applicants’ final overall proposal score (up to **690** points) is the sum of the applicant’s scores on PHASE II (up to **660** points) and PHASE III (up to **30** points) of the evaluation process.

5.2 Final Selection

Once all applicants’ final overall proposal scores have been determined, the PRC will determine which grant applicants’ proposals shall be recommended for funding. Only those qualifying grant applicants which have achieved the highest final overall proposal score (indicating the most effective and efficient project proposed) for their respective SDA, and if applicable, results from an interview, shall be recommended for a grant award. ODJFS may, at its sole discretion, elect to conduct interviews of grant applicant(s) and seek written clarification of grantee proposals prior to final selection. Grant applicants will only be evaluated among other grant applicants bidding on the same SDA. Incomplete proposals, proposals that fail to include all required documentation, will be immediately disqualified from further consideration. The selection of proposals for award and the amount of each award shall be at the sole discretion of ODJFS.

5.3 Tie Breaker

In the event that two or more of the proposals have a score which is tied after final scoring of the

Technical Proposal and the Project Budget Summary has been established, the proposal with the higher score in the Technical Proposal will prevail.

SECTION VI. PROTEST PROCEDURE

6.1 Protest

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

1. A protest may be filed by a prospective or actual grant applicants objecting to the award of a grant agreement resulting from this RFP. The protest shall be in writing and shall contain the following information:
 - The name, address, and telephone number of the protestor;
 - The name and number of the RFP being protested;
 - A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - A request for a ruling by ODJFS;
 - A statement as to the form of relief requested from ODJFS; and
 - Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
2. A timely protest shall be considered by ODJFS, if it is received by ODJFS's Office of Legal Services, within the following periods:
 - 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 1.6, Anticipated Procurement Timetable, of this RFP.
 - If the protest relates to the announced intent to award a grant agreement, the protest shall be filed no later than 3:00 p.m. of the tenth (10th) business day after the issuance of the Letter of Intent to Award the grant agreement.
3. An untimely protest may be considered by ODJFS if ODJFS determines that the protest raises issues significant to the department's procurement system. An untimely protest is one received by ODJFS's Office of Legal Services after the time periods set forth in Item #2 of this section.
4. All protests must be filed at the following location:

Chief Legal Counsel
Office of Legal Services
Ohio Department of Job and Family Services

30 East Broad Street, 31st Floor
Columbus, Ohio 43215-3414

5. When a timely protest is filed, a grant agreement 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 grant applicant(s) who would have been awarded the grant agreement shall be notified of the receipt of the protest.
6. ODJFS's Office of Legal Services shall issue written decisions on all timely protests and shall notify any grant applicant who filed an untimely protest as to whether or not the protest will be considered.

6.2 Caveat

ODJFS is under no obligation to issue a grant agreement as a result of this solicitation if, in the opinion of ODJFS and the PRC, 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 grant applicants are responsible for obtaining any such changes without further notice by ODJFS.

SECTION VII. ATTACHMENTS

- A. Cover Page - *To be completed and returned with applicant's proposal.*
- B. Application Checklist - *For applicant reference*
- C. Statement of Confidentiality - *To be completed and returned with applicant's proposal.*
- D. Subgrantee(s) Agreement - *To be completed and returned with applicant's proposal.*
- E. Management Plan Form - *To be completed and returned with applicant's proposal.*
- F. Projected Funding for SFY 2004 and SFY 2005 - *For applicant reference*
- G. Project Budget Summary - *To be completed and returned with applicant's proposal.*
- H. Instructions for Completing the Project Budget Summary - *For applicant reference*
- I. Pertinent Ohio Administrative Code (OAC) Cites -*For applicant reference*
 - 5101:2-15-01
 - 5101:2-15-02
- J. Reporting Time Frames -*For applicant reference*
- K. CCR&R Reporting Forms -*For applicant reference*
 - Budget Revision Request
 - Request for Payment
 - Monthly Budget Summary
- L. Technical Proposal Score Sheet -*For applicant reference*
- M. Project Budget Summary Consideration Sheet -*For applicant reference*
- N. Model Grant Agreement -*For applicant reference*
- O. Request for Taxpayer ID (W-9 Form) - *To be completed (original signed in blue ink) and returned with applicant's proposal.*

Thank you for your interest in this project.