

**Request for Proposals
For the Ottawa County Department of Job and Family Services
Workforce Development Outreach Contract**

Contract Type: Sub-recipient
Funding Stream: Workforce Innovation and Opportunity Act of 2014
CFDA#: 17.258 (Adult); 17.259 (Youth); 17.260 (Dislocated Worker)

Issue Date: August 8, 2016

Closing Date: 10:00 a.m., D.S.T.,
Monday, September 12, 2016

Contact Person:

**Tamara Gibson
Ottawa County Department of Job and Family Services
8043 W. State Route 163, Suite 200
Oak Harbor, Ohio 43449
419-707-8653
Tamara.gibson@jfs.ohio.gov**

**Ottawa County Request for Competitive Proposals and Timeline
Workforce Development Outreach, 2016-2017**

Activity	Date
Release of Request for Competitive Proposals for Workforce Development Outreach 2016-2017	8:00 a.m., Monday, August 8, 2016
Pre-Proposal Conference	10:00 a.m., Monday, August 29, 2016
Last Date for Submission of Written Questions on Request for Proposals	4:30 p.m., Friday, September 2, 2016
Last Date for OCDJFS to Respond, in Writing, to Written Questions on Request for Proposals	4:30 p.m., Wednesday, September 7, 2016
Due Date for Proposal Submission	10:00 a.m., Monday, September 12, 2016
Proposal Opening	10:05 a.m., Monday, September 12, 2016
Negotiations Complete/ All Signatures Acquired	Thursday, September 22, 2016
Workforce Development Outreach Contract to begin	Saturday, October 1, 2016

I. Background

The Ottawa County Department of Job and Family Services is seeking bids to conduct business outreach activities for the county’s workforce development programs. Originating funds for these activities include, but are not limited to, the Workforce Innovation and Opportunity Act (WIOA). The purpose of this contract is to educate area businesses and job seekers of the opportunities for job/business expansion, retention, and outplacement services through the Ottawa County Department of Job and Family Services, and their designated partners. Outreach efforts will be coordinated with similar activities conducted by specific program contracts, OhioMeansJobs Ottawa County, and other outreach done by the Ottawa County Department of Job and Family Services. The intent of this contract is to design a systematic method of marketing and promoting workforce development services within the county, which gives programs equal weight. Outreach efforts will be conducted with area businesses, with an emphasis on those businesses located throughout Ottawa County.

Request for Proposals are being solicited for services to be contracted from October 1, 2016 through September 30, 2017, with the option of renewing the contract at the same terms and conditions, for October 1, 2017 through September 30, 2018; and again for the period of October 1, 2018 through September 30, 2019, based on funding availability and performance of originally contracted services. Entities awarded this contract will be expected to contribute through staff time and cost-sharing to the One-Stop Operations. See ***Proposal Guidelines*** section of this RFP, for more information on contract and proposal budget breakdown.

The Ottawa County Department of Job and Family Services requires an integrated approach to service delivery. ***The closing date for proposals is 10:00 a.m., D.S.T., Monday, September 12, 2016. Proposals must be received by the closing date and time, at the Ottawa County Department of Job and Family Services, 8043 W. State Route 163, Suite 200, Oak Harbor, Ohio 43449, Attention: Tamara Gibson.***

The following attachments specify all components and expectations of this Request for Proposals:

- Request for Competitive Proposal
- Attachment A: Budget Summary
- Attachment B: Cover Page requirements for Proposals
- Attachment C: Checklist for Proposals
- Attachment D: Competitive Proposal Affidavit
- Attachment E: Representations, Assurances, and Certifications

II. Objectives

1. Provide systematic, objective and non-biased marketing and outreach efforts for workforce development programs and services provided by the Ottawa County Department of Job and Family Services, and all of its one-stop partners.
2. Coordinate all marketing and outreach efforts and tools with similar efforts being conducted by sub-contractors of the Ottawa County Department of Job and Family Services, the agency itself, and the Ottawa County Workforce Development Board.
3. Increase the knowledge and use of the workforce development and One-Stop systems by area businesses and job seekers. Area businesses and job seekers will focus, primarily, on any which fall within Ottawa County, and are not specific to a particular region within the county.

III. Scope of Work and Deliverables

Bidder will demonstrate in the Proposal, how entity, as a Sub-recipient of WIOA funds, will ensure delivery of each of the items outlined in the *Objectives* section, along with each of the following deliverables:

1. Unbiased marketing of workforce development options available through the Ottawa County Department of Job and Family Services, and its one-stop partners.
2. Meet with local elected officials, employers, educators and union/labor organizations to discuss and summarize community workforce training needs.
3. Identify current and projected employment opportunities in Ottawa County.
4. Join and meet with county service groups, including but not limited to area Chambers of Commerce, to promote agency workforce development programs.
5. Act as a liaison between the Ottawa County Department of Job and Family Services, employers, and other service agencies.
6. Coordinate all external training and workshops that occur within the Ottawa County Community Resource Centre.
7. Coordinate and provide marketing efforts to employers and job seekers for agency workforce development programs.
8. Coordinate On-the-Job Training, Customized Training and Incumbent Worker Training Contracts, as needed, for OCDJFS workforce development programs.
9. Participate as a One-Stop partner in the operation of the Ottawa County One-Stop system, including sharing job order and performance information with other one-stop partners. Based on current projections, this will include an estimated annual time commitment to the OhioMeansJobs Ottawa County, 2176 hours, any of which may be shared services. In addition, contractor will be expected to contribute financially to the cost of the Ottawa County branch of the Regional One-Stop system. Again, based on current projections, this would amount to \$7,391, annually. These costs are based on the projected number of staff hours applied toward the one-stop, and may be built into the bid submitted.
10. Market WIOA training options (Individual Training Accounts, On-the-Job-Training, Customized Training, Incumbent Worker Training) to area businesses as a method to

grow current and future workforce of the county. Coordinate those activities with OCDJFS staff.

11. Act as an ex-officio member of the Ottawa County Workforce Advisory Board, and actively participate in subcommittees of that Board, as appropriate.
12. Coordinate job orders and placement activities for area employers within the one-stop system, including periodic meetings with placement staff of OCDJFS one-stop partner agencies.
13. Act as a point of contact with Rapid Response activities within the county, including but not limited to, expansion, retention and/or reduction of businesses/employment.
14. Coordinate career development and exploration activities for area youth and adults.
15. Follow federal, state and local procurement policies to obtain pricing information for marketing materials and promotional items for potential and current job seeker and business customers of the workforce development system.
16. Provide updates for a workforce development directory of services to area businesses and job seekers. Information should include, at a minimum, information on resources and contact information for assistance with recruitment, selection, placement, retention, and outplacement services. Conduct appropriate procurement procedures to obtain pricing for production and distribution of this tool to area businesses.

IV Proposal Guidelines

1. Proposals must clearly delineate specific goals and performance standards. Contract for services will be required and will include measurable benchmarks of the program.
2. Bidder proposals must demonstrate how no conflict of interest will exist in the promotion of employment, training and retention services available in the community. Conflict of interest is defined as situations where promotion of a program, provider, or service, would provide a direct or indirect financial benefit to the individual employee or bidder's organization.
3. Technical support, regarding information on local and statewide workforce development programs can be obtained through the following website: www.ohioworkforce.org.
4. Failure to clearly address how each of the *Objectives*, and *Scope of Work and Deliverables* will be provided by entity or sub-contract, may result in immediate

dismissal of consideration.

5. Bidder will submit an operational budget for the Workforce Development Outreach services, using the attached budget worksheets (Attachment A), or a pre-approved equivalent format that details all costs identified in the Budget Summary, and allows for an equitable comparison across proposals. Budget summary should include an explanation of how shared costs and personnel of an organization will be billed to this proposal, if awarded.

Explanation of budget summary in proposal should include the following:

- a. Personnel: Include number of staff, breakdown of salaries and benefits, indicate direct services staff or support staff, list personnel who will provide service for this program, including their credentials.
 - b. Equipment: List any equipment that may be purchased to support this program, and anticipated cost. Note: if purchase of equipment will not be incorporated into unit cost for this contract, please identify that cost as such.
 - c. Supplies: List of consumable goods that may be used to support the program.
 - d. Travel: List travel projected in miles, and cost per mile. Note: this does not represent actual service miles; rather reimbursement to staff for travel expenses incurred.
 - e. Facilities: List anticipated rent, utilities, telephone costs associated with program.
 - f. Indirect Costs: Identify any cost allocation method and amounts used to allocate Indirect Costs associated with the operation of this program.
 - g. Other: List any other specific items and cost used to operate this program.
6. This will include a projected annual time commitment to the OhioMeansJobs Ottawa County, of 2176 hours, any of which may be shared services. In addition, contractor will be expected to contribute financially to the cost of the Ottawa County branch of the Regional One-Stop system. Again, based on current projections, this would amount to \$7,391, annually. These costs are based on the projected number of staff hours applied toward the one-stop, and may be built into the bid submitted.
 7. The contract period will run from October 1, 2016 through September 30, 2017,

contingent upon funding availability. Contract will have the option of renewal, at the same terms and conditions, for the periods of *October 1, 2017 through September 30, 2018; and from October 1, 2018 through September 30, 2019*, contingent upon funding availability and performance of initial contracted items.

V. *Completing and Submitting Bids*

1. **Proposal Costs.** Bidders are responsible for any and all costs related to preparing and submitting proposals to be considered for the Workforce Development Outreach contract.
2. Proposals providing one or more elements of this Request for Proposals, through partnership or contract, require a complete description of coordinated services, including:
 - Name and contact information of collaborating agency(ies)
 - Description of what customer services will be provided by each partner
 - How costs of services and operating costs of the partnerships will be funded
 - Method of referral between partners.

Provider will be responsible for performance of any sub-contracted activities, including proper procurement, provision of information for audit, performance levels, and quality of work provided. OCDJFS reserves the right to verify all information described in proposal and agreement with referenced parties

3. A Pre-Proposal Vendor Conference will be held at 10:00 a.m., Monday, August 29, 2016, in the Director's conference room of the Ottawa County Department of Job and Family Services. While attendance is not mandatory, it is highly recommended that each Vendor have a representative attend the Conference. The purpose of the Conference is to answer questions related to the RFP. Prior to the Bidder's Conference, questions on this RFP may be faxed or e-mailed to Tamara Gibson at tamara.gibson@jfs.ohio.gov or at (419)898-2048. The questions and answers will be distributed at the Bidder's Conference.

In order to become a registered vendor, interested parties should fax or e-mail Tamara Gibson, prior to the Bidder's Conference to register, with their name, company name, phone number, FAX number, and email-address. All answers issued in response to Provider questions become part of the RFP process, and will be communicated only to Registered Providers for the Bidder's Conference.

After the Bidder's Conference, questions regarding this Request for Proposals can be directed, in writing, to Tamara Gibson, by FAX, E-mail, or United States mail. FAX number is (419)898-2048, E-Mail is tamara.gibson@jfs.ohio.gov. No questions will be

accepted after 4:30 p.m., Friday, September 2, 2016. The final responses to all written questions submitted will be faxed or e-mailed to registered bidders by the close of business on Wednesday, September 7, 2016.

4. Closing Date for Bids. The closing for receipt of bids is **10:00 a.m., D.S.T., Monday, September 12, 2016.** Any proposal not received by the Ottawa County Department of Job and Family Services by the time and date, will not be considered.
5. Number of Copies. Entities interested in submitting proposal must submit one (1) original (clearly marked as such), and one electronic copy of all proposal materials, in one sealed package.
6. Proposal Format. Proposals must be typewritten (no smaller than 12 pt. font), single spaced, single-sided, on standard 8 ½ X 11 inch plain white paper.
7. Submission of Proposals. Proposals must be submitted in a sealed package. The entity submitting proposal assumes full responsibility for the selection of method of delivery for the proposal package. All proposals will be marked with the date and time of receipt. A receipt of delivery will be provided to the entity submitting proposal, only upon request. Proposals shall be accepted unconditionally, and without alteration or correction. Withdrawals of bids, before the closing date and time, are permitted upon written request to the address below. **All proposals must be received on or before 10:00 a.m., D.S.T., Monday, September 12, 2016, and addressed to:**

**Ottawa County Department of Job and Family Services
8043 W. State Route 163, Suite 200
Oak Harbor, Ohio 43449
Attention: Tamara Gibson**

At **10:05 a.m., D.S.T., Monday, September 12, 2016**, all Request for Proposals Responses will be opened publicly in the Director's Conference Room of the Ottawa County Community Resource Centre (same address) and summary information will be read aloud.

8. Questions. Questions regarding this Request for Proposals can be directed to Tamara Gibson, in writing. Contact may be made by fax (419-898-2048), Email (tamara.gibson@jfs.ohio.gov), or U.S. mail (address listed above)

VI. Proposal Format

Proposals must be assembled according to the following outline and format. The forms necessary to provide the referenced information are included in the Request for Proposal Response Section. Failure to follow the outline may result in rejection of the proposal.

1. Request for Proposal Response Cover Page, with name of entity submitting proposal, address, contact person, telephone number, unit rate, and total and amount requested for contract.
2. Checklist for submitting proposal
3. Competitive Proposal Affidavit
4. Representations, Assurances and Certifications
5. Entity Project Information and Qualifications
6. Budget Summary
7. Certificate of Liability Insurance

VII. Rating Scale

Requests for Proposal will be rated against a total value of 100 possible points. *The Workforce Development Marketing and Outreach* contract will be awarded to the lowest and best bid. All bids will be rated in accordance with the following rating scale:

Criteria	Point Value
Demonstrated ability to provide deliverables mentioned, with no actual, nor perceived conflict of interest.	Pass/fail
Bidder's experience operating similar services to businesses and job seekers within Ottawa County.	30 points
Plan/cost of providing mandatory deliverables	70 points
Total Points	100 points

In the event that only one bid is received, it will be reviewed for appropriateness, and a decision will be made at the discretion of the Ottawa County Department of Job and Family Services, with or without the use of this rating scale.

Attachment A

Ottawa County Department of Job and Family Services - RFP Budget Template

Bidder:

Program:

Federal ID Number:

Classification of Expenditures				Actual Expenses
I. Personnel				
	A.	Salaries		\$-
	B.	Payroll related expenses		\$-
Total Personnel Costs				\$-
II. Operations				
	A.	Travel and Short-Term Training		\$-
	B.	Consumable Supplies		\$-
	C.	Occupancy Costs (includes MOU Cost Sharing Agreement)		\$7,391.00
	D.	Indirect Costs		\$-
	E.	Contract and Professional Services		\$-
	F.	Other Miscellaneous		\$-
Total Operational Costs				\$7,391.00
III. Equipment				
	A.	Depreciation		\$-
	B.	Purchases		\$-
	C.	Leased and Rented		\$-
Total Equipment Cost				\$-
Total Proposed Budget				
1	Total Program Expenses			\$7391.00
2	Minus Contractor Program Income			\$-
3	Total Proposal Amount			\$7,391.00
4	Total Proposed Units			0
5	Proposed Unit Rate			#DIV/0!

Contract Proposal Budget Worksheet, Continued

STAFF COSTS

Program/ Project Name:
 Bidder Name:

A. Salaries

Position Title	Number of Positions Requested	Annual Salary	Percent Allocated to Contract	Reimbursable Salary
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total Reimbursable Salaries				0

B. Payroll-Related Expenses

Item				Payroll-Related Expenses
PERS or Social Security				0
Worker's Compensation/ Unemployment Insurance				0
Retirement Expense				0
Hospitalization Insurance Premium				0
Other (specify)				0
				0
				0
				0
Total Payroll-Related Expenses				0

Contract Proposal Budget Worksheet, Continued
OPERATIONAL COSTS

Program/ Project Name:
Bidder Name:

A. Travel and Short-Term Training

Mileage Reimbursement (specify mileage rate)	
Short-term Training	
Total Travel and Short-Term Training	0

B. Consumable Supplies

Type	Consumable Supply Cost
Office Supplies	
Cleaning Supplies	
Other (specify)	
Total Consumable Supplies	0

C. Occupancy Costs

If renting facility: Rental @ \$ _____ per square foot	
If own facility: Usage allowance/ depreciation at _____ % rate of original acquisition cost of \$ _____ by Program Square Footage Percentage (Program Square Footage of _____ divided by total Provider Square Footage of _____ = _____)	
One-Stop MOU Cost Sharing	7391
Maintenance and Repairs	
Utilities (if not included in rental agreement)	
Heat and Light \$	
Telephone \$	
Water/ Sewer \$	
Total Occupancy Costs	7391

D. Indirect Costs

Identify Categories in Indirect Cost Allocation Plan and summary of cost allocation methodology	Amount
Total Indirect Costs	0

Ottawa County Department of Job and Family Services - RFP Invoice Template

Bidder:
 Month/ Year:

Program:
 Federal ID Number:

Classification of Expenditures							Actual Expenses	
I. Personnel								
	A.	Salaries						
	B.	Payroll related expenses						
Total Personnel Costs							\$-	
II. Operations								
	A.	Travel and Short-Term Training						
	B.	Consumable Supplies						
	C.	Occupancy Costs						
	D.	Indirect Costs						
	E.	Contract and Professional Services						
	F.	Other Miscellaneous						
Total Operational Costs							\$-	
III. Equipment								
	A.	Depreciation						
	B.	Purchases						
	C.	Leased and Rented						
Total Equipment Cost							\$-	
1	Total Program Expenses for this month (total personnel, operational and equipment expenses)						\$-	
2	Minus Contractor Program Income						\$-	
3	Total Program Expenses for this Month						\$-	
4	Total Units Produced						0	
5	Justified Unit Rate (total contract expenses , total number of units produced)						#DIV/0!	
7	Number of Units Produced						0	
8	Total Actual Contract Cost for this Month (justified Unit Rate x number of units produced)						#DIV/0!	
9	Unit Rate is Stated in Contract						\$-	
CONTRACT EXPENSE MONITORING:								
10	Total Contract Value						\$-	
11	Total Contract Value Remaining at End of Previous Month						\$-	
12	Minus Actual Contract Cost for this Month						#DIV/0!	
13	Equals: Total Remaining Contract Value						#DIV/0!	

I certify that the above information is correct and in accordance with the terms of the contract.

Contractor Representative Signature

Date

OCDJFS Representative Signature

Date

Attachment B:

Workforce Development Marketing and Outreach Contract

Proposal

Name of Bidder: _____

Address of Bidder: _____

Telephone Number: _____

Contact Person: _____

Unit Rate for Services: \$ _____ / hour

Total Dollar Amount Requested for Contract: \$ _____

Attachment C:
Checklist for Submitting Proposals

All proposals responding to the *Workforce Development Marketing and Outreach Contract* Request for Proposals must include the following

- Checklist for Submitting Bids
- Competitive Proposal Affidavit
- Representations, Assurances and Certifications
- Entity Project Information and Qualifications
- Budget Summary
- Certificate of Liability Insurance

Attachment D: COMPETITIVE PROPOSAL AFFIDAVIT

State of Ohio

I, _____, _____,
(Name of person signing affidavit) (Title)

swear that _____
(Name of Individual, Corporation, or Organization)

(NON-COLLUSION AFFIDAVIT) its agents, officers, or employees have not directly, nor indirectly, entered into any agreements, participated in any collusion, nor taken any action to restrain free competition in connection with this proposal.

(NON-DISCRIMINATION AFFIDAVIT) its agents, officers or employees will not discriminate in the hiring of employees for work under this proposal or in providing services sent forth in this proposal on the basis of race, color, religion, sex, age, disability, national origin or ancestry, or political affiliation or belief.

(FINDINGS FOR RECOVERY WITH STATE OF OHIO AUDITOR) does not currently have any unresolved audit findings for recovery with the State of Ohio Auditor.

(PERSONAL PROPERTY TAX DELINQUENCY STATEMENT) The organization is not now charged with any delinquent personal property taxes on the general tax list of personal property of the county. If such delinquency is now charged, a statement setting forth the unpaid delinquent taxes and any due and unpaid penalties and interest now follows:

(CERTIFICATION). The information contained in this proposal fairly represents the organization and its proposed operating plans and price for the Scope of Services and Deliverables described in the Request for Proposals of the Workforce Development Marketing and Outreach Contract. I acknowledge that I have read and understand the requirements and provisions of this Request for Proposals, and this organization is prepared to provide the Scope of Services and Deliverables, as specified in this proposal.

I further certify that all information contained in this proposal is true and correct, and shall be open to verification, should the Ottawa County Department of Job and Family Services choose to do so.

I certify that I am authorized to sign the attached proposal, and to commit this organization to the provisions described in the Scope of Services and Deliverables, and other provisions contained in the Request for Proposals. Furthermore, I can and do certify that this is a firm offer to complete the items outlined in the Request for Proposals.

Finally, I do certify that this organization is not currently involved in any state of formal bankruptcy proceedings.

Signature

Date

Sworn to and subscribed before me this _____ day of _____

(Notary Public)

My Commission Expires: _____

_____, Ohio.

Attachment E: REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

1. Company Name: _____
2. Company Address: _____
3. Telephone Number: _____ FAX: _____
4. The name and telephone number of the person(s) who has the authority to submit proposals:

5. The name and telephone number of the person(s) who has the authority to sign contracts:

6. The legal status of the bidder's organization(e.g. corporation, sole proprietor ship, post-secondary education institution, etc.)

7. Date of establishment/ incorporation: _____
8. Federal Employer Identification Number (FEIN): _____
9. Worker's Compensation Account Number: _____
10. Unemployment Insurance Account Number: _____
11. Is the company co-owned or controlled by a parent company? ___Yes ___No
If yes, name of parent company: _____
12. Is the bidder authorized/ licensed to do business in the state of Ohio? ___Yes ___No
13. Is the bidder bound by Federal, State, or local Affirmative Action
or Equal Employment Opportunity rules? ___Yes ___No

If yes, has the company filed all required EEO reports to
the necessary agencies? ___Yes ___No
14. The company certifies that it is not debarred nor suspended under
Federal and State rulings from receiving federal funds. ___Yes ___No

15. Does the company have current or future plans for a buyout or sale? Yes No
16. The company certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this Request for Proposals. Yes No
17. The company certifies it will not use the contract funds to lobby? Yes No
18. The company certifies it is a drug-free work place? Yes No
19. The company certifies it is not delinquent on any Federal debt? Yes No