

**Request for Proposals
Ottawa County Department of Job and Family Services**

**FOR
Comprehensive Case Management and Employment Program*
CFDA #17.259/Workforce Innovation & Opportunity Act
CFDA #93.558/ Temporary Aid to Needy Families**

Issue Date: Monday, April 14, 2021
**Closing Date: 10:00 a.m., D.S.T.,
Friday, May 21, 2021**

Contact Person:

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**Note: the name of this program may change over the course of the sub-grant period*

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**Ottawa County Department of Job and Family Services
Request for Competitive Proposals and Timeline
Comprehensive Case Management and Employment Program**

Activity	Date
Release of Request for Competitive Proposals for WIA Youth Program 2018-2019	April 14, 2021
Last Date & Time for Submission of Written Questions	12:00 p.m., Friday, April 30, 2021
Date of Posting Answers to Questions on the Ottawa County website at http://www.co.ottawa.oh.us/index.php/legal-notices-bids/	May 7, 2021
Due Date for Proposal Submission	10:00 a.m., Friday, May 21, 2021
Proposal Opening	10:15 a.m., Friday, May 21, 2021
Rating Team review, evaluation and recommendation on qualified bids received	TBD, week of May 25-28, 2021
Greater Ohio Workforce Board Review and Approval	June 2, 2021
Negotiations Complete/ All Signatures Acquired	June 11, 2021
Transition Between Providers (if applicable)	June 11 – 30, 2021
CCMEP Youth Program Sub-Grant Agreement effective date	July 1, 2021

The Ottawa county Department of Job and Family Services reserves the right to revise this schedule in the best interest of the State of Ohio, the Ohio Department of Job and Family Services (ODJFS), Greater Ohio Workforce Board, and/or to comply with the State of Ohio and Local procurement procedures and regulations and after providing reasonable notice.

SECTION 1: BACKGROUND

A. AUTHORIZING LEGISLATION

On June 30, 2015, Governor Kasich signed House Bill 64, the state's biennial budget, into law. Section 305.190 of the bill establishes a framework to transform the network of human service and workforce programs to find a new way to work for low-income Ohioans. This framework starts first with 16- to 24-year-olds, where early intervention can have the greatest impact. The state is pushing traditional program boundaries by integrating components of the Temporary Assistance for Needy Families (TANF) program with the Workforce Innovation and Opportunities Act programming to create a better-coordinated, person-centered case management system.

In keeping with the intent of WIOA, TANF and the Comprehensive Case Management and Employment Program (CCMEP), the Ottawa County Department of Job and Family Services (OCDJFS) is committed to helping economically disadvantaged youth aged 16 – 24, at application, to achieve while in school and to graduate, access job training and higher education opportunities, become gainfully employed and acquire the skills needed to progress in well-paying careers. The OCDJFS seeks partnerships with organizations that can demonstrate measurable, positive impact on youth, while coordinating with and not duplicating existing resources in the County, such as the OhioMeansJobs-Ottawa County services. Community and faith-based organizations, minority owned and operated businesses, local education agencies, and other youth-serving organizations are invited to respond to this RFP as an important step toward building a network of integrated youth services that can assist Ottawa County youth to succeed in school, at work, and as members and leaders of their communities.

B. PURPOSE OF RFP

The Ottawa County Department of Job and Family Services (OCDJFS) is seeking proposals for the delivery of services required to serve the eligible youth population in compliance with all applicable federal, state, and local rules, regulations, and policies. The Request for Proposal (RFP) is to provide prospective providers with the information they need to prepare proposals that are complete and responsive to the OCDJFS, Greater Ohio Workforce Board, Chief Elected Officials, and Administrative agency requirements.

The purpose of this RFP is to solicit innovative year-round youth workforce development programs to help prepare eligible youth for successful entry into the workforce. Eligible youth include in and out-of-school, ages 16-24, in receipt of Ohio Works First as head of household, or who are low income and possess additional barriers to school completion and/or employment. The program will operate under the provision of the Workforce Innovation and Opportunity Act

(WIOA), and Temporary Aid to Needy Families (TANF), when appropriate. At times, the OCDJFS may be granted additional funds to serve an expanded youth populations, additional youth employment programs, and/or special youth funding. The award of a sub-grant agreement(s) according to this Request for Proposal will cover any of these additional programs.

Youth who will be participating in the program will be considered “at risk” due to possession of one or more barriers to seeking/retaining employment or education. Bidders must adhere to eligibility and policy issues outlined by the Greater Ohio Workforce Board (GOWB), as identified in **Attachment J**. Additional resources for CCMEP program are available at <https://emanuals.jfs.ohio.gov/workforce/wioa> and <https://jfs.ohio.gov/owd/ccmep/training.stm>.

Services for In School Youth (ISY) will be geared toward completion of high school and preparation for post-secondary education and/or employment. Services for Out of School Youth (OSY) will be geared toward attachment to the labor force with career development planning and opportunities.

CCMEP will be part of a One-Stop system of service delivery in workforce development, which emphasizes strengths and assets of youth, as well as implements a system to overcome barriers to success. This systematic approach offers youth a broad range of coordinated services, through the required availability of the following program elements (see [ODJFS eManuals > Workforce Development > Workforce Innovation and Opportunity Act > WIOA Policy Letters > WIOAPL 15-10 \(Youth Program Services\) \(ohio.gov\)](#) for more details):

- 1) Outreach/recruitment, eligibility, assessment and individual opportunity plan development;
- 2) Comprehensive guidance and counseling;
- 3) Financial literacy education;
- 4) Entrepreneurial skills training;
- 5) Tutoring, study skills training, instruction and dropout prevention;
- 6) Alternative secondary school services, dropout recovery services
- 7) Paid and unpaid work experience with an academic and occupational education component;
- 8) Occupational skills training;
- 9) Education offered concurrently with workforce preparation;
- 10) Leadership development opportunities;
- 11) Supportive services (including payment points for achieving benchmarks during demonstration grant of Wage Pathways Program);
- 12) Adult mentoring;
- 13) Labor market and employment information;
- 14) Post-secondary preparation and transition activities;
- 15) Follow-up services for not less than 12 months after exiting program

C. BIDDER QUESTIONS AND ANSWERS

Beginning with the release of the RFP on April 14, 2021, bidders may only submit questions by email to tamara.gibson@jfs.ohio.gov, using the subject line: **Attention: CCMEP RFP Questions**. Questions will not be answered verbally, by fax, by mail or via e-mail prior to posting all questions and answers on the Ottawa County website (<http://www.co.ottawa.oh.us/index.php/legal-notice-bids>) on May 17, 2021.

From the issuance date of this RFP, until the sub-grant agreement(s) have been formally approved, announced, and/or awarded by Greater Ohio Workforce Board (GOWB), there may be no communications concerning the RFP between any entity which expects to submit a proposal and any employee of the Ottawa County Department of Job and Family Services, GOWB members, 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 bidder. The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to the Question and Answer Period;
2. As necessary in any pre-existing or on-going business relationship between aforementioned entities and any entity which could submit a proposal in response to this RFP;
3. As part of a clarification question to make a final selection;
4. If it becomes necessary to revise any part of this RFP, the Ottawa County DJFS will post those revisions, amendments, etc., to the website dedicated to this RFP;*
5. Any Public Records Request.

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

The OCDJFS 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. Any attempts at prohibited communications by entity may result in the disqualification of those entity's proposals.

D. SUB-GRANT AGREEMENT PERIOD

The Ottawa County Department of Job and Family Services (OCDJFS), is seeking to issue a sub-grant agreement or agreements with a provider to perform services from approximately July 1, 2021 through June 30, 2022. The OCDJFS reserves the right to

modify the resulting sub-grant agreement(s), according to federal/state requirements in the event that Grants are reauthorized during the sub-grant agreement period(s). Subject to funding appropriations and the Greater Ohio Workforce Board (GOWB) and the OCDJFS approval, the sub-grant agreement period(s) is(are) expected to run from July 1, 2021 through June 30, 2022, with a two year renewal option to be in effect, contingent upon satisfactory performance and continued availability of funding from July 1, 2022 through June 30, 2023. Since state law prohibits financial commitments beyond the fiscal biennium (e.g., 7/01/21 through 6/30/23), the sub-grant agreement(s) with the selected provider(s) will be subject to renewal each year of the biennium from July 1, 2022 through June 30, 2023 and further renewal from July 1, 2023 through June 30, 2024. Renewal is contingent upon the availability of funds and satisfactory performance by the provider(s), and is subject to approval by GOWB and OCDJFS.

E. ANTICIPATED FUNDING LEVEL

At the time of this release of Request for Proposals, a firm allocation amount for administration of this program is not available. For planning purposes only, proposals may use the average of the previous three years of sub-grant agreement amounts.

Funding availability for this RFP will not be known until the State of Ohio and Greater Ohio Workforce Board release the allocations. The following is a three-year historical background of the sub-grant agreement amounts of the CCMEP Program:

2018 - 2019		2019 - 2020		2020 - 2021	
WIOA	TANF	WIOA	TANF	WIOA	TANF**
\$130,425	\$176,000	\$313,600	\$211,000	\$300,000	\$200,000

****Note: These years each had separate TANF allocations specifically for summer youth employment.**

Sub-grant Agreements will be based upon actual county budget constraints and allocations.

Entities submitting a proposal may bid on either or both In-School and Out-of-School programs. The rating committee has the option to select different providers for different services. Any proposals must indicate the separate costs associated with In-School Youth, Out-of-School and TANF services. **A separate Attachment A documents shall be completed** for each population proposed to be served (e.g., one for In School youth, Out of School Youth and TANF expenditures). Should the proposal be selected, providers will be expected to invoice on one sheet for all three funding streams. Additionally, proposal should outline the method used to determine the portion of shared or administrative costs that are attributed to In School, Out of School and TANF funds. Additionally, this RFP includes the potential of future pilots or revenue streams that may be incorporated or coupled with the CCMEP program.

F. PROPOSAL ACCEPTANCE

This RFP does not represent a commitment of the Ottawa County Department of Job and Family Services (OCDJFS) to award a sub-grant agreement and/or sub-grant agreements for the services described in this RFP. **The OCDJFS reserves the right to accept or reject any or all proposals received. The OCDJFS reserves the right to waive informalities and minor irregularities in proposals received.** All RFP's are contingent upon, among other things, availability of funds. The OCDJFS may accept any item or group of items of any proposal and may award more or fewer dollars at the same price bid, unless the bidder qualifies its offer by specific limitations. All awards are contingent upon demonstrated administrative capacity in the sole judgment of the OCDJFS determined by site visits and staff interviews. No costs will be paid to cover the expense of preparing a proposal or procuring a sub-grant agreement for services or supplies. Bidders are advised that most documents, including RFP's and proposals received that are in the possession of the OCDJFS, are considered public records and subject to disclosure under the federal and state public records laws.

G. ATTACHMENT LIST

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

- Request for Competitive Proposal
- Attachment A: Budget and Invoice Template
- Attachment B: CCMEP Planned Enrollment and Performance
- Attachment C: Proposal Cover Sheet
- Attachment D: Checklist for Proposals
- Attachment E: Competitive Proposal Affidavit
- Attachment F: Representations, Assurances, and Certifications
- Attachment G: Evaluation Process and Rating Sheets
- Attachment H: Cost Price Analysis Tool
- Attachment I: Appeals Process for Bidders
- Attachment J: Greater Ohio Workforce Board Youth Related Policies
- Attachment K: Ottawa County Comprehensive Case Management and Employment Program (CCMEP) Plan

SECTION 2: OBJECTIVES

- A. Recruitment—The CCMEP Operator will be responsible for recruitment of all youth into the program, with the exception of those youth required to participate in the program as a condition of Ohio Works First eligibility.
- B. Individual or group orientation, eligibility establishment and intake.

- C. In partnership with OCDJFS staff, complete and interpret the CCMEP assessment for each youth enrolled. Assessment should take into consideration risk factors, protective factors and assets that youth and their families possess, using the State of Ohio CCMEP assessment tool.
- D. Provide staff trained in and utilize motivational interviewing and the Goal4IT! Models of service delivery for services under the CCMEP program.
- E. Development of Individual Opportunity Plan (IOP) for each youth enrolled, with clear, attainable goals, in conjunction with performance outcomes for youth, required under the Workforce Innovation and Opportunity Act and Ohio's performance measures. Services should provide preparation and guidance for youth to meet Ohio's outlined performance measures (for more details, see Ohio Department of Job and Family Services, Office of Workforce Development at <http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/WIOAPL-17-02.stm>).
- F. Preparation for post-secondary education and/or employment in local demand occupations, and on career ladders within those demand occupations.
- G. Linkages between academic and occupational learning.
- H. Administration or coordination of the fourteen required program elements, making each of the elements available to youth throughout the County. Youth services must be designed to facilitate the provision of a menu of services that will be provided in combination or alone, at different times during a youth's development. Program offerings should provide emphasis on career guidance toward demand occupations and career progression. Emphasis will also be placed on developing a firm understanding of employer expectations and on anger and conflict management. In addition, program elements will be utilized with an emphasis on quality direct placement into unsubsidized employment for older youth, and for retention in secondary education or placement into post-secondary education for younger youth.
- I. A strong information and referral system for all participating youth.
- J. Strong integration with the One-Stop services delivery system through OhioMeansJobs – Ottawa County, including smooth transitions for youth who wish to co-enroll in Adult WIA Title I funded activities.
- K. Provide meaningful engagement and case plan services to individuals required to participate as condition of eligibility for any JFS administered assistance programs.

- L. Provide monthly progress report to OCDJFS staff that includes activities and hours completed by participants, for those individuals referred to CCMEP as a condition of eligibility for public assistance programs.
- M. Compliance with state and federal mandated performance outcomes for youth services operated through CCMEP. CCMEP Operator will have thorough understanding of relationship between program enrollment, service delivery structure, and performance outcomes. Proposals will need to demonstrate how design and delivery of services will lead to successful performance measures, as follows:

Performance Measure	Program Year 2021 Performance Standard	90% of Standard
Youth enrolled in education, training or employed Second Quarter After Exit	72.0%	64.8%
Youth enrolled in education, training or employed Fourth Quarter After Exit	70.5%	63.5%
Median Earnings Second Quarter After Exit	\$2800	\$2520
Credential Rate within One year after exit	50%	45%
Measurable Skills Gain within Program Year	37%	33.3%

The above stated performance criteria and tracking may change based on Federal and State reporting requirements and negotiations between the Ohio Department of Job and Family Services, the Greater Ohio Workforce Board and Ottawa County DJFS. Entities that become provider(s) will be required to meet any changes in these reporting requirements.

SECTION 3: SCOPE OF WORK AND DELIVERABLES

Proposal will demonstrate how entity, as a Sub-recipient of WIOA and TANF funds, will ensure delivery of each of the items outlined in the Section 2: Objectives, along with each of the following deliverables:

- A. Integrate CCMEP with services provided through OhioMeansJobs – Ottawa County, the Ottawa County Business Advisory Committee, and Workforce Outreach Services to Businesses.
- B. Conduct recruitment, orientation, and intake of eligible youth into CCMEP, in order to meet or exceed goal of customers to be served. This includes completion of the required paperwork, documentation of eligibility, and data entry into the State’s customer tracking systems.
- C. Establish an enrollment plan with number of new in school youth, out of school youth

and TANF eligible enrollments per month, for the sub-grant agreement period. Plan should also estimate expenditures by month, quarter, and for the full sub-grant agreement, for all youth in the program.

- D. Provide seamless transition of youth and youth services from former Youth Program Operator to new system (if applicable). This includes, but is not limited to: informing training and work experience sites of any policy changes, updating service plans, honoring and continuing service strategies, entering required data into state tracking mechanism, providing performance data, and conducting required five quarters of follow up activities (which fall during sub-grant agreement period) on youth who have exited the program. Provider shall also cooperate with transition to a new provider, if applicable, at the end of this sub-grant agreement.
- E. Administer and interpret comprehensive individual needs assessment for each youth enrolled using motivational interviewing with the State of Ohio CCMEP Assessment Tool. Utilize Goal4It! Model to interact with youth to consider youth assets, previous traumatic experiences, protective factors and risk factors, and establishing goals and service plans as they relate to reducing delinquency and to career guidance and planning.
- F. Directly provide, purchase or obtain through no-cost agreements, each of the following fourteen elements of the CCMEP program:
- Outreach/ recruitment, eligibility, assessment and individual opportunity plan development;
 - Comprehensive guidance and counseling;
 - Financial literacy education;
 - Entrepreneurial skills training;
 - Tutoring, study skills training, instruction and dropout prevention;
 - Alternative secondary school services, dropout recovery services;
 - Paid and unpaid work experience with an academic and occupational education component;
 - Occupational skills training;
 - Education offered concurrently with workforce preparation;
 - Leadership development opportunities;
 - Supportive services;
 - Adult mentoring;
 - Labor Market and Employment information;
 - Post-secondary preparation and transition activities;
 - Follow-up services for not less than 12 months after exiting program.
- G. Ensure a physical presence at the Ottawa County Department of Job and Family Services throughout the operation of CCMEP, including provision of each of the fourteen elements within the County.
- H. Using the Goal4It! Model to develop Individual Opportunity Plan (IOP) for each youth enrolled, with clear attainable goals leading to employment in occupations on State of

Ohio Demand Occupations Listing (<http://omj.ohio.gov/OMJResources/In-DemandOccupations.stm>). Goals and services identified in the IOP should be individualized to each youth, based on assessment results, and lead to successful attainment of referenced performance outcome goals for program. Provider will update IOP, as appropriate for individual youth, in state tracking system(s).

- I. Coordinate with existing youth service programs (i.e., Wrap Around, educational services, FACT Court, mental health, legal system, etc.) to provide holistic and integrated service delivery.
- J. Complete a minimum of one monthly contact with each enrolled and exited (within 12 month follow up period) youth in the program, and document in state client tracking system. Develop method to identify those needing more frequent contact, provide contact on that basis and enter results in client tracking system.
- K. Monitor customer progress in reaching workforce development related goals specified in Individual Opportunity Plan.
- L. Administer and coordinate each of the fourteen required program elements, and make each element available to youth alone or in combination. Demonstrate how each program element will be delivered. Program design should reflect an emphasis on career guidance, understanding employer expectations, anger/conflict management, and the development of quality work history.
- M. Identify specific plans and activities to be provided through Follow Up services, as they relate to increasing the probability of youth meeting the referenced performance standards.
- N. Provide appropriate documentation and data entry to track expenditures, by client, by month, in state fiscal tracking system (CFIS), prior to submission of invoices for payment.
- O. Ensure that youth enrolled under the “Income Eligibility Window” never exceeds 5% of the total enrolled youth population.
- P. Provide a seamless referral system for OSY who wish to access Adult WIA Title I Training Services.
- Q. Implement tracking system to document number enrolled, number enrolled per program activity, hours spent in each program element, timely fiscal data, and performance outcome statistics, as referenced in Objectives Statement of this RFP, for youth enrolled in program.
- R. Monitor progress of any memorandums of understanding or sub-contracts established to

provide any of the ten required program elements.

- S. Continuous quality improvement system for the delivery and follow up of services delivered through the Youth Program.
- T. Data Entry: The Provider is required to maintain an electronic record of participants, activities and results in the state mandated system, currently OWCMS (transitioning to ARIES) and CFIS, within one month of service delivery. Since information must be entered in a timely and efficient manner, all youth service provider records must be kept in a timely, efficient and organized manner.
- U. Coordinate with OCDJFS to complete TANF eligibility and redetermination of eligibility, as required by ODJFS (currently every six months), as well as collect documentation, enter services and payments for pilot projects such as the Wage Pathway project.
- V. Utilize minimum of 20% of program budget to provide follow up services to youth who have already exited the program, in order to meet referenced performance standards. Provider should be aware of impact of TANF eligibility (or potential loss of TANF eligibility) to youth who have successfully entered employment, when projecting budget.
- W. In addition to continuing to provide services to existing CCMEP participants, enroll a minimum of 10 new youth per program year.
- X. Submit billing information to the Ottawa County Department of Job and Family Services within 30 days of the monthly billing cycle. Provider is responsible for ensuring that all required elements (activities and case notes/monthly contacts in State case management system) and expense coding have been entered CFIS, before invoice will be paid by OCDJFS. All purchases and charges billed will be in compliance with Office of Management and Budget Super Circular (2015).
- Y. Ensure that minimum of 70% of all WIOA and TANF funds are expended on Out of School Youth; Ensure that a minimum of 20% of all WIOA and TANF funds are expended on work experience activities for youth.
- Z. Cooperate with all program and fiscal monitoring, development and improvement activities.

SECTION 4: PROPOSAL GUIDELINES

- A. For actual proposal format requirements, please refer to Section 7: Proposal Format of this

Request for Proposals. **One copy of proposal saved on electronic media must remove all identifying information from Sections 3 and 4 of the proposals.** Identifying information and qualifications will be included in Sections 1 and 2 of the proposals.

- B. Proposals must clearly delineate specific goals and performance standards. Sub-grant Agreement for services will be required and will include measurable benchmarks of the program.
- C. Technical support, regarding information on local and statewide workforce development programs can be obtained through the following website for the CCMEP program: www.jfs.ohio.gov/owd/ccmep (Ohio Department of Job and Family Services).
- D. Partnering and collaboration are essential in order to ensure the most effective services and the greatest community impact. All proposals must demonstrate collaboration with the OhioMeansJobs – Ottawa County, Business Advisory Committee, and Business Workforce Outreach services.
- E. Proposals must address **all components** of CCMEP listed in the Sections of this Proposal. Proposals that only address specific aspects of the Youth Services Program will not be considered for funding.
- F. Proposals providing one or more elements of the RFP through no cost agreements or sub-contract, require a completed and signed Memorandum of Understanding with each non-proposal entity. MOU will include participating entities, referral process and elements that will be provided under the agreement at no cost.

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.

Letters of support do NOT constitute a “completed and signed Memorandum of Understanding” for this proposal. Letters of support will not be considered through this Proposal Process.

- G. Describe how organization will staff this program. Include the skills, training and experience required of staff, as well as any required staff support functions. Describe system to be used for supervising and assessing the effectiveness of staff assigned to this program, including assurance of high quality service to youth and the Ottawa County Department of Job and Family Services. Utilize attached budget worksheets to identify percentage of time staff will spend on this sub-grant agreement services.
- H. Failure to clearly address how each of the *Purpose, Objectives, and Scope of Work and Deliverables* will be provided by entity or sub-contract may result in immediate dismissal of consideration.

- I. Budget outlined in proposal will follow attached Budget Worksheet (Attachment A), and must clearly delineate that the administrative costs for the said program will not exceed 10% of the total service expenditures. Outline the feasibility of providing the services of the Youth Program on a cost reimbursement structure. The sub-grant agreement period will run from July 1, 2021 through June 30, 2022, with the option to renew for the period of July 1, 2022 through June 30, 2023 and further from July 1, 2023 through June 30, 2024, depending upon funding availability and provider performance. **An estimated unit cost per participant is also required, with appropriate assumptions noted.**

Bidder will submit an operational budget for the CCMEP Program, 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 (i.e., use same information but format onto an Excel worksheet).

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 sub-grant agreement, 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, and telephone costs associated with program.
- f. Indirect Costs (also known as Administrative 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.

SECTION 5: SUB-GRANT AGREEMENT TERMS, REIMBURSEMENT, INVOICING

- A. Proposals may be written and submitted for the period of July 1, 2021 through June 30,

2022, with the option to renew for the period of July 1, 2022 through June 30, 2023 and July 1, 2023 through June 30, 2024, depending upon funding availability and provider performance. All sub-grant agreement services are contingent upon funding availability.

- B. Providers will submit invoices for actual services they have provided, on a cost-reimbursement method. Invoices are to be submitted within 30 days of the completion of the service month. The provider will only be paid for services authorized by the sub-grant agreement as reimbursable expenses, once all required data elements have been recorded by provider into OWCMS and CFIS systems, and upon review of accuracy of invoice.
- C. The provider will be expected to submit written reports, quarterly, as defined in the sub-grant agreement, regarding fiscal, programmatic activities, and performance outcomes.
- D. Each provider awarded a sub-grant agreement(s) shall be subject to applicable audits of the sub-granted services as described in the Workforce Innovation and Opportunities Act, OCDJFS Monitoring requirements, and the Federal Office of Management and Budget (OMB) Super-circular (2015). Provider will be responsible for any audit findings and fines associated with delivery of this sub-grant agreement.
- E. Organizations receiving Federal funds for services are not permitted to duplicate Federal funds for services proposed in this RFP

SECTION 6: COMPLETING AND SUBMITTING PROPOSALS

- A. Bidders are responsible for any, and all, costs related to preparing and submitting proposals to be considered for the CCMEP Operator.
- B. The closing date and time for receipt of bids is ***Friday, May 21, 2021 at 10:00 a.m.*** Any proposal not received by the Ottawa County Department of Job and Family Services (OCDJFS) by that time and date, will not be considered. Information submitted after that time and date, either new, or supplemental to original bids, will not be considered. Faxed or emailed proposals will not be accepted.
- C. All proposals must be submitted in the format of **ONE original hard copy and TWO copies saved to one electronic medium (i.e., CD-ROM or USB drive).** See **“SECTION 7: PROPOSAL FORMAT”** for more specific information. **All proposals must be submitted to the Ottawa County Department of Job and Family Services, 8043 W. State Route 163, Oak Harbor, Ohio 43452.** Proposals and all supporting documentation must be contained in sealed envelopes marked **“Sealed Proposal for CCMEP Program.”** The OCDJFS will accept sealed proposals including supporting documentation, until **10:00 a.m., Friday, May 21, 2021.** Proposals will be opened publicly and read aloud at 10:15 a.m., same date and location. Proposals must be

submitted timely and in the stated format. The proposals may either be submitted via regular mail or in person. **Faxed or E-mail applications will NOT be accepted.** Failure to follow the format may result in immediate exclusion from consideration. Request for Proposals will be subject to the general requirements and general terms as set forth by this Request for Proposals.

- D. Proposals must be submitted in a sealed package. The entity submitting a proposal assumes full responsibility for the selection of method 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 a proposal, only upon request. Proposals shall be accepted unconditionally, and without alteration or correction. **All proposals must be received on or before Friday, May 21, 2021 at 10:00 a.m., to:**

**Ottawa County Department of Job and Family Services
8043 W. State Route 163
Oak Harbor, Ohio 43452**

- E. Questions on this Request for Proposals may be faxed to 419-898-0469 **Attention: Tamara Gibson/ CCMEP RFP Questions** or e-mailed to tamara.gibson@jfs.ohio.gov, using the subject line **CCMEP RFP Questions**. Questions submitted to OCDJFS in writing by 12:00 noon, Friday, April 30, 2021, will be answered through a posting on the Ottawa County website (<http://www.co.ottawa.oh.us/index.php/legal-notice-bids/>) on May 7, 2021. **Questions will not be acknowledged after 12:00 p.m. on Friday, April 30, 2021.**
- G. Bidders who disagree with the procurement process followed by the OCDJFS may file an appeal, after the selection decision has been made, using the appeal process outlined in Attachment I. No other appeals will be considered.

SECTION 7: PROPOSAL FORMAT

The **ORIGINAL HARD COPY** should be on white 8 ½ x 11 inch paper, with font in “Times New Roman” 12 point, single spaced and single sided with all originally signed pages, assurances and certifications. The proposal packet 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 will result in rejection of the proposal.**

Section 1:

1. Request for Proposal Response Cover Page (Attachment C), with name of entity submitting proposal, address, contact person, telephone number, number of youth to serve, total amount requested for sub-grant agreement, and unit rate per youth.
2. Entity qualifications and staff qualifications for this program

3. Memoranda of Understanding (if applicable)

Section 2:

1. Competitive Proposal Affidavit (Attachment E)
2. Representations, Assurances and Certifications (Attachment F)
3. Certificate of Liability Insurance

Section 3:

1. Checklist for Submitting Proposal (Attachment D)
2. Program Narrative

Section 4:

1. Budget Summary, associated worksheets and any budget narrative (Attachment A)
2. Planned Enrollment and Expenditures for Program (Attachment B)

One electronic media device (i.e., CD-ROM or USB) should contain ALL documents of the ORIGINAL HARD COPY. A second copy of the proposal should be saved on same electronic media, this one with bidder identifying information removed. Failure to redact all identifying information in second copy of proposal, may result in rejection of the proposal. Narrative documents should be in Microsoft Word. The Budget may be in Microsoft Word or Microsoft Excel; however, if the Excel format is used, the document shall have the same appearance and layout as the Budget Sheet attached as Attachment #2. All supporting documents, including signature documents shall be scanned or created in Tagged Image File (*.tif) or Acrobat Reader (*.pdf).

SECTION 8: EVALUATION AND AWARD OF SUB-GRANT AGREEMENT

The review process will be conducted in two stages, with the option of a third stage in the process (See Attachment G). Stage 1 will consist of a preliminary review by Ottawa County Department of Job and Family Services (OCDJFS) staff, to determine if the proposal materials adhere to the minimum requirements and mandatory conditions specified in the RFP. A qualitative review will also be conducted by OCDJFS staff, through a cost-price analysis (Attachment HI), and a review of the organization's experience and qualifications to operate the CCMEP program. Proposals which adhere to minimum requirements will be deemed "Qualified," while those which do not will be deemed "Non-Qualified." "Non Qualified" proposals will be rejected. Partial submissions or proposals submitted after the deadline will be determined to be non-responsive and "non-qualified."

"Qualified" proposals and the results of the cost-price analysis and qualitative review of experience and qualifications, will be labeled (e.g., Proposal 1, Proposal 2, etc.), and given to Rating Committee members who do not have a vested interest in the selection/ award of the sub-grant agreement(s), for review and evaluation.

Though it is hoped and expected that provider(s) will be selected after completing the entire process, the OCDJFS, Greater Ohio Workforce Board (GOWB) and Ottawa County Commissioners, reserve the right to discontinue the selection process at any time and begin the entire RFP process anew. The OCDJFS, GOWB and Ottawa County Commissioners also reserve the right to waive any formalities in the selection process and continue to Stage 2 of the review. Additionally, in the event that only one proposal is received, it will be reviewed for appropriateness, and a decision will be made at the discretion of OCDJFS with GOWB and Ottawa County commissioners, with or without the use of this rating scale.

A. Stage 1 Review

- 1.) Conducted by OCDJFS personnel
- 2.) Qualified proposals must meet the minimum requirements outlined in Attachment G, to be considered “qualified,” and proceed to Stage 2 Review.
- 3.) Upon receipt of the bids, the OCDJFS will conduct a Cost/Price Analysis (Attachment H) of each bid, and a qualitative review of the experience and qualifications of the organization, regarding the operation of CCMEP. The results of these analyses will be included in the review packets for Stage 2 of the Review process.

B. Stage 2 Review

The proposals, results of the Cost-Price Analysis, and Experience Evaluation, will be independently rated by appropriate members of the Rating Committee, against a total value of 100 possible points, using the CCMEP Proposal Rating Sheet, Part II (*Attachment G*). If applicable, program/fiscal monitoring results of similar programs with a provider, will be taken into consideration when reviewing and selecting bidder.

- C. A consensus of independent scores will then be reached at the meeting of the Rating Committee for recommendation to the Greater Ohio Workforce Board (GOWB). The CCMEP Operator or Operators will be selected based on the review results, to that of the lowest and best proposal. Upon approval of the GOWB, the Ottawa County Board of Commissioners will have the final decision power in authorizing the sub-grant agreement for services.

Attachment A

Ottawa County CCMEP - 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			\$
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	\$-
Total Proposed Budget				
1	Total Program Expenses			\$
2	Minus Contractor Program Income			\$-
3	Total Proposal Amount			\$
4	Total Proposed Units			0
5	Proposed Unit Rate			#DIV/0!

**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 _____ = _____)	
Maintenance and Repairs	
Utilities (if not included in rental agreement)	
Heat and Light \$	
Telephone \$	
Water/ Sewer \$	
Total Occupancy Costs	

D. Indirect Costs

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

Ottawa County CCMEP – Sample Invoice Template

Bidder:
Month/ Year:

Program:
Federal ID
Number:

Classification of Expenditures				Actual Expenses			
I. Personnel				ISY	OSY	TANF	Totals
	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 (ITA, Work Experience, Internships, etc.)					
	F.	Other Miscellaneous (Supportive Services)					
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			
9	Unit Rate is Stated in Sub-grant Agreement			\$-			
SUB-GRANT AGREEMENT EXPENSE MONITORING:							
10	Total Value			\$-			
11	Total Value Remaining at End of Previous Month			\$-			
12	Minus Actual Cost for this Month			#DIV/0!			
13	Equals: Total Remaining Value			#DIV/0!			

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

Provider Representative
Signature

Date _____

CDJFS Representative's
Signature

Date _____

Attachment B

CCMEP Planned Enrollment and Performance

Instructions: The purpose of this table is to illustrate your annual performance capacity in providing services and meeting performance targets for the period of July 1, 2021 through June 30, 2022.

WIA Services Plan Levels (new enrollments)	Jul - Sept	Oct - Dec	Jan - Mar.	Apr - Jun	Total
In School Youth					
Out of School Youth					
TANF eligible youth (TANF only and co-enrolled)					
Non Low-Income Registrants <i>No more than 5% of total enrollment</i>					
Planned Expenditure Rate (Note: for new enrollment as well as for carry-over participants)	Jul - Sept	Oct - Dec	Jan - Mar.	Apr - Jun	Total
Outreach/ recruitment, eligibility, assessment and individual opportunity plan development					
Comprehensive guidance and counseling					
Financial literacy education					
Entrepreneurial skills training					
Tutoring, study skills training, instruction and dropout prevention					
Alternative secondary school services, dropout recovery services					
Paid and unpaid work experience with an academic and occupational education component, including provision of Wage Pathway pilot project services					
Occupational skills training					
Education offered concurrently with workforce preparation					
Leadership development opportunities					
Supportive services					
Adult mentoring					
Labor market and employment information					
Post-secondary preparation and transition activities					
Follow-up services for not less than 12 months after exiting program					
Total					
Performance measures	Jul - Sept	Oct - Dec	Jan - Mar.	Apr - Jun	Total
Youth in education, training or employment second quarter after exit					
Youth in education, training or employment fourth quarter after exit					
Median Earnings second quarter after exit					
Credential attainment rate					
Measurable Skills gain in program year					

Attachment C:

***Ottawa County Department of Job and Family Services
Comprehensive Case Management and Employment Program
CFDA#17.259/WIOA and 93.558/ TANF***

Proposal

Name of Bidder: _____

Address of Bidder: _____

Telephone Number: _____

Contact Person: _____

Number of New Youth Proposed for Enrollment: _____

Estimated Number of "Carry-Over Youth": _____

Total Number of Youth to Be Served: _____

***Total Dollar Amount Requested for
Sub-grant Agreement:*** \$ _____

Amount for In-School Services \$ _____

Amount for Out-of-School Services \$ _____

Amount for TANF funded Services \$ _____

Unit Rate for Services: \$ _____ ***per Youth***

Attachment D:
Checklist for Submitting Proposals

All proposals responding to the CCMEP Request for Proposals must include the following:

Section 1:

- Completed Response Cover Page (Attachment C)
- Entity Qualifications and Staff Qualifications for this Program
- Memoranda of Understanding (if applicable)

Section 2:

- Completed Competitive Proposal Affidavit (Attachment E)
- Completed Representations, Assurances and Certifications (Attachment F)
- Certificate of Liability Insurance

Section 3:

- Checklist for Submitting Proposal (Attachment D)
- Program Narrative

Section 4:

- Budget Summary and Supporting Worksheets and Narrative (Attachment A)
- Planned Enrollment and Performance (Attachment B)

Attachment E:
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 Comprehensive Case Management and Employment Program 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, Greater Ohio Workforce Board, Ottawa County Board of Commissioners, or any entity affiliated with the System 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 F:

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

Attachment G: Part I of Evaluation Process

Proposal Period: 2021 – 2022

Assigned Proposal Number:

Criteria	Pass	Fail
Complete proposal and attachments received by 10:00 a.m., Friday, May 21, 2021, at the Ottawa County Department of Job and Family Services.		
Bidder submitted One (1) original hard copy of proposal and one electronic device with two copies saved, one complete, and one with identifying information withheld. Format in proposal is Microsoft Word for text and budget or Microsoft Excel for budget information.		
Proposals are submitted using no less than 12-point Times New Roman font, single sided, single-spaced, on standard 8 1/2 X 11 inch plain white paper.		
Proposal cover page included all requested information, and the signature of authorized representative to enter into contractual agreements on behalf of the bidding organization.		
Proposal addresses all components of CCMEP listed in Objectives and Scope of Work and Deliverables.		
Proposal plans to serve in and out of school youth.		
Proposal plans to provide for each of the 14 mandated program elements.		
Any sub-contracted or coordinated program elements have signed Memorandum of Understanding between bidder and other agency, included with proposal.		
Checklist for submitting bids is attached and completed.		
Project information is included with proposal.		
Competitive Proposal Affidavit is signed and included in proposal.		
Representations, Assurances and Certifications is signed and included in proposal.		
Budget Worksheet (Attachment #A) is completed and included in bid.		
Planned Enrollment Summary (Attachment #B) is completed and included in bid.		
Certificate of Liability Insurance included in proposal.		
<i>Experience in Operating Similar Program(s)</i>		
Written description of past experience in administering year round youth programs, including program goals and outcomes achieved. Consider performance on past contracts with this Provider for similar services.		
Years in Business	5	
Experience with Similar Projects	5	
Numbers Served in Past	5	
Goals versus Actual Performance Achieved	5	
Qualified Staff to Operate Program	5	

Total:

**Request for Proposals for Comprehensive Case Management and Employment Program
Attachment G - Part II: Rating Sheet for Youth Program Proposals**

Proposal Period: 2021 – 2022

Proposal Number: _____

Criteria	Points Available	Points Earned
<i>Planned Enrollment</i>		
Number Proposed to Enroll for Program Year is realistic and reasonable, and identifies planned enrollment and expenditures for in and out of school youth, entire contract.	5	
Entity ensures that all youth services will be available to enrolled youth, within Ottawa County, or through provision of supportive services if youth will be traveling to another county.	2	
<i>Service Delivery</i>		
Use of assessment to identify risk factors, protective factors, and assets of youth.	5	
Linkage of assessment results, goals, and services identified in Individual Opportunity Plan to Performance Measures, and County Goals.	15	
Program/ Services listed have strong connection to career guidance toward demand occupations and career progression.	5	
Program/ Services emphasize development a firm understanding of employer expectations and on anger and conflict management.	5	
Program/ Services integrate with OhioMeansJobs-Ottawa County, Business Advisory Council and Business Workforce Outreach services in Ottawa County.	5	
Description of Follow Up Activities provides enough detail to increase the probability of success of youth in meeting performance criteria.	15	
Memoranda of Understanding exist where services are proposed to be coordinated or contracted with other entities (does not include attendance at post-secondary educational institutions, as these will be on an individual basis with client).	15	
<i>Data Management and Fiscal Information</i>		
Bidder demonstrates understanding of data elements necessary for collection, and ability to document and report services, activities, and performance statistics required for program.	2	
Bidder completed budget summary and associated worksheets accurately.	2	
Administrative and indirect costs of the proposal do not exceed 10% of the total proposed amount.	2	
Follow Up Services are planned for a minimum of 20% of overall budget expenses, OSY expenditures at minimum of 70%, and Work Experience minimum of 20% of budget.	10	
Review of budget worksheets and Cost-Price Analysis indicate that proposed total cost and unit cost are reasonable.	12	
TOTAL POINTS FOR PROPOSAL	100	

Percentage of Points Available Awarded _____

Part II - Specific Costs

Cost Element	Necessary/ Reasonable		Basis for Judgment (at least one)				
	Yes	No	Independent Agency Estimate	Compared/ Other Current Offers	Compared/ Past Offers	Verified Market Price/Quote	Other (List)
Staff Costs							
Equipment							
Supplies							
Travel							
Facilities							
Communications							
Subcontracts							
Other							

Part III - Profit/ Fee

Bidder is (circle one): For Profit Not for Profit
 If not-for-profit, no profit allowable.

If for-profit, amount of profit proposed: \$ _____
 Profit listed as percent of total other costs in proposal: _____ %
 Profit is (circle one): Reasonable Not Reasonable/
Excessive

If profit is deemed reasonable, describe basis for judgment:

If profit is deemed excessive, list profit objective to be negotiated: \$ _____
 OR _____ %

Part IV - Signature(s)

Attachment #1

Appeal Process

Definitions:

For this section the following definitions will be utilized:

Interested Party -- an actual or prospective bidder, provider, contractor or offeror whose direct economic interest would be affected by the award of a contract or by the failure to award a contract.

Intervenor – An awardee if the award has been made or, if no award has been made, all bidders or offerors who appear to have a substantial prospect of receiving an award if the dispute is denied.

Agency – The Ottawa County Department of Job and Family Services.

Days – Calendar days. In computing any period of time, the day from which the period begins to run is not counted, and when the last day of the period is a Saturday, Sunday, or holiday, the period extends to the next day that is not a Saturday, Sunday, or holiday. Similarly, when the Agency, where a submission is due, is closed for all or part of the last day, the period extends to the next day on which the agency is open.

Adverse Agency Action – Any action or inaction by the Agency that is prejudicial to the position taken in a Dispute filed with the Director or Designee of the Agency, including a decision on the merits of a Dispute; the opening of bids or receipt of proposals, the award of a contract, or the rejection of a bid or proposal despite a pending Dispute; or Agency acquiescence in continued and substantial contract performance.

Filed – A document is considered filed on a particular day when it is received by the Agency by 4:00 p.m., eastern standard time, on that day. Disputes and other documents may be filed by hand delivery, mail, commercial carrier, or facsimile transmission. Hand delivery and other means of delivery may not be practicable during certain periods due, for example, to security concerns or equipment failures. The filing party bears the risk that the delivery method chosen will not result in timely receipt at the Agency.

General Information:

Prior to submission of an agency protest, all parties shall use their best efforts to resolve concerns raised by an interested party at the bid contact person level through open and frank discussions. The Agency should provide for inexpensive, informal, procedurally simple, and expeditious resolution of protests. Where appropriate, the use of alternative dispute resolution techniques, third party neutrals, and another agency's personnel are acceptable protest resolution methods. The following procedures are established

to resolve agency protests effectively, to build confidence in the acquisition system, and to reduce protests outside of the agency:

Filing Disputes:

- A. An interested party may dispute a solicitation or other request by the Agency for offers for a contract; for the procurement of property or services; the cancellation of such a solicitation or other request; an award or proposed award of such a contract; and a termination of such a contract, if the dispute alleges that the termination was based on improprieties in the award of the contract.

- B. Disputes must be in writing and addressed as follows: Director, Ottawa County Department of Job and Family Services, 8043 W. State Route 163, Oak Harbor, Ohio 43449, Attention: Dispute Resolution Request.

- C. The filed dispute shall include:
 - 1. The name, street address, electronic mail address, and telephone and facsimile numbers of the interested party,
 - 2. Be signed by the interested party or its representative,
 - 3. Identify the solicitation title and/or contract in dispute,
 - 4. Set forth a detailed statement of the legal and factual grounds of the dispute including copies of relevant documents,
 - 5. Set forth all information establishing the purpose of filing a dispute,
 - 6. Set forth all information establishing the timeliness of the dispute,
 - 7. Specifically request a ruling, and if desired a hearing, by the Director or Designee of the Department of Job and Family Services, and
 - 8. State the form of relief requested,
 - 9. Attach any documents to support the dispute.

- D. All dispute documents, once received by the Agency, are considered public record, unless the information provided is protected by Federal, State or local confidentiality laws and rules. If confidential information is contained in the dispute information, it shall be indicated by cover letter with the filed dispute.

- E. Upon receipt of a properly filed dispute:
 - 1. before a bid award, a contract may not be awarded, pending Agency resolution of the dispute, unless a contract award is justified, in writing, for urgent and compelling reasons or is determined, in writing, to be in the best interest of the Agency, Federal, State or Local Governments. Such justification or determination shall be approved by the Ottawa County Prosecutor. If the bid award is withheld pending agency resolution of the dispute, the bid contact person will inform the

offerors whose offers might become eligible for award of the contract.

2. Within 10 days after notice of a contract award, the Agency shall immediately suspend performance, pending resolution of the dispute within the Agency, including any review by an independent higher level official, unless continued performance is justified, in writing, for urgent and compelling reasons or is determined, in writing, to be in the best interest of the Agency, Federal, State or Local Governments. Such justification or determination shall be approved by the Ottawa County Prosecutor.

Filing Timeframes:

- A. Disputes based upon alleged improprieties in a solicitation which are apparent prior to bid opening or the time set for receipt of initial proposals shall be filed prior to the date of the bid opening.
- B. Disputes other than those covered by paragraph (A) of this section shall be filed not later than 10 days after the basis of the dispute is known.
- C. Untimely filed disputes will be denied and not considered.

Dispute issues not for consideration:

- A. Contract administration. The administration of an existing contract is within the discretion of the contracting agency. Disputes between a contractor and the agency are resolved pursuant to the clauses of the contract.
- B. Disputes which lack a detailed statement of the legal and factual grounds of dispute, or which fail to clearly state legally sufficient grounds of dispute.
- C. Subcontract disputes. The Agency will not consider a dispute of the award or proposed award of a subcontract.
- D. Suspensions and debarments. Challenges to the Federal or State Government suspension or debarment of contractors will not be reviewed by the Agency.
- E. Decisions made by the Greater Ohio Workforce Board.

Hearings:

- A. At the request of an interested party or on its own initiative, the Director or Designee of the Agency may conduct a hearing in connection with a dispute. The request shall set forth the reasons why a hearing is needed to resolve the dispute.

- B. Prior to the hearing, the Director or Designee of the Agency may hold a pre-hearing conference to discuss and resolve matters such as the procedures to be followed, the issues to be considered, and the witnesses, if any, who will testify.
- C. Hearings generally will be conducted as soon as practicable. Although hearings ordinarily will be conducted at the Agency, hearings may, at the discretion of the Director or Designee of the Agency, be conducted at other locations, or by telephone or other electronic means.
- D. All parties participating in the dispute shall be invited to attend the hearing. In order to prevent the improper disclosure of protected information at the hearing, the Director or Designee of the Agency may restrict attendance during all or part of the proceeding.
- E. Hearings shall normally be recorded and/or transcribed. If a recording and/or transcript is made, any party may obtain copies at its own expense.
- F. If a witness whose attendance has been requested by the Director or Designee of the Agency fails to attend the hearing or fails to answer a relevant question, the Director or Designee of the Agency may draw an inference unfavorable to the party for whom the witness would have testified.
- G. If a hearing is held, each party shall file comments with the Director or Designee of the Agency within 5 days after the hearing was held or as specified by the Director or Designee of the Agency. If the interested party has not filed comments by the due date, the Director or Designee of the Agency shall dismiss the dispute.
- H. In post-hearing comments, the parties should reference all testimony and admissions in the hearing record that they consider relevant, providing specific citations to the testimony and admissions referenced.

Resolution:

- A. If the Director or Designee of the Agency determines that a solicitation, cancellation of a solicitation, termination of a contract, proposed award, or award does not comply with statute or regulation, it shall recommend that the Agency implement any combination of the following remedies:
 - (1) Refrain from exercising options under the contract;
 - (2) Terminate the contract;
 - (3) Re-negotiate the contract;
 - (4) Issue a new solicitation;
 - (5) Award a contract consistent with statute and regulation; or
 - (6) Such other recommendation(s) as the Director or Designee of the Agency

determines necessary to promote compliance.

- B. In determining the appropriate recommendation(s), the Director or Designee of the Agency shall, except as specified in paragraph (C) of this section, consider all circumstances surrounding the procurement or proposed procurement including the seriousness of the procurement deficiency, the degree of prejudice to other parties or to the integrity of the competitive procurement system, the good faith of the parties, the extent of performance, the cost to the Agency, Federal, State or Local Governments, the urgency of the procurement, and the impact of the recommendation(s) on the Agency's mission.
- C. If the Director or Designee of the Agency determines that performance of the contract notwithstanding a pending protest is in the Agency's or Federal, State or Local Government's best interest, the Director or Designee of the Agency shall make its recommendation(s) under paragraph (A) of this section without regard to any cost or disruption from terminating, re-negotiating, or re-awarding the contract.
- D. The Director or Designee of the Agency shall issue a written decision on a dispute within 65 days after it is filed.

Judicial Remedy:

- A. An interested party must immediately advise the Director or Designee of the Agency of any court proceeding which involves the subject matter of a pending protest and must file with the Director or Designee of the Agency copies of all relevant court documents.
- B. The Director or Designee of the Agency will dismiss any case where the matter involved is the subject of litigation before, or has been decided on the merits by, a court of competent jurisdiction.