



Ottawa County Department of Job & Family Services
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Oak Harbor, Ohio 43449
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(Located in the Ottawa County Resource Centre)

Ottawa County DJFS – Comprehensive Case Management and Employment Program
Request for Proposals - Questions and Answers

The following questions were sent to the Ottawa County Department of Job and Family Services by April 30, 2021. All Question/Answers will be posted to the Ottawa County website at www.co.ottawa.oh.us in the Legal Notices & Bids section, by Friday, May 7, 2021.

Question:	Who is the current provider of CCMEP services for Ottawa County?
Answer:	The current provider of CCMEP in Ottawa County is Great Lakes Community Action Partnership.
Question:	How many youth are served per year and can it be broken out (#in school / #out of school / #TANF required)?
Answer:	Numbers vary by month, but on average there are approximately Thirty-eight active youth in the CCMP program and 20 in follow up activities. As of March 2021, of the active youth participants: 29 are Out of School Youth, 9 are In School Youth, 3 are TANF only and 24 are WIOA And TANF eligible.
Question:	What is the cost to rent/lease space at Ohio Means Jobs – Ottawa County for CCMEP staff?
Answer:	Cubicles are available for rent, with access to shared conference rooms. Cubicles are 8' X 10', and the cost is \$894.21 for the year. This amount is adjusted annually, based on utilities and lease costs of the building.
Question:	Is the rent per person/FTE, and what is the monthly cost?
Answer:	The rent is per square foot. The monthly cost is \$74.52 per month.
Question:	What is included in the rent (e.g., internet, phone, copier, any furniture, etc.)?
Answer:	Rent includes building space, utilities, furniture, internet connection, phone, file storage and access to shared space (i.e., kitchen/ break room, conference rooms, computer lab, etc.). All remaining items are responsibility of provider.
Question:	Is there an excel version of the budget worksheet that could be sent out?
Answer:	A copy of the budget in Excel will be emailed to any entity that requests it. Any entity that would also like to receive the budget in Excel format, please send your request to Tamara Gibson at tamara.gibson@jfs.ohio.gov .

Fax Numbers: (419) 898-2048, Administration, Children & Adult Services
(419) 898-2436, Public Assistance, Workforce Development
(419) 898-0469, Child Support

Question:	If serving in school/out of school/TANF – are three separate budgets required to be submitted as part of RFP response?
Answer:	Yes, please submit a separate budget for each population proposed to be served.
Question:	Regarding the 20% of total budget being spent on work experiences, what can be included in the 20%? Is it just youth wages, or can it include progress report bonuses, job coach wages, vehicle if used to transport to work experiences?
Answer:	To review costs that count toward the 20% requirement being spent on work experience, please review <i>Workforce Innovation and Opportunity Act Policy Letter No. 15-13</i> at ODJFS eManuals > Workforce Development > Workforce Innovation and Opportunity Act > WIOA Policy Letters > WIOAPL 15-13 (Work Experience for Youth) (ohio.gov) . Note, based on review of policy, job coach and vehicle expenses would not be considered part of the work experience cost. Those activities would be closer to Comprehensive Counseling and Guidance or Adult Mentoring (job coaching) and Supportive Services (transportation).
Question:	Regarding spending 20% on post exit follow up, CFIS does not allow client spending to be recorded after exit. RFP states that spending must be entered into CFIS before we invoice JFS. What would be some examples of what the 20% spending can include? Can it include incentives?
Answer:	Please review <i>Workforce Innovation and Opportunity Act Policy Letter No. 15-10</i> at ODJFS eManuals > Workforce Development > Workforce Innovation and Opportunity Act > WIOA Policy Letters > WIOAPL 15-10 (Youth Program Services) (ohio.gov) for complete list of allowable and billable Follow Up activities for the CCMEP program. Follow up activities and costs should be reflected in CFIS as a Pooled Service.
Question:	How many current CCMEP providers are there? Do they serve ISY or OSY, or both?
Answer:	There is currently one CCMEP provider for all populations of eligible participants.
Question:	Is the program expected to be housed at JFS, or an outside location?
Answer:	The CCMEP program should be housed onsite at the Job and Family and OhioMeansJobs office in Oak Harbor, OH.
Question:	How many awards do you anticipate, 1 or multiple? What is the funding range per provider if there are multiple providers?
Answer:	Until proposals are received, there is no way to project the number of awards. Funding range per provider will be determined based on actual allocations. As the agency does not yet have allocations for the program years being procured, please refer to Section E (page 7) of the Request for Proposals, for prior years' Agreement amounts.

Question:	How many ISY clients were served last program year? How many OSY clients were served last program year?
Answer:	Numbers vary by month, but on average there are approximately Thirty-eight active youth in the CCMF program and 20 in follow up activities. As of March 2021, of the active youth participants: 29 are Out of School Youth, 9 are In School Youth, 3 are TANF only and 24 are WIOA And TANF eligible.
Question:	Is the entire WIOA allocation going to contracted providers, or is some of it allocated to ITAs?
Answer:	The entire WIOA allocation will be contracted out, and provider(s) may issue ITA's from that allocation.