

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

**FOR
YEAR-ROUND WIOA/CCMEP YOUTH PROGRAM SERVICES
CFDA #17.259
AND
YEAR-ROUND TANF CCMEP PROGRAM SERVICES
CFDA #93.558**

Issue Date: Wednesday, April 15, 2020

**Closing Date: Thursday, May 14, 2020
10 a.m.**

Contact Person:

**Kathy Oliver, Director
Seneca County Department of Job and Family Services
900 E. CR 20
Tiffin, Ohio 44883
(419)447-5011
1-800-825-5011**

Legal Notice for the “Seneca County Department of Job and Family Services Year-Round WIOA/TANF CCMEP Youth Program Services for the Seneca County Department of Job and Family Services.”

Notice is hereby given that the Seneca County Board of Commissioners, will receive sealed proposals at their office, 111 Madison Street., Tiffin, Ohio 44883, until 10:00 a.m. on Thursday, May 14, 2020, at which time and place the proposals will be opened and publicly read for the Year-Round WIOA/TANF CCMEP Youth Program Services for use by the Seneca County Department of Job and Family Services (Seneca County DJFS). Specifications, including the contract format for Year Round WIOA/TANF CCMEP Youth Program Services for the Seneca County DJFS, will be posted on the Seneca County DJFS website at <http://djfs.co.seneca.oh.us/requests-for-proposals/>. All interested parties may download the Request for Proposals (RFP) by accessing “Request for Proposals” listed on the home page of the above listed website. Proposals must be in accordance with specification requirements. Proposals are to be submitted in a sealed envelope, which has been plainly marked “Proposal for The Year-Round WIOA/TANF CCMEP Youth Program Services.” Proposals may be submitted via regular mail or by delivering the proposal to the Seneca County Board of Commissioners. Faxed or e-mailed proposals will not be accepted. Proposals in excess of \$10,000 must be accompanied by a certified check or Performance Bond in an amount equal to five percent (5%) of the total proposal bid amount made payable to the Seneca County Board of Commissioners as a guarantee that the proposal bidder will enter into an acceptable contract. Award will be made to the lowest or best proposal bidder and the right is reserved to reject any or all proposals and waive any irregularities. Questions on the RFP may be faxed to 419-448-5275, Attention: Rating Committee c/o Kathy Oliver or Kathy.Oliver@jfs.ohio.gov using the subject line Attention: Rating Committee. All questions and answers will be posted on the Seneca County DJFS website <http://djfs.co.seneca.oh.us/requests-for-proposals/> on or before Thursday, April 30th, 2020 at 4:30 p.m. Questions will not be accepted after 12:00 p.m. (Noon) on Monday, April 27, 2020.

By Order of Seneca County Commissioners
Kathy Oliver, Director

TABLE OF CONTENTS

| | TOPIC | Page |
|--|---|-------------|
| | Timeline | 4 |
| SECTION 1: BACKGROUND | | 5 |
| A. | AUTHORIZING LEGISLATION | 5 |
| B. | PURPOSE OF RFP | 6 |
| C. | OhioMeansJobs-Seneca County Website Information | 9 |
| D. | Bidder Questions and Answers | 10 |
| E. | Contract Period | 11 |
| F. | Anticipated Funding Level | 11 |
| G. | Proposal Acceptance | 12 |
| H. | Attachment List | 12 |
| SECTION 2: OBJECTIVES | | 13 |
| SECTION 3 (A): SCOPE OF WORK AND DELIVERABLES | | 14 |
| SECTION 3 (B): SCOPE OF WORK AND DELIVERABLES | | 16 |
| SECTION 4: PROPOSAL GUIDELINES | | 20 |
| SECTION 5: CONTRACT TERMS, REIMBURSEMENT, INVOICING | | 22 |
| SECTION 6: COMPLETING AND SUBMITTING PROPOSALS | | 23 |
| SECTION 7: PROPOSAL FORMAT | | 24 |
| SECTION 8: EVALUATION AND AWARD OF CONTRACT | | 25 |
| ATTACHMENT A: Seneca County DJFS —RFP Budget Template and Invoice Template | | 27 |
| ATTACHMENT B: WIOA/TANF CCMEP Youth Planned Performance Plan | | 33 |
| ATTACHMENT C: Proposal Cover Sheet | | 35 |
| ATTACHMENT D: Checklist for Submitting Proposals | | 36 |
| ATTACHMENT E: Competitive Proposal Affidavit | | 37 |
| ATTACHMENT F: Representations, Assurances, and Certifications | | 39 |
| ATTACHMENT G: Part 1 of Evaluation Process and Part 2: Rating Sheet for Youth Program Proposals | | 41 |
| ATTACHMENT H: Cost Price Analysis Tool | | 43 |
| ATTACHMENT I: Seneca County DJFS Appeals Process for Bidders | | 45 |
| ATTACHMENT J: Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code Campaign Contributions | | 50 |
| ATTACHMENT K: Reference Materials | | 52 |

**Seneca County DJFS Request for Competitive Proposals and Timeline
Year-Round WIOA/TANF CCMEP Youth Program Services, PY 2020, 2020, 2022 and
2023**

| Activity | Date |
|--|--|
| Release of Request for Competitive Proposals for Year-Round WIOA/TANF CCMEP Youth Program 2020-2021 | 12:00 p.m. (Noon), Thursday April 15, 2020 |
| Questions and Answer Period | April 15, 2020 – April 27, 2020 at 12:00 p.m. |
| Last Date & Time for Submission of Written Questions | 12:00 p.m. (Noon), Monday April 27, 2020 |
| Date of Posting Answers to Questions on the Seneca County DJFS’ website at http://djfs.co.seneca.oh.us/requests-for-proposals/ | No later than 4:30 p.m., Thursday April 30, 2020 |
| Due Date for Proposal Submission | 10:00 a.m., Thursday, May 14, 2020 |
| Proposal Opening | 10:00 a.m., Thursday, May 14, 2020 |
| Rating Team review, evaluation and recommendation on qualified bids received | Week of May 18-May 22, 2020 (final date yet to be confirmed) |
| WIOA Greater Ohio Workforce Youth Committee Review and WIOA Greater Ohio Workforce Workforce Development Board Review and Approval | June 24, 2020 |
| Negotiations Complete/ All Signatures Acquired | June 30, 2020 |
| Transition Between Providers (if applicable) | July 1—8, 2020 |
| Year-Round WIOA/TANF CCMEP Youth Program Contract, PY 2020, 2021, 2022, and 2023, effective date | 12:00 a.m. midnight, July 1, 2020 |

The Seneca County DJFS, 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), the Greater Ohio Workforce Board (formerly known as Area 7), 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

In July 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. The Workforce Innovation & Opportunity Act of 2014 (WIOA) includes the following statement of intent, which encompasses the Act's three target populations; adults, low-income youth, and dislocated workers: "The Workforce Innovation & Opportunity Act will provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation."

On June 30, 2015, Governor Kasich signed House Bill 64, the state's biennial budget, into law. It was signed into permanent law on June 29, 2017. Chapter 5116 of the Ohio Revised Code establishes the Comprehensive Case Management and Employment Program (CCMEP). CCMEP will be the statewide operational framework used to deliver integrated, comprehensive case management and employment services across Ohio's 20 workforce development areas and 88 counties. This framework starts first with 14 to 24-year old's, where early intervention can have the greatest impact. CCMEP pushes traditional program boundaries by integrating components of the Temporary Assistance for Needy Families (TANF) program and Title I employment and training programs to create a better-coordinated, person-centered case management system

In keeping with the intent of WIOA/TANF CCMEP, Seneca County DJFS is committed to helping economically disadvantaged youth aged 14 – 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. Seneca County DJFS seeks partnerships with organizations that can demonstrate measurable, positive impact on youth. 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 Seneca County youth to succeed in school, at work, and as members and leaders of their communities.

B. PURPOSE OF RFP

The Seneca County DJFS 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 vendors/contractors with the information they need to prepare proposals that are complete and responsive to the Seneca County DJFS, Greater Ohio Workforce Board, and Administrative agency requirements.

The purpose of this PY 2020, 2021, 2022 and 2023 Year-Round WIOA/TANF CCMEP Youth Program Services 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 14-24, who are low income and possess additional barriers to school completion and/or employment. The program will operate under the provisions of the Workforce Innovation & Opportunity Act of 2014 (WIOA) or as amended by Congress and Ohio's Comprehensive Case Management and Employment Program (CCMEP). The Seneca County DJFS reserves the option of utilizing additional funding sources as well, such as Temporary Assistance for Needy Families (TANF) funds, if and where appropriate. At times, the Seneca County DJFS may be granted additional funds to serve an expanded youth population, additional youth employment programs, and/or special youth funding. The award of a contract or contracts 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.

Background

The Workforce Innovation and Opportunity Act (WIOA) requires that young adults needing services from the program be eligible for enrollment. Ohio Department of Job and Family Services (ODJFS) WIOA Policy Letter 15-03.1 establishes the parameters for WIOA Youth eligibility.

Low-income individuals are defined in WIOA section 3102 (36)(a) as an individual who:

1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the supplemental nutrition assistance program (SNAP), temporary assistance for needy families (TANF), or supplemental security income (SSI), or State or local income-based public assistance;
2. Is in a family with total family income that does not exceed the higher of -
 - a. The poverty line; or
 - b. 70 percent of the lower living standard income level (LLSIL)
3. Is a homeless individual or homeless child or youth;
4. Receives or is eligible to receive a free or reduced-price lunch under the

Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.), (does not include students in school districts participating in the Community Eligibility Provision (CEP) Healthy, Hunger-Free Kids Act of 2010)

5. Is a foster child on behalf of whom the state or local government payments are Made; or
6. Is an individual with a disability whose own income meets the eligibility income requirement of clause (w) but who is a member of a family whose income does not meet this requirement.

5% Exceptions

Up to 5% of ISY and OSY participants served by the Greater Ohio Workforce Board may be individuals who would be eligible except for being over the low-income requirement. No more than 5% of all ISY may be eligible for the 5% exception rule based upon being an individual who “required additional assistance”, as defined by this policy. Note that the 5% exception rule does not exempt the individual from the barrier requirements.

Because the cohort for those eligible for the 5% exception is so low, particularly for ISY, any enrollments of participants under this condition must be prior approved by the Greater Ohio Workforce Board office. This way the Greater Ohio Workforce Board may track and monitor the enrollments to ensure area-wide compliance.

OSY

- a. A school drop-out;
- b. A youth within the age of compulsory school attendance, but has not attended school for at least the most recent year calendar quarter;
- c. A recipient of a secondary school diploma or its recognized equivalent, who is a low-income individual and is basic skills deficient or an English language learner;
- d. An offender;
- e. A homeless individual, homeless child or youth, or a runaway;
- f. An individual in foster care or has aged out of the foster care system or has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement;
- g. A youth who is pregnant or parenting (which may include a custodial or non-custodial mother or father);
- h. A youth who is an individual with a disability; or
- i. Low income individual, who also “requires additional assistance in order to complete an education program or to secure or hold employment.” The Greater Ohio Workforce Board has defined this as a youth who:
 - i. Has a core grade point average (GPA) of less than 1.5
 - ii. Has been suspended five or more times, or has been expelled within the previous 12 months

- iii. Has been referred to or is being treated by an agency for substance abuse
- iv. Has experienced recent traumatic events, is a victim of abuse, or resides in an abusive environment, as documented by a school official or other professional
- v. Has been fired from a job for cause within the six months prior to enrollment
- vi. Is over the age of 18 and has never had a job
- vii. Is over the age of 18 and not enrolled in post-secondary education (not a traditional college student), but has not held a full-time job for more than 12 consecutive weeks
- viii. Has a family history of chronic unemployment, including long-term public assistance

Documentation

Sub-grantees must document all applicable categories and barriers, by placing evidence of such barrier(s) in the applicant's file.

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 preparation for post-secondary education and/or employment in local demand occupations, and on career ladders within those demand occupations

The Youth Program will be part of an OMJ Center 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 fourteen program elements:

- 1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
- 2) Alternative secondary school services, or dropout recovery services, as appropriate
- 3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experience:
 - Summer employment opportunities and other employment opportunities available throughout the school year;
 - Pre-apprenticeship programs;

- Internships and job shadowing; and
 - On-the-job training opportunities;
- 4) Occupational skills training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123;
 - 5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation cluster;
 - 6) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
 - 7) Supportive services;
 - 8) Adult mentoring for a duration of at least 12 months that may occur both during and after program participation;
 - 9) Follow-up services for not less than 12 months after the completion of participation;
 - 10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
 - 11) Financial literacy education;
 - 12) Entrepreneurial skills training;
 - 13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
 - 14) Activities that help youth prepare for and transition to post-secondary education and training.

**C. SENECA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
WEBSITE INFORMATION**

For purposes of this Request for Proposal, OhioMeansJobs- Seneca County will utilize the Seneca County DJFS' website at <http://djfs.co.seneca.oh.us/requests-for-proposals/> as the only source of communication from the Seneca County DJFS and potential bidders. **Beginning April 15, 2020, 12:00 (Noon)**, interested parties can download the Request for Proposals (RFP). A question and answer page on the website will be updated once. **Attachment K** of this RFP also includes a list of internet links to state and federal policies, information on CCMEP, Workforce Innovation and Opportunity Act and its implementation.

It is the bidder's responsibility to check the web page frequently to stay informed and up to date throughout the RFP process. Bidders without the capacity to download large electronic files may contact Kathy Oliver, Director, *Seneca County DJFS, 900 E. CR 20, Tiffin, Ohio, 44883, 419-447-5011*, or Kathy.Oliver@jfs.ohio.gov to request a hard copy of the RFP.

D. BIDDER QUESTIONS AND ANSWERS

Beginning with the release of the RFP on **April 15, 2020**, bidders may only submit questions via fax at 419-448-5275 to **Attention: Rating Committee c/o Kathy Oliver, Director** or by e-mail to Kathy.Oliver@jfs.ohio.gov using the subject line **Attention: Rating Committee**. All questions and answers will be posted on the Seneca County DJFS website <http://djfs.co.seneca.oh.us/requests-for-proposals/> on or before **4:30 p.m., April 30, 2020**.

From the issuance date of this RFP until the contract and/or contracts have been formally approved, announced, and/or awarded by the Greater Ohio Workforce Board, there may be no communications concerning the RFP between any vendor which expects to submit a proposal and any employee of Seneca County; any employee of the Seneca County DJFS; any Greater Ohio Workforce board members, Workforce Development System board 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;
As necessary in any pre-existing or on-going business relationship between aforementioned entities and any vendor which could submit a proposal in response to this RFP;
2. As part of a clarification question to make a final selection;
3. If it becomes necessary to revise any part of this RFP, the Seneca County DJFS will post those revisions, amendments, etc., to the website dedicated to this RFP; *
4. Any Public Records Request (PRR) made through any of the aforementioned entities

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

The Seneca County DJFS 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 vendors may result in the disqualification of those vendors' proposals.

E. CONTRACT PERIOD

The Seneca County DJFS is seeking to contract with a vendor or vendors to perform services from approximately July 1, 2020 through June 30, 2023. The Seneca County DJFS reserves the right to modify the resulting contract or contracts according to federal/state requirements in the event that grants are reauthorized during the contract period(s). Subject to funding appropriations and Greater Ohio Workforce and the Seneca County DJFS approval, the contract period(s) is (are) expected to run from July 1, 2020 through June 30, 2021, and 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 and July 1, 2023 through June 30, 2024. Renewal is contingent upon the availability of funds and satisfactory performance by the vendor(s) and is subject to approval by the Greater Ohio Workforce Board and the Seneca County DJFS.

F. ANTICIPATED FUNDING LEVEL

Funding availability for this RFP will not be known until the State of Ohio and the Greater Ohio Workforce Board release the PY 2020 allocations. Therefore, since allocations from the Greater Ohio Workforce Board are not issued until May or June and the State of Ohio releases TANF CCMEP allocations in September or October, the following is a four-year estimate of expected allocation amounts.

Note: All allocation amounts listed below are estimates based on historical figures and anticipated future funding levels. Final allocations amounts will be updated each

State Fiscal Year once they have been released by the State of Ohio and the Greater Ohio Workforce Board.

| State Fiscal Year | Dates | WIOA CCMEP | TANF CCMEP |
|-------------------|------------------------------|------------|------------|
| SFY 20 | July 1, 2020 – June 30, 2021 | \$5,000.00 | \$5,000.00 |
| SFY 21 | July 1, 2021 – June 30, 2022 | \$5,000.00 | \$5,000.00 |
| SFY 22 | July 1, 2022 – June 30, 2023 | \$5,000.00 | \$5,000.00 |
| SFY 23 | July 1, 2023 – June 30, 2024 | \$5,000.00 | \$5,000.00 |

Contracts will be based upon actual county budget constraints and allocations.

Bidders must bid on both In-School and Out-of-School programs.

G. PROPOSAL ACCEPTANCE

This RFP does not represent a commitment of the Seneca County DJFS to award a contract and/or contracts for the services described in this RFP. **The Seneca County DJFS reserves the right to accept or reject any or all proposals received. The Seneca County DJFS 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 Seneca County DJFS 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 Seneca County DJFS determined by site visits and staff interviews. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA/CCMEP or TANF/CCMEP. Bidders are advised that most documents, including RFP's, in the possession of the Seneca County DJFS are considered public records and subject to disclosure under the federal and state public records laws.

H. ATTACHMENT LIST

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

- Request for Competitive Proposal
- Attachment A: Seneca County DJFS – RFP Budget Template and Invoice Template
- Attachment B: WIOA/TANF CCMEP Youth Planned Performance Plan
- Attachment C: Proposal Cover Sheet
- Attachment D: Checklist for Submitting Proposals
- Attachment E: Competitive Proposal Affidavit
- Attachment F: Representations, Assurances, and Certifications
- Attachment G: Part 1 of Evaluation Process and Part 2. Rating Sheet for Youth Proposals
- Attachment H: Cost-Price Analysis Tool
- Attachment I: Seneca County DJFS Appeals Process for Bidders
- Attachment J: Affidavit in Compliance with Section 3517.13 of the Ohio Revised Campaign Contributions
- Attachment K: Reference Materials

SECTION 2: OBJECTIVES

A. Elements

1. Framework Activities

- Outreach and Recruitment: This will be a shared responsibility of **SCDJFS and the selected provider.**
- Individual or group orientation, eligibility establishment and intake: This will be completed by SCDJFS staff
- Administration and interpretation of comprehensive individual needs assessment for each youth enrolled. Assessment should take into consideration risk factors, protective factors and assets that youth and their families possess: This will be completed by SCDJFS staff.
- Development of Individual Opportunity Plan (IOP) for each youth enrolled with clear and attainable goals in conjunction with performance outcomes for youth as required under the Workforce Innovation and Opportunity Act and proposed common measures. Services should provide preparation and guidance for youth to meet the Workforce Innovation and Opportunity Act and proposed common measures outcomes: This will be completed by SCDJFS staff.

2. Preparation for post-secondary education and/or employment in local demand occupations, and on career ladders within those demand occupations. This will be completed by SCDJFS staff.
3. Linkages between academic and occupational learning: This will be completed by SCDJFS staff.
4. In addition to the administration of the framework services, training accounts, labor market information, supportive services and follow up services will also be completed by SCDJFS staff.
5. Selected provider will administer and coordinate free or low-cost provision of tutoring, dropout recovery, work experience, leadership, mentoring, comprehensive guidance, financial literacy, entrepreneurial skills training, and services to assist youth to transition to post-secondary education and training. 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.

- B. A strong information and referral system for in school and out of school youth. This will be a shared responsibility of SCDJFS and the selected provider.
- C. Coordination with SCDJFS and the selected provider of strong integration with the OMJ Center services delivery system, including smooth transitions for OSY who wish to co-enroll in Adult WIOA Title I funded activities.
- D. The Youth Program 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:

SECTION 3(A): SCOPE OF WORK AND DELIVERABLES

The Seneca County DJFS seeks to fund a contractor to provide, develop, and implement youth services and activities under WIOA/CCMEP and TANF/CCMEP.

The purpose of the funds allocated to serving in-school youth (“ISY”), ages 14-21 or out-of-school youth (“OSY”), ages 16-24 under the WIOA program is to:

1. Assist youth in achieving academic and employment success;
2. Provide effective youth activities;
3. Offer on-going mentoring opportunities;
4. Coordinate with youth to direct them towards activities that lead to the attainment of a secondary school diploma or its recognized equivalent, or recognized post-secondary credentials;
5. Prepare and place youth in unsubsidized employment opportunities;
6. Provide opportunities for eligible youth related to leadership development, decision-making, citizenship, and community service; and
7. Provide services to ensure credential attainment and employment retention.

TANF CCMEP is a Title IV-A and workforce development activity that provides employment, training services, and other supportive services to mandatory and voluntary participants based on a comprehensive assessment of an individual’s employment and training needs. CCMEP targets youth ages 14 to 24. The goal is a seamless program that strategically assists youth and young adults to overcome barriers and prepare for work, so they may achieve self-sufficiently through meaningful, long-term employment.

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

- A. Integrate Youth Program with the OhioMeansJobs service delivery system.

- B. Assist with recruitment of eligible youth into the Youth Program to meet or exceed goal of customers to be served.
- C. Establish a plan of expected services to be delivered with number of in school youth and out of school youth enrollments per month and for the contract period. Plan should also estimate expenditures by month, quarter, and for the full contract, for all youth in the program.
- D. Provide seamless transition of youth and youth services from SCDJFS to the selected provider.
- E. Enroll youth as referred by SCDJFS staff.
 - a. Tutoring services
 - b. Dropout recovery services
 - c. Work experience
 - d. Leadership services
 - e. Mentoring services
 - f. Comprehensive guidance and counseling services
 - g. Financial literacy services
 - h. Entrepreneurial skills training
 - i. Services to assist youth to transition to post-secondary education and training
- F. Coordinate with existing youth service programs (i.e., Wrap Around, educational services, mental health, legal system, etc.) to provide holistic and integrated service delivery.
- G. Monitor customer progress in reaching workforce development related goals specified in the Individual Opportunity Plan (IOP).
- H. Provide a seamless referral system for OSY who wish to access Adult WIOA Title I Training Services.
- I. 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.
- J. Monitor progress of any memorandums of understanding or sub-contracts established to provide any of the fourteen required program elements.
- K. Ensure that all customers are treated fairly, without regard to race, color, religion, sex, national origin, age, disability, political affiliation or belief.
- L. Continuous quality improvement system for the delivery and follow up of services

delivered through the Youth Program.

- M. Data Entry: The Provider is required to maintain a record of participants, activities and results and share those with the SCDJFS staff for entry in the state mandated system, currently OWCMS, and in the WIOA/TANF CCMEP state approved client tracking system. 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. Specific forms and data points particular to each service provider will be developed in consultation with the Seneca County DJFS and the Provider. The data collected by Provider will be used to document results for all service providers.
- N Conduct background checks according to the Greater Ohio Workforce Board policy P7-402.

SECTION 3(B): SCOPE OF WORK AND DELIVERABLES

The goals for the Youth Program are provided below.

- Maximize funds through effective partnerships, thereby serving as many youths as possible.
- Increase the role of business and industry in work-based learning.
- Create and maintain quality youth programs that exceed performance goals.
- Ensure that high school students are prepared for entry into the workforce.
- Increase the number of high school graduates and reduce dropout rates.
- Increase the number of youth who obtain a job that provides a living wage (200% of poverty level or greater - \$2,127.00 per month, \$25,524.00 per year for a family of 1 or \$12.27/hr.)

These local goals, together with the youth development principles inherent in the Workforce Innovation and Opportunity Act, guide the Seneca County DJFS' approach to administering a Year-Round WIOA/TANF CCMEP Youth Program in Seneca County. Strong proposals will incorporate youth development strategies into programs supporting skill acquisition, gainful employment and productive citizenship for young people.

The Seneca County DJFS desires innovative proposals that address key youth workforce issues in our community for low income and at-risk youth. Therefore, we have developed a more targeted approach to the design of youth programs than in the past to utilize our limited funding in the most effective manner. We are mindful of the need for flexibility and creativity for youth providers and partner agencies and have provided latitude within the specifications.

In-school youth dollars will be targeted to occupational skills training programs offered in a high school or alternative setting. The goal of these programs is to help youth stay in school and graduate, achieve a skills training certificate and enter employment or post-

secondary training upon graduation. These programs will be in high demand areas as determined by Ohio's In Demand and Critical Jobs List.

Out-of-school dollars we be targeted to school dropouts and high school graduates who are unemployed or underemployed. Within that group, youth aging out of foster care, teen parents and court ordered youth are some other key populations the Seneca County DJFS would like to reach. The long-term goals for these youth are obtaining a high school diploma or a GED, becoming work ready certified, completing occupational skills training and/or placement in a job with a living wage/career ladder. If placed directly without the benefit of skills training, a relationship should be established with the employer for future training as an employed worker, if applicable, with WIOA adult funds. These programs should be in high demand areas as defined by Ohio's In Demand and Critical Jobs List.

The Seneca County DJFS is particularly interested in cost-efficient collaborative efforts that result in better, more comprehensive, effective services to youth. Effective programs require the involvement of local groups providing input on program design and coordinating the delivery of the proposed youth services with other youth services already in the community. Providers must submit, with this proposal, MOAs signed by partners to address issues that affect the provider's ability to deliver the program and the roles of all partners. These agreements are collaborative in nature and if contractual, then a subcontract must be executed. In the event that a collaboration involves subcontract arrangements, a lead proposing agency/organization must be identified to take fiscal responsibility. For example, if a bidder is partnering with the School District, the agreement should be signed by the Superintendent and include information, including costs incurred (either in-kind or paid from CCMEP WIOA and CCMEP TANF funds) to the program for:

- 1) Coordination with the summer school or regular school program;
- 2) Use of facilities;
- 3) Transportation;
- 4) Staffing;
- 5) Dates and location of program;
- 6) Restrictions on students attending program;
- 7) Student Recruitment, and
- 8) Identity of lead fiscal agent.

The foregoing list is an example only and is not intended to be an exhaustive list of information to be included in the collaborative description.

Bidders who develop and document collaborative partnerships with additional organizations (such as CBOs or FBOs) or businesses (public or private) that will provide jobs, in-kind services, and/or additional funds to the youth program will receive additional consideration.

Collaborative proposals involving subcontractors must also provide the same required

documentation and certifications, including contract format, licensure and insurance for all subcontractors as are required of the lead proposing agency/organization.

In addition to the required fourteen youth program elements, the Seneca County DJFS will promote further youth systems collaboration and development during the upcoming contract year. The Seneca County DJFS has identified four priority areas of collaboration for CCMEP WIOA and CCMEP TANF youth programs:

SYSTEM COLLABORATIONS: CCMEP WIOA and CCMEP TANF YOUTH AND ADULT SYSTEMS

The CCMEP WIOA and CCMEP TANF programs can serve young people who are 14-24 years of age, The WIOA adult program can serve any qualifying adult from the age of 18. Although not all young people are a good fit in the WIOA adult system, bidder will collaborate with Seneca County DJFS for the WIOA adult services for older youth.

Bidders must state how they will: (1) assess the appropriateness of transitioning older youth into the WIOA adult program; (2) transition appropriate youth seamlessly into the WIOA adult funding stream while maintaining consistent case management contact, as necessary; (3) develop plans, processes, and procedures to ensure better CCMEP TANF and CCMEP WIOA youth and WIOA adult program collaboration, and (4) estimate the percentage of older CCMEP WIOA youth enrollees that might transition into WIOA Adult services during the 2020 program year.

Bidders should keep in mind that although OMJ Center Program Services are required to offer universal access, CCMEP WIOA and CCMEP TANF youth services are restricted to eligible youth. Integration of these services must address these different philosophies of access and service delivery.

Provided that the need can be clearly demonstrated, it is acceptable to co-enroll eligible youth (18-24-year old's) in both WIOA youth and adult programs. This might mean, for example, that a young person would continue to receive case management support from their Year-Round WIOA/TANF CCMEP Youth Program, while attending job-search workshops or pursuing training program tuition assistance through the WIOA adult program. Bidders are encouraged to use the resources and structure of the Year Round WIOA/TANF CCMEP Youth System (e.g., the mandated follow-up period) to support older youth during their transition to the adult system.

EMPLOYER CONNECTIONS

The Seneca County DJFS seeks an increase in career development experiences that demonstrate meaningful employer involvement. Many youth programs have built connections to a wide range of local employers. Youth are placed in subsidized jobs or internships with area businesses and community-based organizations, while other employers participate as job-shadow hosts and mentors for young people. However, few

initiatives exist to engage specific employers in comprehensive youth-serving partnerships—i.e., partnerships that use employer resources to support youth as they explore or progress upon a career pathway.

Bidders should include innovative, sustainable employer partnerships in their Year-Round WIOA/TANF CCMEP Youth program implementation plan. These connections should lead to increased youth placements in employment and post-secondary education as well as meaningful exposure to the world of work with measurable skill gains. These experiences must be increasingly challenging over the course of a given youth's participation and be linked to recognized career pathways.

LEVERAGED FUNDING AND SERVICE COORDINATION

Bidders will leverage community resources to create a seamless network of services that are easily accessible and relevant to youth. To have a meaningful impact on the quality and breadth of the youth services system, bidders must be able to draw upon a resource base that extends beyond WIOA funding. Bidders should describe connections to other funding sources that will benefit participants and increase the cost-effectiveness of federal funds. Bidders must provide Memoranda of Agreement with organizations that are donating resources (both monetary and non-monetary) in support of the Year Round WIOA/TANF CCMEP Youth Program.

INNOVATIONS: INCORPORATING NATIONAL BEST PRACTICES

Bidders are encouraged to be aware of national best practices (examples are available through select websites, a partial list of which is listed on **Attachment K** of this RFP) into their program implementation plans in ways that enhance youth achievement and promote development of the regional youth services system.

ADDITIONAL CONTRACT GOALS AND OBJECTIVES: Because many of the WIOA CCMEP and TANF CCMEP performance standards are long-term measures that will not be known during the period of this contract, the Seneca County DJFS typically incorporates additional contract goals and objectives, including the following:

- a) Each provider is responsible for documenting its results regarding goal achievements to the Seneca County DJFS on a regular basis. The results will be reviewed in a face-to-face meeting with the following, at a minimum, in attendance: Seneca County DJFS staff, the lead youth program staff and the youth program staff manager should be in attendance.
- b) Employ at a minimum, 1 full-time job coach who will supervise youth, assist in securing transportation services, and serve as an adult mentor. The job coach must be available during day, evening, and weekend hours depending on the work schedule of assigned participants.

SECTION 4: PROPOSAL GUIDELINES

- A. For actual proposal format requirements, please refer to Section 7: Proposal Format of this Request for Proposals. **All proposals 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. Contract 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 websites: <http://www.jfs.ohio.gov/owd/> (Ohio Department of Job and Family Services, Office of Workforce Development), <http://www.doleta.gov> (United States Department of Labor), <https://nyec.org/> (National Youth Employment Coalition, promising and effective practices network), www.aypf.org (American Youth Policy Forum), and https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3255 (TEGL 10-16, Change 1/ United States Department of Labor).
- 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 OhioMeansJobs-Seneca County.
- E. Proposals must address **all components** of the Youth Services Program 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 partnership or contract, require a completed and signed Memorandum of Understanding with each non-proposal entity, which includes:
- 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
 - Duration of the memorandum and procedures for amending it
 - Signature by participating agency (ies) to acknowledge proposed relationship.

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 in Seneca County. Utilize attached budget worksheet to identify percentage of time staff will spend on this contract's 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 [WIOA Regulation 20 CFR 683.205]. Outline the feasibility of providing the services of the Youth Program on a cost reimbursement structure. The contract period will run from July 1, 2020 through June 31, 2021 and 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 contractor performance. **An estimated unit cost per participant is also required, with appropriate assumptions noted.**

Bidder will submit an operational budget for the WIOA CCMEP and TANF CCMEP Youth 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.

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, 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: CONTRACT TERMS, REIMBURSEMENT, INVOICING

- A. Proposals may be written and submitted for the period of July 1, 2020 through June 30, 2021 and 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 contractor performance. All contract 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 by the 10th day of the month for services provided in the previous month, unless specified differently. The provider will only be paid for services authorized by the contract as reimbursable expenses.
- C. The provider will be expected to submit written reports, on a monthly basis, as defined in the contract, regarding fiscal, programmatic activities, and performance outcomes.
- D. Each provider awarded a contract and/or contracts shall be subject to applicable audits of the contracted services as described in the Workforce Innovation and Opportunity Act, Workforce Development Agency Contract Monitoring Policy, and OMB Circular A133 for all awarded contracts. Provider will be responsible for any audit findings and fines associated with delivery of this contract.
- 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 Youth Program Operator.
- B. The closing date and time for receipt of bids is **May 14, 2020, at 10:00 a.m.** Any proposal not received by the Seneca County Board of Commissioners 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 CD-ROMs** (see “**SECTION 7: PROPOSAL FORMAT**” for more specific information). **All proposals must be submitted to the Seneca County Board of Commissioners, 111 Madison St., Tiffin, OH 44883.** Proposals and all supporting documentation must be contained in sealed envelopes marked “**Proposal for Seneca County Year-Round WOIA Youth and CCMEP TANF Program Services.**” The Board of Seneca County Commissioners will accept sealed proposals including supporting documentation, until **May 14, 2020 at 10:00 a.m.** at which time the Request for Proposals will be opened publicly and read aloud. Request for 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 the Seneca County DJFS and the Workforce Innovation and Opportunity Act.
- 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 May 14, 2020 at 10:00 a.m. at:**

**Seneca County Board of Commissioners
111 Madison St.
Tiffin, OH 44883**

Questions on this RFP may be faxed to 419-448-5275, **Attention: Rating Committee c/o Kathy Oliver, Director or e-mailed to Kathy.Oliver@jfs.ohio.gov** using the subject line **Attention: Rating Committee.** All questions and answers will be posted on the Seneca County DJFS website <http://djfs.co.seneca.oh.us/requests-for-proposals/> on or before **Thursday, April 30th, 2020 at 4:30 p.m.** Questions will not be accepted after **12:00 p.m. (Noon) on Monday, April 27th, 2020.**

- E. All responses to Request for Proposals must follow Proposal Format, listed below.
- F. Bidders who disagree with the procurement process followed by the Greater Ohio Workforce Board Policy Committee, the Greater Ohio Workforce Board, or Commissioners 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 Cover Sheet (Attachment C), with name of entity submitting proposal, address, contact person, telephone number, number of youths to serve, total amount requested for contract, 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
4. Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code: Campaign Contributions (Attachment J)

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. WIOA/TANF CCMEP Youth Planned Performance Plan (Attachment B)

One CD-ROM should contain **ALL** documents of the **ORIGINAL HARD COPY** in electronic format. 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).

The **second CD-ROM** shall contain **ALL** documents of the **ORIGINAL HARD COPY** in electronic format as stated in the previous paragraph. **HOWEVER, ALL IDENTIFYING INFORMATION OF THE PROPOSER MUST BE REDACTED OR REPLACED WITH NON-IDENTIFYING VERBAGE (i.e., “PROPOSER,” “COMPANY,” “AGENCY,” etc.)**

All supporting documents, including signature documents shall be scanned or created in Tagged Image File (*.tif) or Acrobat Reader (*.pdf) **without** identifying information of the Proposer. **Failure to redact all identifying information will result in rejection of the proposal**

SECTION 8: EVALUATION AND AWARD OF CONTRACT

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 the Seneca County DJFS 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 the Seneca County DJFS staff through a cost-price analysis (Attachment H), and a review of the organization's experience and qualifications to operate the year round WIOA/TANF CCMEP Youth program. Proposals which adhere to minimum requirements (Attachment G) 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 contract and/or contracts, for review and evaluation.

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

A. Stage 1 Review

- 1.) Conducted by Seneca County DJFS personnel
- 2.) Qualified proposals must meet the minimum requirements outlined in Attachment H, Part I, to be considered "qualified," and proceed to Stage 2 Review.
- 3.) Upon receipt of the bids, the Seneca County DJFS 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 the year round WIOA/TANF CCMEP Youth program. 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 year round WIOA/TANF CCMEP Youth Proposal Rating Sheet, Part II (Attachment G). If applicable, contract 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 Program Committee and the Greater Ohio Workforce Board. The Year Round WIOA/TANF CCMEP Youth Program Operator or Operators will be selected based on the review results, to that of the lowest and best proposal. Upon approval of the Greater Ohio Workforce Board, the Seneca County Commissioners will have the final decision power in authorizing the contract for services.

Attachment A

OhioMeansJobs-Seneca County - 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! |

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 _____ = _____) | |
| 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 |

Contract Proposal Budget Worksheet, Continued

EQUIPMENT

Program/ Project Name:

Bidder Name:

A. Equipment Subject to Depreciation

| Equipment to be Depreciated | New or Used | Date Purchased | Quantity | Total Actual Cost | Salvage Value | Amount to be Depreciated | Useful Life | Chargeable Annual Depreciation |
|---|-------------|----------------|----------|-------------------|---------------|--------------------------|-------------|--------------------------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total Equipment Depreciation Charges | | | | | | | | 0 |

B. Small Equipment Purchases (equipment costing under \$5,000)

| Item | Quantity | Cost |
|--|----------|----------|
| | | |
| | | |
| | | |
| | | |
| Total Small Equipment Purchases | | 0 |

C. Leased & Rented Equipment

| Item | Model & Year | Quantity | Cost |
|--|--------------|----------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| Total Leased & Rented Equipment | | | 0 |

OhioMeansJobs-Seneca County - 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 _____

CDJFS Representative's
Signature

Date _____

Attachment B
WIOA/CCMEP Youth Program
Planned Performance Plan

Instructions: The purpose of this table is to illustrate your annual performance capacity in providing services for the period of July 1, 2020 through June 30, 2021.

| WIOA Services Plan Levels | July - Sept. | Oct. - Dec. | Jan. - Mar. | Apr. – Jun. | Total |
|--|--------------|-------------|-------------|-------------|-------|
| Younger Youth (14-18) | | | | | |
| Older Youth (19-21) | | | | | |
| In School Youth | | | | | |
| Out of School Youth | | | | | |
| 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) | July - Sept. | Oct. - Dec. | Jan. - Mar. | Apr. – Jun. | Total |
| Tutoring | | | | | |
| Alternative Secondary School | | | | | |
| Paid and Unpaid Work Experience | | | | | |
| Leadership Development | | | | | |
| Occupational Skills Training | | | | | |
| Adult Mentoring | | | | | |
| Comprehensive Guidance & Counseling | | | | | |
| Financial Literacy | | | | | |
| Entrepreneurial Skills Training | | | | | |
| Transition to Post-Secondary Education/Training | | | | | |
| Total | | | | | |

Attachment B
WIOA/CCMEP Youth Program
Planned Performance Plan

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

| WIOA Services Plan Levels | July - Sept. | Oct. - Dec. | Jan. - Mar. | Apr. - Jun. | Total |
|--|--------------|-------------|-------------|-------------|-------|
| In School Youth (14-21) | | | | | |
| Out of School Youth (16-24) | | | | | |
| 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) | July - Sept. | Oct. - Dec. | Jan. - Mar. | Apr. - Jun. | Total |
| Tutoring | | | | | |
| Alternative Secondary School | | | | | |
| Paid and Unpaid Work Experience | | | | | |
| Leadership Development | | | | | |
| Occupational Skills Training | | | | | |
| Adult Mentoring | | | | | |
| Comprehensive Guidance & Counseling | | | | | |
| Financial Literacy | | | | | |
| Entrepreneurial Skills Training | | | | | |
| Transition to Post-Secondary Education/Training | | | | | |
| <i>Total</i> | | | | | |

Attachment C:

***YEAR ROUND WIOA/TANF CCMEP Youth Program
Sub-recipient Contract, CFDA#17.259 & CFDA#93.558***

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 Contract: \$ _____

Amount for In-School Services \$ _____

Amount for Out-of-School Services \$ _____

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

Attachment D:
Checklist for Submitting Proposals

All proposals responding to the *WIOA/CCMEP and TANF/CCMEP Youth Program Contract* 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
- Affidavit in Compliance with ORC Section 3517.13 (Attachment J)

Section 3:

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

Section 4:

- Budget Summary and Supporting Worksheets and Narrative (Attachment A)
- Planned Enrollment and Expenditures (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 Year Round WIOA/TANF CCMEP Youth 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 Seneca County DJFS 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:
 - a. _____
5. The name and telephone number of the person(s) who has the authority to sign contracts:
 - a. _____
6. The legal status of the bidder's organization (e.g. corporation, sole proprietor ship, post-secondary education institution, etc.)
 - a. _____
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
 - a. 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
- a. 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
- a. 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
- a. subcontractors who are debarred or suspended from such
- b. 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 workplace? 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: 2020-2021

Assigned Proposal Number:

| Criteria | Pass | Fail |
|--|----------|------|
| Complete proposal and attachments received by Thursday, May 14, at 10:00 a.m. , at the Seneca County Board of Commissioners. | | |
| Bidder submitted One (1) original hard copy of proposal and two CDs, using the format of Microsoft Word for text and budget or Microsoft Excel for budget information, One CD with all information and One CD with all identifying information of the bidder was absent from the proposal, and from the media used to submit the copies. | | |
| 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 WIOA/CCMEP and TANF/CCMEP Youth program 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 #C) is completed and included in bid. | | |
| Certificate of Liability Insurance included in proposal. | | |
| Campaign Contribution Affidavit is signed and included in proposal | | |
| <i>Experience in Operating Similar Program(s)</i> | | |
| Written description of 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 the Year Round WIOA/TANF CCMEP Youth Program
Part II: Rating Sheet for Youth Program Proposals
 Proposal Period: 2020-2021

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 Seneca 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 Service Strategy or Individual Opportunity Plan to WIOA/CCMEP and TANF/CCMEP Performance Measures, Common 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-Seneca 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). MOU's include required data elements (party names, contact information, description of services and referral process, costs, duration, and participating party signatures). | 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. | 2 | |
| Review of budget worksheets and Cost-Price Analysis indicate that proposed total cost and unit cost are reasonable. | 20 | |
| TOTAL POINTS FOR PROPOSAL | 125 | |

| 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 I

Dispute Resolution 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 Seneca 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, Seneca County Department of Job and Family Services, 900 E. CR 20, Tiffin, OH 44883 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 Seneca 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 Seneca 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.

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.

ATTACHMENT J
AFFIDAVIT IN COMPLIANCE WITH
SECTION 3517.13 OF THE OHIO REVISED CODE:
CAMPAIGN CONTRIBUTIONS

State of Ohio, County of Seneca SS:

Personally, appeared before me the undersigned, as an individual or as a representative of

_____ for a contract for _____.
(Name of Entity) (Type of Product or Service)

to be let by the Boards of County Commissioners of Seneca County, Ohio, on behalf of The Seneca County DJFS, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under the Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the business entity:

- 1.) That none of the following has **individually** made within the two previous calendar years and that, if awarded a contract for the purchase of goods or services in excess of \$500, none of the following **individually** will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions totaling in excess of \$1,000, to any member of the Seneca County Board of Commissioners or their individual campaign committees:
 - a. myself;
 - b. any partner or owner or shareholder of the partnership (if applicable);
 - c. any owner of more than 20% of the corporation or business trust (if applicable);
 - d. each spouse of any person identified in (a) through (c) of this section;
 - e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section (only applicable to contributions made on or after January 1, 2007).
- 2.) That none of the following have **collectively** made since January 1, 2016, and that, if awarded a contract for the purchase of goods or services in excess of \$500, none of the following **collectively** will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions totaling in excess of \$2,000, to any member of the Seneca County Boards of Commissioners or their individual campaign committees:
 - a. myself;

- b. any partner or owner or shareholder of the partnership (if applicable);
- c. any owner of more than 20% of the corporation or business trust (if applicable);
- d. each spouse of any person identified in (a) through (c) of this section;
- e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section;
- f. any political action committee affiliated with any person identified in divisions (a) through (c) of this section.

Signature of Vendor

Title

Sworn to before me and subscribed in my presence this _____ day of _____, 2008.

Notary Public _____

My Commission Expires: _____

**ATTACHMENT K
REFERENCE MATERIALS**

INTERNET LINKS:

| USEFUL INTERNET WEBSITES | |
|---|--|
| Ohio Workforce: This site is the state's main workforce website with links to other related websites. | http://www.jfs.ohio.gov/owd/ |
| Workforce Innovation & Opportunity Act WIOA Final Rules and Regulations | http://www.doleta.gov/wioa or https://www.dol.gov/agencies/eta/wioa/regulations |
| National Youth Employment Coalition: A non-partisan national organization dedicated to promoting policies and initiatives that help youth succeed in becoming lifelong learners, productive workers and self-sufficient citizens. WIOA updates and other legislative issues are available at this site. It is a good location to research and find examples of national best practices. | http://www.nyec.org |
| U.S. Dept. of Labor-Employment & Training | http://www.doleta.gov |
| Federal Laws and Regulations | http://thomas.loc.gov/ |
| National Youth Development Information Center | http://www.nydic.org/nydic/index.html |
| American Youth Policy Forum | https://www.aypf.org/ |
| CCMEP Services Matrix | http://jfs.ohio.gov/owd/CCMEP/Training.stm |
| CCMEP rules, forms, funding, etc. | http://jfs.ohio.gov/owd/CCMEP/index.stm |

The foregoing is not intended to be a complete or exhaustive listing of resources that may be helpful in completing your proposal and is offered only as an example of such resources. The Seneca County DJFS does not warrant or represent that the internet links are accurate, up-to-date or even available. The Seneca County DJFS is not responsible for the accuracy, availability or timeliness of information contained on any non-Seneca County Department of Job and Family Services links.