

**Montgomery County Department of Job and Family Services
By the Authority of the
Montgomery County Board of County Commissioners**

REQUEST FOR PROPOSALS

RFP # 57-08-09/10

**FOR
FATHERHOOD INITIATIVE PROGRAM
2009**

Issued by:

**Montgomery County Department of Job and Family Services
1111 South Edwin C. Moses Boulevard
Dayton, Ohio 45408**

Release Date: October 26, 2009

Mission Statement

“Protecting children and the elderly, strengthening families and individuals, and providing opportunities through coordinated services for the residents of Montgomery County.”

TABLE OF CONTENTS

Section 1. General Information

1.1 Time Table	4
1.2 Contact Person	4
1.3 Bidder's Conference	4
1.4 Written Questions	5
1.5 Bidder Disclosures	5
1.6 Conflict of Interest	5
1.7 Bidder Examination of the RFP	5
1.8 Ability to Award Contract	5
1.9 Insurance Requirements	5
1.10 Taxes	5
1.12 Equal Opportunity Provisions Required/Suspension of Referrals.....	7
1.13 Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA).....	8

Section 2. Submitting Proposals

2.1 Preparation of Proposal	8
2.2 Proposal Cost	8
2.3 False or Misleading Statements.....	8
2.4 Bidder Representative's Signature	8
2.5 Delivery of Proposals	8
2.6 Acceptance & Rejection of Proposals	9
2.7 Evaluation & Award of Contract	9
Proposal Evaluation Rating Sheet	10
2.8 Post-Selection Meeting	11
2.9 Caveat.....	12
2.10 Termination for Convenience	12
2.11 Termination for Default	12
2.12 Complaint Process.....	12
2.13 Conducting Business Involving Relatives	12
2.14 Nepotism.....	12
2.15 Political or Sectarian Activities	13

Section 3. Terms & Conditions

3.1 Type of Contract and Subcontracting	13
3.2 Contract Period, Funding & Invoicing	13
3.3 Confidentiality & Security	13
3.4 Duplicate Billing	13
3.5 Additional Contract Information.....	14

Section 4. Requirements and Specifications for Services

4.1 Background.....	14
4.2 Project Overview	14 - 16
4.3 Bidder Project Requirements	16
4.4 Project Deliverables and Work Schedule.....	16

Section 5. Technical Requirements 16

Section 6. Application Format

6.1 Required Format Specifications	16
6.2 Collaboration Letters.....	17
6.3 Personnel Qualifications	17
6.4 Budget and Budget Narrative.....	17

Section 7. Attachments & Checklist 21

7.1 Attachments.....	21
7.2 Application Checklist.....	21

Section 1. General Information

This is a Request for Proposals (“RFP”) under Section 307 of the Ohio Revised Code (“ORC”) and Section 5101:9-4-07 of the Ohio Administrative Code (“OAC”). Montgomery County Department of Job and Family Services (“MCDJFS”), through the Montgomery County Board of County Commissioners (“Board”), is seeking Proposals for the provision of a Fatherhood Initiative Program. The vision statement of the program is “Strengthening Families by Supporting Fathers”. The Montgomery County Department of Job and Family Services on Behalf the Board of County Commissioners with input from and recommendations from MCDJFS internal committee have identified key areas to accomplish the vision of this program. There are several key components to meeting the goal of this program; working with all areas of MCDJFS with special emphasis on Children Services to create and strengthen parenting skills and working with MCDJFS Support Enforcement Agency to enhance the fathers ability to provide financially for the child(ren). The following scope of work includes components to address the needs of the targeted population. Responder(s) should be able to fulfill services in one or more of these areas:

Scope of Work

- **Develop a partnership with all areas of Montgomery County Department of Job and Family Services “MCDJFS” (Children Services Division, Social Services and Income Support, Child Support Enforcement Agency and Workforce Development) to ensure the father has a full understanding of navigating systems to fulfill both the financial and parenting needs for their child(ren).**
- **Provide Career Assessment and Career Counseling Services**
- **Create workshops on interviewing, networking and job search strategies (including resume development)**
- **Provide Employment Referral and Placement Services**
- **Create techniques and tracking for employment retention**
- **Create awareness and outreach activities to promote the program through literature and open houses**
- **Provide Father Specific Parenting / Engagement Classes**
- **Provide Individual / Group Counseling (Peer Support) Sessions**
- **Identify and Recommend Drug Addiction and / or Mental Health Services**
- **Facilitate and /or provide Mediation Services**
- **Facilitate Visitation Services**

The RFP gives an approximate timeline for the various events in the submission process, the evaluation process, and performance of the services. While the dates are subject to change, Bidders must be prepared to meet the deadlines as specified in this RFP.

Any failure to meet the deadlines in the submission, evaluation and/or negotiation phase or objection to the dates of performance may result in MCDJFS refusing to accept a Bidder’s proposal.

Bidder Project Requirements:

All Bidders of services specified in this RFP must:

- Have a history of providing employment-related service skills and parenting services to low-income, non-custodial parents.
- Demonstrate an in-depth understanding of how to provide these services effectively with the designated target population.
- Have the organizational capacity to provide the proposed services immediately following contract approval.
- Have the necessary skills to develop and utilize various methodologies to track program results and specific outcomes.

Allocation and Target Population:

Fatherhood Initiative Program

RFP #57-08-09/10 (Revision 10/28/09)

MCDJFS has designated a projected \$100,000.00 in Ohio Fatherhood Initiative funds in 2009 for the purchase of services requested through this RFP. This award amount is contingent upon receipt of projected allocations; the total award may be adjusted accordingly. Such services are to be provided to low-income, non-custodial fathers.

Project Deliverables & Work Schedule:

Bidders are required to provide program descriptions that clearly delineate the number of people to be served and program specific goals and measurable client outcomes. Should the Bidder be awarded a contract, all outcome targets will be negotiated based upon the measures specified in the successful Bidder’s proposal, and the requirements of the funding sources. The selected service contract must be cost effective and utilize service strategies that are based upon current research and that respond to the specific service needs of the populations to be served.

Any interested Bidder must submit a completed proposal following the procedure outlined in this Request for Proposal no later than November 2, 2009 at 12:00 noon (local time). If a suitable proposal or proposals made in response to this RFP is/are selected, MCDJFS, through the Board, may enter into a contract with a Bidder whose proposal has been chosen (“Selected Bidder”). The RFP provides details on what is required to submit a proposal, how MCDJFS will evaluate the proposal, and what will be required of the Selected Bidder once they are performing the work.

Once awarded, the Contract Period will begin on the award date and will last through December 31, 2010.

1.1 Time Table

The following timetable shall apply to this RFP, subject to the contract(s) awarded under this RFP (“Contract”) being finalized and approved by the Board.

RFP #57-08-09/10 Release Date	October 26, 2009
Bidders’ Conference	October 26, 2009 from 10:00 a.m. to 12:00 noon
Deadline for Posting of Q&A	October 28, 2009
Deadline for Submitting Proposals	November 2, 2009 at 12:00 noon (local time)
Notification of Awards	Approximately November 17, 2009
Contract Development	Approximately November 17, 2009 through November 19, 2009
Project Implementation	Approximately November 24, 2009 through December 31, 2010

1.2 Contact Person

On Behalf of the Montgomery County Department of Job and Family Services:

Xavier Gullatte
 Montgomery County Department of Job & Family Services
 Purchase Services Unit
 1111 South Edwin C. Moses Boulevard
 Dayton, Ohio 45408
 Phone: 937-225-4939
 Fax: 937-496-7608
 Email: mcdjfs-cd@odjfs.state.oh.us

1.3 Bidders’ Conference

A Bidders’ Conference will be held on October 26, 2009 beginning at 10:00 a.m. at The Job Center, 1111 South Edwin C. Moses Boulevard, Dayton, Ohio Conference Room 2 and 3 Job Center). MCDJFS will require attendees to sign an attendance sheet at the Bidders’ Conference and this attendance sheet will be retained as the official record of attendance. **Attendance at the Bidders’ Conference is NOT mandatory.** If any changes are made to the RFP as a result of the Bidders’ Conference, an addendum to the RFP will be issued to attendees.

1.4 Written Questions

To ensure a fair and objective process, any follow-up questions related to this RFP must be presented, in writing, by **4:00 p.m. on October 27, 2009**. **Bidders contacting any member of the review committee regarding this RFP, or any member of MCDJFS staff or its agents, other than at the Bidders' Conference, risk elimination of their Proposal from further consideration.**

1.5 Bidder Disclosures

Any Bidder must disclose any and all current, pending, or threatened court actions and/or claims against the Bidder. This information may not cause rejection of the proposal but withholding the information may give cause to reject the proposal.

1.6 Conflict of Interest

No Bidder will promise, or give to a MCDJFS employee or agent anything of value that could influence that employee's decision on awarding a contract. No Bidder shall attempt to influence an employee of MCDJFS, to violate the procurement policies of MCDJFS, the ORC, OAC, or Federal Procurement Regulations. In addition, Bidder acknowledges and agrees to abide by MCDJFS written code of minimum ethical standards. A copy of the ethics code may be requested from the Contact Person.

1.7 Bidder Examination of the RFP

Bidders are expected to be familiar with the entire RFP. Bidders are expected to respond to the RFP in a manner that makes it clear they understand and have responded to all sections of the RFP. If Bidders discover any mistakes in the RFP, they must notify the Contact Person in writing (an email attachment on organizational letterhead is acceptable).

Acceptable proposals will meet the specifications contained in this RFP and all applicable policies and regulations. It is incumbent upon bidders to familiarize themselves with these documents during proposal development.

1.8 Ability to Award Contract

This RFP and all MCDJFS contracts are contingent upon the availability of funds. If at any time during the RFP process, funds are not available for the proposed services, the RFP process will be canceled. In such an event, the Bidders will be notified at the earliest possible time. MCDJFS shall not compensate the Bidders for any expenses incurred as a result of the RFP process.

1.9 Insurance Requirements

If RFP specifications require the performance of labor for MCDJFS, a Selected Bidder must agree to indemnify and protect MCDJFS, and the Board against all liabilities, claims, or demands for injuries or damages to any person or property growing out of the performance of the Contract, by the Selected Bidder/Contractor, its servants, employees, agents, and/or representatives. Prior to the issuance of the Contract, the Selected Bidder must furnish an Insurance Carrier's Certificate showing that the Selected Bidder has adequate Worker's Compensation, public liability, and property damage insurance coverage.

1.10 Taxes

MCDJFS does not pay local, state, or Federal taxes. If requested, a Selected Bidder will be furnished with an exemption certificate.

1.11 Compliance with the Law

A Selected Bidder must agree to comply with all applicable Federal, State, and local laws in the conduct of the work specified in this RFP including applicable state and federal laws regarding drug-free work places. The Selected Bidder will be required to accept full responsibility for payment of all taxes and insurance premiums including, but not limited to; Unemployment Compensation insurance premiums, Workers' Compensation, all income tax deductions, Social Security Deductions, and any other tax or payroll deductions required for all employees engaged by the Selected Bidder in the performance of the work specified in this RFP.

Both for-profit and not-for-profit Contractors are required to comply with federal rules as specified in Office of Management and Budget (OMB) Circular A-133 audit requirements. Contractors that expend \$500,000
Fatherhood Initiative Program

or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Contractors that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year but records must be available for review or audit by appropriate officials and auditors of the federal agency, the pass-through entity, and the General Accounting Office (GAO). Any biennial (two year) audit shall cover both years within the biennial period in the scope of the audit.

A Contractor is required to follow all federal, state and local procurement rules regarding the purchase of equipment, sub-contracting and program materials, including making efforts to utilize small and minority-owned businesses, women's business enterprises and labor surplus area firms when they are potential resources for supplies, equipment and services. MCDJFS will provide training to the Selected Bidder regarding such rules. The potential funds to be distributed through this RFP are:

- Ohio Fatherhood Initiative

Procurement rules for these funding sources must be adhered to. This includes the emphasis on full transparency and accountability regarding the expenditure of ARRA funds.

ORC Section 9.24 prohibits MCDJFS from awarding a contract to any Bidder against whom the Auditor of State has issued a finding of recovery if the finding of recovery is "unresolved" at the time of award. By submitting a proposal, Bidder warrants that it is not now, nor will it become, subject to an "unresolved" finding for recovery under ORC Section 9.24, prior to the award of the Contract, without notifying MCDJFS of such findings.

Any proposal or other material submitted by a Bidder becomes the property of MCDJFS and may be returned only at MCDJFS option. Proprietary information should not be included in a proposal or supporting materials because MCDJFS will have the right to use any materials or ideas submitted in a proposal without compensation to the Bidder. Additionally, all proposals are open to the public after a Bidder's proposal is selected.

MCDJFS will retain all proposals, or a copy of such, as part of the Contract file for at least three (3) years from the date the Contract has been awarded. After the retention period, MCDJFS may destroy or otherwise dispose of the proposal and/or any copies.

MCDJFS may disclose to the Selected Bidder written or other information that it treats as confidential. All such confidential information and all related material and documents MCDJFS delivers to the Selected Bidder remain the property of MCDJFS. The Selected Bidder must treat such information as confidential if it is so marked, otherwise identified as such, or when by its very nature it deals with matters, if generally known, would be damaging to the best interests of the public, contractor, other contractors, or potential contractors with MCDJFS, or individuals or organizations with whom MCDJFS keeps information. For example, information should be treated as confidential if it includes proprietary documentation, materials, flow charts, codes, software, computer information, techniques, models, diagrams, know-how, trade secrets, data, business records, or marketing information. By further example, the Selected Bidder must also treat as confidential information any material, to which attorney-client, physician-patient, or other privilege recognized by law may apply, and any documents or records expressly excluded by Ohio law from public records disclosure requirements.

Additionally, MCDJFS (and by extension, Contractor) is required to follow the following federal procurement policies, specifically the following:

- Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 C.F.R. Part 3).
- Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).
- Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

- Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. part 15).
- Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- Limits on Funds: None of the funds appropriated or otherwise made available under ARRA funding may be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
- Wage Rate Requirements: Subject to further clarification issued by the Office of Management and Budget and notwithstanding any other provision of law and in a manner consistent with other provisions of ARRA, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through MCDJFS pursuant to this award shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code. (ARRA Sec. 1606).
- Whistleblower Protection: Each subrecipient awarded funds made available under the ARRA shall promptly refer to Grantor Office of Inspector General any credible evidence that a principal, employee, agent, contractor, subrecipient, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds. (ARRA Sec. 1553).
- Buy American: Use of American Iron, Steel, and Manufactured Goods: None of the funds appropriated or otherwise made available by the ARRA may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States. (ARRA Sec. 1605).
- Mandatory disclosure to MCDJFS of any modifications to names, addresses, phone numbers, facsimiles, email, etc. when such occurs during the duration of this Contract.

1.12 Equal Opportunity Provisions Required

All Bidders must be willing to enter a Contract containing the following express language contained in ORC Section 125.111:

Every contract for or on behalf of the State or any of its political subdivisions for the purchase of materials, equipment, supplies, contracts of insurance, or services shall contain provisions similar to those required by Section 153.59 of the Revised Code in the case of construction contracts by which the Bidder agrees to both of the following:

That in the hiring of employees for the performance of work under the contract or any subcontract, no Bidder or subcontractor shall, by reasons of race, color, religion, sex, age, handicap, national origin or ancestry, discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which the contract relates.

That no Bidder, subcontractor, or any person acting on behalf of any Bidder or subcontractor shall comment in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, handicap, national origin, or ancestry.

A Selected Bidder who contracts with the State or any of its political subdivisions for materials, equipment, supplies, contracts of insurance, or services shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as defined in ORC Section 122.71. Annually, each Selected Bidder/Contractor shall file a description of the affirmative action program and a progress report on its implementation with the Ohio Civil Rights Commission and the Minority Business Development Office established under ORC Section 122.92. In addition, all Selected Bidders who contract with the State or any of its political subdivisions for materials, equipment, supplies, and services must also adhere to requirements as set forth in Section 1.11 which

addresses the utilization of small and minority-owned businesses, women's business enterprises and labor surplus area firms.

1.13 Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA)

ORC Section 2909.33 ("Terrorism") requires that any contract that will result in a Bidder receiving funding in an aggregate amount greater than \$100,000 annually shall certify that it does not provide material assistance to any organization on the United States Department of State Terrorist Exclusion List. By the Bidder completing the DMA form and affixing a signature on the form (Declaration Requiring Material Assistance/Non-assistance to a Terrorist Organization) of the RFP, the Bidder certifies that it does not provide material assistance to any organization on the list, and that failure to complete the form or answer 'yes' to any question shall serve for purposes of this affidavit as a disclosure of the provision of material assistance to an organization that is listed on the Terrorist Exclusion List (attached with DMA form).

Section 2. Submitting Proposals

2.1 Preparation of Proposal

A proposal must clearly identify the Bidder's qualifications to provide the services requested in this RFP. Bidder must respond to the specific services requested through this RFP and its instructions and requirements. A Bidder's proposal must include all costs that relate to the proposed services to be provided and projected number of clients to be served. **At no place in the proposal should the Bidder reference the name of the organization or any identifying information to that fact. MCDJS utilizes a blind proposal review process to evaluate proposals, and mention of the Bidder's organization may be grounds to reject the submitted proposal.** All proposals become the property of MCDJFS and will be considered public information available for inspection following the selection of a proposal.

2.2 Proposal Cost

The Bidder is fully responsible for all costs associated with the development and submission of the proposal. MCDJFS assumes no contractual or financial obligation as a result of the issuance of this RFP, the preparation and submission of the proposal by a Bidder, the evaluation of an accepted proposal, or the selection of an approved proposal.

2.3 False or Misleading Statements

Proposals containing false or misleading statements may be rejected.

2.4 Bidder Representative's Signature

The Cover Page of the proposal must be signed by an individual who is authorized to contractually bind the Bidder. The signature must indicate the title or position the individual holds in the Bidder's organization. **Unsigned Proposals will not be accepted.**

It is the responsibility of the Bidder to clearly indicate which of the submitted copies of the proposal the originally-signed document is. If the Bidder does not indicate an original, MCDJFS will designate and mark one of the copies as an original and that designation will become binding if there is ever a dispute concerning the original submission.

2.5 Delivery of Proposals

A Bidder's written proposal must be received by 12:00 noon local time on Monday, November 2, 2009. There are no exceptions to this deadline and any proposal received after the deadline will be immediately rejected. A Bidder must mail or hand deliver one (1) signed original proposal, six (6) copies and an electronic version of the document on a CD-ROM in Word or PDF format and in Excel for applicable forms. These must be submitted to:

RFP for MCDJFS Services

Attention: Xavier Gullatte

Montgomery County Department of Job and Family Services

Purchase Services Unit

1111 South Edwin C. Moses Boulevard

Dayton, Ohio 45408

A receipt will be issued for all proposals received via hand delivery. Proposals delivered by hand prior to November 2, 2009 must be delivered to the Purchase Services Unit of the Job Center. For hand-delivered proposals submitted on November 2, 2009, a designated and clearly marked proposal delivery area will be located in the Purchase Services Unit of the Job Center. Proposals may not be submitted at any other location. If mailed, the Bidder must use certified or registered mail with return receipt required, or a private delivery or courier service (e.g., Federal Express, UPS, etc.). **Faxed or e-mailed proposals, as well as those sent by Standard U.S. mail, will not be accepted.**

A Bidder should carefully review their final proposal. Once submitted, a Bidder cannot make any change in the proposal unless otherwise permitted under this RFP or by MCDJFS. Notwithstanding the foregoing, MCDJFS may request additional information for clarification purposes only.

2.6 Acceptance & Rejection of Proposals

MCDJFS reserves the right to reject any or all proposals. The selection of a proposal by the MCDJFS shall be final upon approval by the Board.

2.7 Evaluation & Award of Contract

The review process will be conducted in three (3) parts:

1. Preliminary Proposal Review examines the proposal to ensure it meets the minimum requirements and mandatory conditions specified in the RFP.

- ✓ The proposal must have been received at the address indicated in the RFP by 12:00 noon (local time), November 2, 2009. **A proposal not received at the designated address by the specified date and time will be immediately rejected.**
- ✓ The cover page of the proposal must be signed by an authorized representative of the Bidder (see Section 2.4). One (1) signed original proposal, six (6) copies and the CD-ROM version (see Section 2.5) must be submitted. Any variations from this requirement will result in a reduction in points during the Review Committee Process. Please refer to Section 1, "General Information" for additional details regarding this requirement.

2. Review Committee Process

- ✓ All proposals meeting the requirements of Section 2.7, of section 1 above will be reviewed, evaluated and rated by a Review Committee that may be composed of MCDJFS staff, specialists in the RFP program area and other community representatives. Review Committee representatives will not include Bidders to this RFP or anyone else who may have any conflict of interest that would prohibit a fair and equitable review process.
- ✓ The Review Committee will evaluate each proposal against the criteria specified in the RFP. During the evaluation, the Review Committee may request additional information from the Bidder. Failure to respond to such requests for information will result in the Bidder's proposal being reviewed as submitted. Such information requests and Bidder's responses must always be in writing.
- ✓ Proposal submission must meet format specifications as stated in Section 6 of this RFP, including maximum number of pages for the training description forms, font and line spacing specifications, and completion and inclusion of the cover page and all required attachments. Proposals must also include the required number of copies, as stated in Section 2.5. Evaluation Points will be lost if these requirements are not met.
- ✓ The Review Committee shall review all qualified proposals. A standard Proposal Evaluation Rating Sheet (see following page) will be used. The range of evaluation points and the evaluation criteria for each required section of the proposal is detailed in the Rating Sheet and Section 6 of this RFP. In order to be considered for funding, a proposal must earn a minimum of one hundred twenty (120) points out of one hundred and fifty (150) points or, 80%.

Proposal Evaluation Rating Sheet

Training curriculum will be rated individually

Maximum Points	High	Moderately High	Average	Below Average	Poor	Unacceptable
5 points	5	4	3	2	1	0
Application Format*						
<i>Cover page signed, format specifications, application assembly order, and required number of copies.</i>						
10 points	10	9-8	7-6	5-4	3-2	1-0
Training Summary						
<i>Summarization of the proposed program, activities, goals, collaborating activities (if applicable) and strategies for meeting MCDJFS desired results (not to exceed one page).</i>						
20 points	20-18	17-14	13-11	10-7	6-4	3-0
Training Demand & Supply						
<i>Description of current employer demand for training, listing of other known providers offering the same training, an explanation as to why this particular training will be in high demand (not to exceed two pages total).</i>						
20 points	20-18	17-14	13-11	10-7	6-4	3-0
Organizational Capacity						
<ul style="list-style-type: none"> • Suitable administrative, accounting and management information systems in place • Sufficient staff in place with experience working with this population • Adequate policies and procedures in place • A demonstrated ability to work with all relevant agencies and other organizations in meaningful collaborative and/or partnership manner • Not to exceed two pages 						
25 points	25-22	21-17	16-12	11-8	7-4	3-0
Experience with Target Population						
<ul style="list-style-type: none"> • Description of the organization's experience in providing proposed services to the target population • Description of the organization's record of program participants' successful attainment of related program goals • Not to exceed two pages 						
50 points	50-43	42-34	33-25	24-16	15-8	7-0
Training Program and Service Delivery						
<ul style="list-style-type: none"> • A proposed program and service delivery model that responds to the areas described in Section 4.2 of this RFP • A clear identification of the key components of the service delivery model and description of the specific strategies employed to achieve the intended results • A detailed description of the established relationships with any specified referral sources and how service linkage and follow-up will occur • A timetable of program operations • Prior successful performance in this service area • Not to exceed three pages 						
20 points	20-18	17-14	13-11	10-7	6-4	3-0
Internal Evaluation and Accountability						
<ul style="list-style-type: none"> • Bidder should be able to demonstrate the ability to document, track, analyze data, and submit monthly and quarterly reports to MCDJFS • Meaningful benchmarks, performance measures, and outcomes should be identified • The stated rationales for targeting these performance measures should be sound • The organization should be able to demonstrate the ability to document, track and analyze participant and program progress and have the systems in place to accomplish this • The organization should have the tools and methods in place to measure client satisfaction • Not to exceed two pages 						
150 Total Points	150-126	125-100	99-74	73-49	48-24	23-0

*The Application Format points will take into account the entire Proposal Packet.

The Review Committee may consider information from sources other than the written proposal to evaluate the Bidder's administrative abilities. Other sources of information may include, but are not limited to, written responses to any clarifying questions posed by the Review Committee, Bidder's experience in administering similar services, and any monitoring data regarding Bidder's performance of current or prior contracts with MCDJFS. This information must be based on factual data and provided in writing.

The final composite Review Committee Evaluation Rating Sheet, which includes the Bidder's prioritized ranking, will be maintained on file by MCDJFS. The end result of the review process is a prioritized list of applications in descending order from highest scoring to lowest scoring proposals.

3. **Administrative Review** - Following the detailed scoring by the Review Committee, the results will be evaluated by MCDJFS administration in order to ensure that all facets related to predicted performance were considered. In selecting the successful proposal, the MCDJFS evaluation will take into consideration, but will not be limited to:
- ✓ Criteria used in the Review Committee's review process;
 - ✓ Strength and stability of the Bidder to provide the requested services;
 - ✓ Ability to meet the project/program timelines;
 - ✓ Overall responsiveness and completeness of the Proposal as well as the likelihood that, in the opinion of MCDJFS and at the sole discretion of MCDJFS, the Proposal best meets or exceeds MCDJFS expectations;
 - ✓ Scope of services being proposed;
 - ✓ Collaboration letters;
 - ✓ Any other factors considered relevant by MCDJFS and demonstrated by the Proposal or investigation by MCDJFS;
 - ✓ Budget analysis, including reasonableness and cost effectiveness of proposed services;
 - ✓ Any other factors considered relevant by MCDJFS, including performance on prior and current contracts with MCDJFS; and
 - ✓ Experience with a similar project/program of comparable size and scope, including any available information regarding program results.

Any Bidder whose proposal was not selected ("Unsuccessful Bidder") will be notified of their non-selection immediately after the Selected Bidder(s) is (are) notified. If a Selected Bidder fails to execute a Contract within the Contract development period specified in Section 1.1 of this RFP, MCDJFS may, at its sole discretion, award the Contract to another Bidder whose proposal met the requirements of the RFP and addenda. The period of time within which such an award of the Contract may be made shall be subject to the written agreement between MCDJFS and the new Selected Bidder.

2.8 Post Selection Meeting

If an Unsuccessful Bidder wishes to discuss the selection process, a request for an informal meeting with MCDJFS and the explanation for it must be in writing and received within seven (7) working days from the mailing date of the notification of non-selection. The request shall state the reason(s) for the meeting, citing the law, rule, regulation, or RFP procedure(s) on which the request is based. All requests must be signed by an individual authorized to represent the Bidder and must be addressed to the Contact Person described in Section 2.5, hereof.

2.9 Caveat

Proposal selection does not guarantee that a contract for services will be awarded. All proposals will be evaluated based on the criteria in the RFP (see the Rating Sheet under Section 2.7, hereof). MCDJFS will work with the Selected Bidder(s) to finalize the details of the Contract document(s). **If MCDJFS, in its sole discretion, determines that MCDJFS and the Selected Bidder(s) are unable to successfully come to terms regarding the Contract within a reasonable time period, MCDJFS reserves the right to terminate discussions. If this happens, MCDJFS, in its sole discretion, reserves the right to either 1. Select another Bidder from the bid process with whom to negotiate the Contract, 2. Cancel the RFP, or 3. Reissue the RFP.**

2.10 Termination for Convenience

MCDJFS reserves the right to terminate the resulting Contract at its convenience during the contract period or any subsequent renewal period by giving the Contractor thirty (30) days written notice. Such terminations shall be subject to Board approval.

2.11 Termination for Default/Suspension of Referrals

MCDJFS shall terminate the Contract should a Selected Bidder fail to carry out the terms and conditions of the Contract after issuance of a notice of required improvement (“cure notice”) following approval by a resolution of the Montgomery County Board of Commissioners. MCDJFS may also suspend referrals and/or payment to a Selected Bidder pending the outcome of any investigations alleging breach of contract. A Selected Bidder will have thirty (30) days after the date of a cure notice to develop and submit to MCDJFS a Corrective Action Plan (“CAP”) that adequately addresses issues identified in the cure notice. Following the CAP’s approval by MCDJFS, a Selected Bidder will have sixty (60) days or another mutually-agreed upon timeframe, within which to implement the CAP and make any necessary corrections. If, after such notice, a Selected Bidder fails to remedy the conditions, MCDJFS will issue an order to stop work immediately and terminate the Contract without obligation.

2.12 Complaint Process

MCDJFS clients and bidder staff connected to MCDJFS activity shall have the right to use the complaint procedures outlined by the Ohio Department of Job & Family Services and the U.S. Department of Labor Civil Right Center (“CRC”) for resolution of any dispute relating to a MCDJFS program which involves discrimination on the basis of race, color, gender, national origin, religion, political affiliation or belief, or status as a MCDJFS participant.

The successful bidder shall cooperate in the investigation and resolution of any complaint to which it is a party, and shall abide by the terms of any resolution or decision made under the procedures.

2.13 Conducting Business Involving Relatives

No relative by blood, adoption, or marriage, which shall include: spouse, significant other, child (including adult children), parent, sibling, sibling’s spouse, aunt, uncle, niece, nephew, stepparent and stepchild (including adult stepchildren), of any executive or employee of the successful bidder shall receive favorable treatment from the successful bidder for enrollment into, or employment related to, the MCDJFS activity. The successful bidder shall also avoid entering into any subcontract or agreement to provide programs or services related to the MCDJFS activity with an executive’s or employee’s relative by blood, adoption, or marriage. When it is in the public’s interest for the organization to provide a service related to the MCDJFS activity with a relative, the successful bidder shall obtain written approval from MCDJFS before entering into an agreement. All correspondence shall be kept on file and available for monitoring and audit reviews.

2.14 Nepotism

No individual may be placed in any MCDJFS activity if a member of that person’s immediate family is directly supervised by, or directly supervises, that individual.

2.15 Political and Sectarian Activities

No sectarian (i.e., religious) or political activities may be conducted in connection with MCDJFS activity. Participants shall not be employed through MCDJFS contracts to carry out the construction, operation, or maintenance of any part of any facility that is used or is to be used for sectarian instruction or as a place for religious worship, except that maintenance of a facility is allowed if it is not primarily or inherently devoted to sectarian instruction or religious worship, (i.e., where the person or entity operating the facility is part of a program or activity providing services to participants).

Section 3. Terms and Conditions

If a Contract ensues, the RFP and the commitments made in the selected proposal will become contractual obligations, including any information requested during Contract development by MCDJFS. Failure of the Selected Bidder(s) to accept these obligations may result in cancellation of the award.

3.1 Type of Contract and Subcontracting

The Contract will incorporate the requirements of the RFP, the Selected Bidder's proposal, and all other agreements that may be reached during Contract negotiation.

The Contractor is responsible for the execution of the project/program and Contract requirements. If the Contractor chooses to provide services via sub-contractor(s), the Contractor is fully responsible for all sub-contractor(s) delivery of service and payment thereof. The Contractor will not subcontract or assign the Contract nor shall any subcontractor commence performance of any part of the work included in the resulting Contract, without the previous written consent of MCDJFS. Acceptance or rejection of a proposed subcontract is at the sole discretion of MCDJFS.

3.2 Contract Period, Funding & Invoicing

The term of the Contract shall be for an approximate thirteen (13) month period, commencing no sooner than November 1, 2009, and ending no later than December 31, 2010. Subject to the availability of funds and at the sole discretion of MCDJFS (with the approval of the Board), a Contract may be renewed for up to one additional twelve (12) month period. Any such Contract renewal will be based on Contractor's performance as determined solely by MCDJFS.

A Contractor can claim payment only for services already provided and must submit invoices for payment at a minimum of once per month. Invoices must be submitted within fifteen (15) days of the last day of the month of service delivery (**for example, invoices for services delivered in the month of August must be presented to MCDJFS no later than September 15th.**) **Generally, reimbursement by MCDJFS is made within thirty (30) days of receipt of an accurate invoice reflecting actual expenses.** The funds designated for the Contract Period are subject to funding requirements and restrictions under the various funding allocations.

3.3 Confidentiality & Security

A Selected Bidder/Contractor who has access to confidential information will be required to keep that information confidential. The Selected Bidder/Contractor must agree to comply with all Federal and State laws applicable to MCDJFS and/or clients of MCDJFS concerning confidentiality of MCDJFS clients. Any use or disclosure of information concerning MCDJFS clients for any purpose not directly related to the administration of the Contract is prohibited. If a Contractor subcontracts, the subcontractor shall also be subject to the foregoing confidentiality requirements and shall be required to agree to said confidentiality requirements in writing whether under a contract with the Contractor or in a separate document.

3.4 Duplicate Billing

A Contractor shall warrant that claims made to MCDJFS for payment shall be the actual cost for authorized services rendered to eligible individuals and such claims shall not be made against other funding sources for the same services. Use of funds awarded through any contract with MCDJFS by the Contractor to supplant any other existing funding sources is strictly prohibited.

3.5 Additional Contract Information

- **Contractors will be subject to announced and unannounced monitoring by MCDJFS which is totally independent and distinct from the audit requirements described in Section 1.11, hereof. MCDJFS will also conduct a contract Risk Assessment in accordance with the Ohio Department of Job and Family Services (“ODJFS”) procurement rules.**
- MCDJFS reimburses for services primarily on a cost reimbursement basis. All invoices for services must be submitted, at a minimum, monthly to MCDJFS (see Section 3.2, hereof). All amounts on the invoice are to be supported by documentation attached to the invoice. The Contractor must retain all documentation for actual expenses of those services for three (3) years or until the completion of an audit. There are no exceptions to this requirement.
- MCDJFS will only reimburse for the agreed upon rates and/or costs incurred under the terms of the Contract.
- Payment of invoices will be contingent upon the Contractor’s use of mandated MCDJFS reporting mechanisms.
- Project deliverables must be clearly defined in the Contract and progress will be monitored throughout the duration of the Contract.
- Should future funding be available, the Contract may be renewed. Contract renewal will be based upon performance, compliance with all Contract terms, requirements of any future RFP(s) and continued local need, as determined solely by MCDJFS.
- **MCDJFS reserves the right to extend and/or amend the Contract based on the Contractor’s performance as determined solely by MCDJFS, contingent upon Board approval.**

Section 4. Requirements & Specifications for Services

4.1 Background

The Governor’s Office of Faith Based and Community Initiative (GOFBCI) and the Ohio Commission on Fatherhood (OCF) have released a Grant for Ohio nonprofits working to strengthen fatherhood throughout the state through the Ohio Department of Job and Family Services (ODJFS). Funding will focus on programming that enhances parenting skills of fathers, provides employment-related services for low-income non-custodial fathers, works to prevent premature fatherhood, provides services to fathers who are inmates or have just been released from imprisonment, and increase public awareness of the critical role fathers play in the lives of their children.

4.2 Project Overview

Program Area Descriptions:

This RFP is seeking proposals from Bidders that can provide the following specified activities of one or more of these areas:

- Develop a partnership with (“MCDJFS”) Child Support Enforcement Agency (CSEA) to ensure the father has a full understanding of navigating the system to fulfill a financial need to their child(ren).
 - This may include the establishment of paternity for their child(ren)
 - This may include the establishment of a child support order for their child(ren)
 - The enforcement of payment of child support
 - Dealing with child support debt (managing arrears)
 - Driver’s license or passport reinstatement issues
 - Information on how to modify child support orders(Note: CSEA is expressly prohibited from dealing with custody and visitation issues.)
- Develop a partnership with (“MCDJFS”) Children Services Division (CSD) to ensure the father has a full understanding of navigating the system to fulfill the parenting needs to their child(ren).
 - A contact person at the agency will be designated to provide information in a timely manner to the selected vendor(s)
 - The vendor(s) will complete an assessment of the father’s needs and the information will be provided to the designated contact person at CSD so collaboratively the needs can be addressed

- A variety of services will be provided to the fathers consistent with the mission statement through networking sources
- CSD may be available to assist with quality visitation workshops
- Develop a partnership with (“MCDJFS”) Workforce Development by providing Career Assessment and Career Counseling Services, as well as various workshops.
 - Conduct comprehensive assessment of skills, attributes and interests for each individual.
 - Provide appropriate feedback
 - Explore with individuals options in high-demand and high-growth industries
 - Identify barriers to completing training and/or obtaining employment
 - Develop individualized career plan
 - Provide direct contacts and assist individual in navigating workforce systems
- Create workshops on interviewing, networking and job search strategies
 - Pre-employment workshops focusing on tips and strategies to assist participants to remain employed, with special emphasis on tips for successful completion of probationary period
 - Resume development providing complete professional preparation services, as well as offering cover letter, salary histories, reference lists, and other documents which facilitate a successful employment search
 - Job search workshop focusing of effective job search techniques including telephone contact skills, employment applications, resumes, cover letters, networking and responding to job postings
 - Interviewing Workshop focusing on the “how to” of getting to an interview; preparing for an interview; answering interview questions accurately; learning what questions should not be asked; and how to follow up after an interview
 - Networking Workshop focusing on the importance of building relationships and “people connections” to effectively job search; tip, tools and techniques necessary to network with more confidence and success
- Develop a partnership with (“MCDJFS”) Social Services and Income Support Division by providing employment referral and placement services, as well as tracking employment retention.
 - Work with the fathers to directly provide employment leads
 - Provide specific employment development for individuals
 - Provide employment matching to employment opportunities listed in various media and groups
- Create techniques and tracking for employment retention
 - Promote employment retention through follow-up services
 - Track the length of retention periods
- Create awareness and outreach activities to promote the program
 - Create literature / pamphlets to be distributed throughout the community to create an awareness and promote an outreach for the program.
 - Hold an open house to promote the program to the community
 - Network with other organizations to create awareness and outreach
- Provide Father Specific Parenting / Engagement Classes
 - Promote parenting skills and involvement with the child(ren)
 - Provide classes to enhance relationship skills
- Provide Individual / Group Counseling (Peer Support) Sessions
 - Promote individual support
 - Promote group (peer) support
- Identify & Recommend Drug Addiction and / or Mental Health Services
 - Provide referral services for drug related services
 - Provide referral services for mental health services
 - Provide drug prevention training sessions
- Facilitate and / or Provide Mediation Services
 - Provide referral services for mediation services
 - Provide relationship building sessions
- Facilitate Visitation Services

- Provide referral services for legal advice
- Educate fathers on their rights and responsibilities

4.3 Bidder Project Requirements

All Bidders must demonstrate their experience, staff qualifications, successful history in delivering the proposed services and the capacity to deliver said services within the proposal. Bidders must also have the ability to assist with the client eligibility determination process and submit monthly and quarterly reports as required by MCDJFS.

4.4 Project Deliverables and Work Schedule

MCDJFS has designated a projected \$100,000.00 for the provision of the services specified in this RFP. Bidders are required to provide performance measures that clearly delineate the number of people to be served and program specific goals and measurable client outcomes. Should the Bidder be awarded a contract, all outcome measure targets will be negotiated, based upon the measures specified in the successful Bidder's proposal, and included in the contract language developed with MCDJFS contract staff. The selected service contract must be cost effective and utilize service strategies that are based upon current research and that respond to the specific service needs of the populations to be served.

Any interested Bidder must submit a completed proposal following the procedure outlined in this Request for Proposal no later than November 2, 2009 at 12:00 noon (local time).

The Contract Period for a selected Bidder's proposal will begin on the award date and will last through December 31, 2010. Renewals shall be at MCDJFS sole discretion.

Section 5.0 Technical Requirements

Bidder(s) must demonstrate the ability to meet the following requirements:

- Internet access with a minimum of 56K baud modem rate.
- The ability to import and export data from MCDJFS via various types of formats such as text files, and commonly used spreadsheet, word processing and database programs, or other formats as agreed upon by MCDJFS and Bidder.
- Have database backup capabilities of MCDJFS data and have a disaster recovery plan in the event that MCDJFS data is corrupted or destroyed by system failure or acts of nature.
- In the event Bidder(s) would desire to enter into any subcontract involving the direct delivery of sharing of MCDJFS data, written notification would be given and prior approval to any subcontract would be sought by Bidder(s) by MCDJFS.
- Have minimum version Internet Explorer 5.5 or higher.
- Must maintain current technology updates as required by MCDJFS in regard to Internet browser versions.
- Comply with MCDJFS requirements for providing a secure environment for MCDJFS data.
- Supply MCDJFS with reports or statistics for proposed project.
- Have properly working hardware and software to retrieve, import, and export MCDJFS data.

Section 6. Application Format

6.1 Required Format Specifications

Complete all sections of the application as instructed. Applications not meeting the following format specifications will have up to a maximum of five (5) points deducted.

- 8.5" x 11" plain white paper (No binders or coiled binders)
- A 12-point "Times New Roman" black font must be used.
- Pages are to be single sided.
- Lines must be single spaced.

- Must remain within the number of pages as instructed.
- Stapled once in the upper left hand corner

6.2 Collaboration Letters (Bid Opening Package)

MCDJFS strongly encourages Bidders to demonstrate collaborations and service linkages that would assist in achieving the objectives stated in Section 4.2 of this RFP.

Those collaborative relationships that are integral to the program design should be described in the Description of Training Program and Service Delivery section of the Training Description Packet.

Please provide Letters of Support/Reference. Each Letter of Support must include:

- Organization name
- Address
- Phone number and fax number
- Contact person
- Nature of relationship

(MCDJFS, at its sole discretion, may elect to contact references during the review process. If references cannot be provided, explain why.)

6.3 Personnel Qualifications (Bid Opening Package)

Please include the following information as it related to the training(s) contained in the proposal:

- Table of Organization
- Resumes of key personnel who will be directly involved with the proposed training
- Professional licenses
- Alternate signing letter-this letter, on company letterhead, indicates any other staff member(s) who is/are permitted to contractually obligate the selected bidder.

6.4 Budget Narrative and Budget Form (Proposal Package)

Bidders should present a sound approach to budgeting for the various aspects of program management and implementation.

6.4 A. Budget Narrative (Proposal Package)

Provide a description of revenues and expenses ("Budget Narrative"). The Budget Narrative must not exceed two (2) pages. Describe necessity and reasonableness of each budget line item. Statements should be concise and clear and not simply a restatement of the information presented in the budget. The budget should be developed with advice and assistance of Bidder's fiscal officer (if applicable), or from an accounting professional knowledgeable in this type of programming and funding sources. Although there is no match requirement, provide a summary of other funding that Bidder receives and, specifically, reference funding that will contribute to overall funding for the proposed program.

6.4 B. Budget Form

Complete MCDJFS Program Budget Form. The budget will be evaluated in accordance with standard accounting principles, clear support of proposed program components and cost effectiveness.

INSTRUCTIONS FOR COMPLETING THE CONTRACT BUDGET

The Contract Budget is to include all of the financial information regarding the Bidder's program. This includes all funding for the program, both federal and non-federal, and all related expenses. It is important that consideration be given to all projected program expenditures in preparation of the Contract Budget. The Contract Budget not only serves as a basis for Bidder's funding and reimbursement for the program expenses, but also represents the amounts that will initially be considered as allowable program expenses. Any expenditures that are not included in the initial budget may require renegotiation of the budget prior to the expenditure being allowable for the program. Amounts approved on the budget do not indicate the amounts that will be reimbursed but are estimates of the possible reimbursement. All amounts invoiced to

MCDJFS will be based on actual expenditures of funds and only those actual expenditures are reimbursable. Incentive payments, which will be paid upon verification of a qualified placement under both Short-Term Training Programs, will be paid outside the scope of the budget and therefore, should not be included in the total.

The budget is broken down into the major areas of expense. Behind the Contract Budget, and an integral part of the budget process, are the detailed expenses determining the overall budget. The Contract Budget amounts are calculated based on the detail presented on the Estimated Cost of Delivery of Purchased Services pages. It is very important that these estimates are adequately developed to ensure the Contract Budget includes the funding needed to provide all program requirements.

Contract Budget Page

The basic information for Bidder's program needs to be entered in the top box of the Contract Budget page. No other information is needed.

- Provider Information: The section referencing Bidder's name, address, phone, fax, and e-mail in the left column of the box **MUST BE LEFT BLANK.**
- Service Program: **MUST NOT REFERENCE THE NAME OF BIDDER**
- Contract Period – Date of execution through December 31, 2009, contract dates subject to change.

No additional information needs to be input on this page but once all of the Estimated Cost of Delivery of Purchased Services pages are completed, the Contract Budget should be reviewed for accuracy.

Estimated Cost of Delivery of Purchased Services

These details support Bidder's Contract Budget. These amounts are to be based on estimated expenditures to provide the program services outlined in the proposal. All related expenses required to provide these services need to be considered and included in these estimates. Reimbursement will be based on actual expenditures but are limited by the amounts included on these pages.

STAFF COSTS (SECTION I):

EMPLOYEE SALARIES: Include each position that will be directly charged to the program, the number of people in each position, and the position's annual salary. Indicate whether each position is filled or vacant (to be filled later). Filled positions should include the names of those employees filling them. Indicate the estimated total hours per week worked and hours to be worked on the proposed program. Indicate the number of months the position will be charged to the program if not a full year (for example a vacant position that will be filled for only 6 months of the program). Based on this input, the total annual salary for each position, percentage of time to the program and reimbursable salary will be calculated. Input the percentage of the program that may be funded through this RFP. For example if this proposal covers \$50,000 of a \$200,000 program, insert 25%.

PAYROLL RELATED EXPENSES: This section includes expenses related to payroll for the employees listed under employee salaries including all fringe benefits such as employer matching amounts, worker's compensation, retirement, insurance, etc. If a percentage is entered, the amount will be calculated based on the total reimbursable salaries from the Employee Salaries section. Amounts may also be entered directly into the "amount" column. If items are to be included that are not listed, these must be specified.

NON-EMPLOYEE SALARIES: This section covers any positions that will be directly charged to the program which are paid outside of the normal payroll system, including contract employees such as an outside accounting firm, teachers, or health care professionals that are paid on an hourly basis. Enter the same information in this section as entered for the Employee Salaries section above.

ADMINISTRATIVE COSTS AND PROFESSIONAL FEES: This section includes all personnel costs that have not been previously recorded. Examples include an accounting firm paid on a contractual monthly basis, audit costs, legal fees, and administrative charges allocated to the proposed program. Any allocated charges to the program are to be derived from an accurate, documented cost allocation plan.

PROGRAM COSTS (SECTION II): TRAVEL & TRAINING

Travel Expenses: Include any projected travel costs related to the service delivery of the proposed program. This may include field trips, home visits, meetings, employee travel expenses, and necessities for vehicles utilized for the program. Purchased transportation would include transportation for a fee such as taxi or bus fare.

Agency Training Expenses: Include expenses related to training of staff to provide the proposed services. This may include registration fees, lodging, meals, transportation fees, conference materials, etc. If the training will benefit multiple programs or funding sources, only the portion directly applicable to the proposal should be included.

CONSUMABLE SUPPLIES: Include any projected need for supplies to implement the proposed program including direct program supplies such as books and materials, and indirect supplies for managing the program such as office and cleaning supplies.

OCCUPANCY COSTS: Occupancy costs are to be based on three factors: (i) The square footage needed by the proposed program as a percentage of total facilities square footage; (ii) the annual rent or depreciation cost (if Bidder owns the building); and (iii) the percentage of the overall program funded through the proposal to MCDJFS. Bidder must provide square footage for the program and the building; either the annual cost of rent per square foot or the annual depreciation figures, and the percentage of program funding provided through this RFP should the Bidder be awarded a contract. The charges to the Contract Budget will be calculated from these figures.

The expense for utilities and maintenance and repair should include the overall expenses which will then be prorated to the program based on building square footage and the portion of the proposed program to be funded through this RFP. If there are specific utilities related only to the portion of the program Bidder proposes MCDJFS fund, list these separately and the amount chargeable to the Contract Budget will be calculated based on the percentage of the program for which the proposal is seeking funding.

INSURANCE COSTS: Include all non-vehicle insurance costs in this section and the percentage of these costs directly related to the proposed program.

OTHER MISCELLANEOUS PROGRAM COSTS: Include in this section any projected expenses that are not listed under any other area of the Contract Budget.

EQUIPMENT COSTS (SECTION III):

EQUIPMENT SUBJECT TO DEPRECIATION: This section includes all equipment utilized by the program that exceeds Bidder's fixed asset threshold or \$5,000, whichever is lower. For example, if Bidder's fixed asset threshold is \$500, any piece of equipment over \$500 is to be included here. However, if Bidder's threshold is \$7,500, all individual items over \$5,000 are to be included here. The equipment costs listed here will be reimbursed based on the annual usage associated with the proposed program's portion of the equipment's usage. Please list each item of equipment separately with the required information in Part A. In Part B, include the useful life as determined by Bidder's fixed asset policy and the percentage the equipment will be utilized by the proposed program. This percentage should take into consideration both the percentage of use by the program and the percentage of the program that may be funded through this RFP. For example, if a vehicle is 50% to the program and your proposal includes 50% of program funding from another source, the percentage would be 25% (50% of 50%).

SMALL EQUIPMENT PURCHASES: This section includes all purchased equipment utilized by the program that was not included above. This equipment will be reimbursed as purchased based on the proposed program's percentage of the equipment's use. To calculate the percentage to the Contract Budget, take the percentage to the program times the percentage of proposed MCDJFS funding of the program as noted above.

LEASED AND RENTED EQUIPMENT: Include those items of equipment to be utilized by the program that are leased or rented. Once again, to calculate the percentage to the Contract Budget, take the percentage

of the equipment's usage to the program times the percentage of the program that may be funded through this RFP as noted above.

EQUIPMENT REPAIR AND MAINTENANCE: Include repairs and maintenance to equipment utilized by the program. Remember to calculate the percentage to the Contract Budget by taking the percentage to the program times the percentage of the proposed portion of MCDJFS funding of the program as noted above.

TUITION CHARGES (SECTION IV) (TUITION BASED PROGRAMS ONLY):

If the program is a tuition-based program, fill in the appropriate information for each type of program. "Total Program Units" will include all projected participants in the program. "Units Under Contract" will only include projected participants reimbursable by MCDJFS.

UNIT RATE CHARGES (SECTION V) (APPROVED PROGRAMS ONLY):

If the proposed program has been approved for unit rate charges, fill in the appropriate information for each type of service unit. "Total Program Units" will include all projected units in the program. "Units Under Contract" will only include projected units reimbursable by MCDJFS.

INCOME PAGE: On this page Bidder must disclose all projected funding for the organization.

Part A: Include all funds for the program for which Bidder is seeking funding. For example, if Bidder is proposing that MCDJFS fund \$50,000 of a \$200,000 program, there should be \$50,000 listed under MCDJFS and another \$150,000 in other funding categories. For each type of federal, state, or county funding, please specify the source and type of funding received.

Part B: Include all projected funding for Bidder's organization. Once again please specify each source and type of federal, state, or county funding Bidder plans to receive. Please be aware that many federal and state funds are passed through local governments and other organizations. Bidder may need to contact the granting agency to find out the true source of these funds.

UNALLOWABLE COSTS:

Use of federal funds for prohibited purposes will result in the loss or recovery of those funds. Funds may not be utilized for the following:

- Advancement of political or religious points of view, fund raising or lobbying.
- Distribution of factually incorrect or deceitful information.
- Consulting fees for salaried program personnel to perform activities related to the program.
- Bad debts of any kind.
- Lump sum indirect or administrative costs.
- Contributions to a contingency fund.
- Entertainment (for example paying for entertainment for management).
- Fines and penalties.
- Interest or other financial payments.
- Contributions made on behalf of program personnel.
- Costs to rent equipment or space owned by the funded agency.
- Inpatient services.
- The purchase or improvement of land.
- The purchase, construction, or permanent improvement of any building.
- Satisfying non-federal fund matching requirements to receive any federal funding.
- Contracts for compensation with advisory board members.

A signed original and six (6) copies of the proposal along with the CD version shall be submitted to MCDJFS as specified in Section 2.5 of this RFP.

Cover Page: Bidders must use Attachment 1 (cover page) as provided in this RFP. Complete all sections of the Cover Page form. Bidder's authorized representative must sign the Cover Page of at least one of the submitted copies.

All Bidders must include each of the following sections. The maximum number of points that can be awarded for each section is provided (Section 2.7 – Rating Sheet). Total possible points = 150.

Section 7. Attachments & Application Checklist

7.1 Attachments:

The documents listed below are to be completed in their entirety by the Bidder.

1. Attachment 1 -- RFP Cover Page
2. Attachments 2 & 3 -- Ohio Homeland Security – Declaration of Material Assistance Form
(Attachment 3) [Terrorist Exclusion List]
3. Attachment 4 -- Representations, Assurances and Certifications
4. Attachment 5 -- MCDJFS Budget Form
5. Attachment 6 – Request for Taxpayer Identification Form

7.2 Application Checklist:

Bid Opening Package

- RFP Cover Page (signed)
- Ohio Homeland Security – Declaration of Material Assistance Form
- Representations, Assurances and Certifications
- Collaboration Letters
- Personnel Qualifications (including Alternate Signing Letter, if applicable)
- Request for Taxpayer Identification Form

Proposal Package

- Proposal (1 Original and 6 Copies)
- Budget Narrative and Budget Form
- Microsoft Compatible CD-Rom (Proposal and Budget Narrative and Form)