PUBLIC NOTICE
REQUEST FOR PROPOSALS (RFP)

The Montgomery County Department of Job and Family Services (MCDJFS) is soliciting Request for Proposals (RFPs) for the following services on the date and time as listed below:

**Ohio Works First (OWF) Services & Supplemental Nutrition Assistance Program and Education and Training (SNAP E&T) Services**

The Live Virtual Bidder’s Conference, which is highly encouraged to attend, will be held on Wednesday, October 14, 2020 at 11 a.m. EDT via Microsoft Teams using the following link.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTlmOWE5ZGMtNTg2MC00ZjRmLWFiZmUtOThkNTg3ZWJiODU0%40thread.v2/0?context=%7b%22Tid%22%3a%22%3a%2250f8fcc4-94d8-4f07-84eb-36ed57c78a2-22%2c%220id%22%3a%22202f57a31-011d-4029-a3ee-be3b28b21ed8-22%2c%22IsBroadcastMeeting%22%3atrue%7d

Bids will be received via e-CImpact until 12:00 p.m. (noon, EDT) Wednesday, October 28, 2020 for Ohio Works First (OWF) and Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Services. Use the following link to register your company and submit a proposal:

**Accessing e-CImpact**
Requirements: All you need to access e-CImpact is a computer with an internet connection and current version of web browser (example: Internet Explorer, Firefox, Chrome, Safari)

To access the e-CImpact website, please go to:

Please bookmark the address to easily access e-CImpact at your convenience.

**Description of Services**
To contract with service provider(s) who can provide Ohio Works First (OWF) and Supplemental Nutrition Assistance Program Employment and Training Services (SNAP E&T) to income eligible Montgomery County residents.

There are four (4) key components to this proposal – the service delivery of the required work activities; the provision of case management services; the management, tracking, analysis and reporting of the OWF and SNAP E&T customer’s demographics and participation; and the provision of employment placement and retention services.

**Target Population:**
Such services are to be provided to income eligible Montgomery County Residents with OWF/SNAP E&T approved applications. OWF provides eligible customers with Job Search and Job Readiness services to prepare and obtain employment and become self-sufficient. SNAP E&T provides eligible customers with food assistance while providing Education and Training services for gainful employment to become self-sufficient.

**Funding:** $600,000.00 (OWF $500,000.00 & SNAP E&T $100,000.00)
All Bidders of services specified in this RFP must be able to provide services in the following areas:

- Job search and Job Readiness training for customers of the Ohio Works First (OWF) program in Montgomery County
- Develop and manage Work Experience Program (WEP) sites to include an adequate number of slots for the projected customers
- Manage OWF customers’ participation in the WEP program and report results to MCDJFS
- Facilitate up-front orientations, testing, evaluations and job interviews as necessary for proper placement at WEP sites and supportive services
- Perform assessment and testing to make decisions on appropriate assignments and case plans
- Implement strategies to ensure customer compliance and engagement
- Routine monitoring of each WEP site to assure compliance with agreement terms and conditions
- Act as the primary point of contact for the WEP sites with customer issues (attendance, behavior, non-cooperation with employment plan, etc.)
- When applicable, coordinate background checks, fingerprinting, etc., as required by the various WEP sites
- Assign and manage customers into appropriate WEP sites
- Provide or coordinate services for ESOL participants
- Provide or coordinate alternative work activity assignments
- When applicable, provide virtual work assignment options
- Coordinate with MCDJFS on any work activity changes and amend assignments
- Conduct job placement activity, manage the transition of customers to self-sufficient employment
- If sanctioned, provide data related to the customer’s cooperation with Self-Sufficiency Contract and Plan
- Daily monitoring of customer’s attendance to ensure ongoing participation at the assigned location
- Report attendance data to MCDJFS on a weekly basis and final reporting on monthly basis. MCDJFS requires that the data must be in a format approved by MCDJFS that can be transmitted electronically
- Report to MCDJFS any discrepancies, issues and/or concerns with customer attendance and/or behavior throughout the customer’s assignment
- Deliver services in accordance with rules and guidelines governing OWF program
- Identify barriers and implement barrier removal solutions
- Coordinate supportive services
- Coordinate service delivery with the Montgomery County Department of Job and Family Services Self-Sufficiency Contract and Plan and other MCDJFS policies
- Develop written processes and procedures for administering activities and services
- Utilize a case management database to maintain customer case notes and records
- Utilize an attendance tracking and monitoring system
- Submit reports and documents to MCDJFS

**Insurance Requirements:**
Selected Bidder shall provide, at its expense, the following coverage for not less than the following amounts or greater when required by Laws and Regulations:
1. **Commercial General Liability**
   - General Aggregate: $2,000,000
   - Products – Completed Operations Aggregate: $1,000,000
   - Personal and Advertising Injury: $1,000,000
   - Each Occurrence: $1,000,000

2. **Automobile Liability** – with a limit of a combined single limit of: $1,000,000

3. **Workers' Compensation and Employers' Liability**
   - Workers' Compensation: Statutory
   - Employers' Liability:
     - Each Accident: $1,000,000
     - Disease – Each Employee: $1,000,000
     - Disease – Policy Limit: $1,000,000

4. **Professional Liability (Errors and Omissions Liability)**
   - The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Services of this contract.
   - Each Claim: $1,000,000
   - Annual Aggregate: $3,000,000

5. **Cyber Liability Coverage**
   - Information/Security & Privacy: $1,000,000 claim/aggregate
   - Regulatory Action (Defense & Penalties): $1,000,000 claim/aggregate
   - Website-Media Content: $1,000,000 claim/aggregate
   - Privacy Breach Response: $1,000,000 claim/aggregate
   - Extortion: $1,000,000 claim/aggregate

The Insurance shall be issued by an insurance company authorized to conduct business in the State of Ohio and having an AM Best rating of “A-VII” or better. Current certificates of all policies required to be maintained by Provider pursuant to this article shall be provided to the Board. In addition, the Board shall be named as additional insureds on a primary and non-contributory basis. General Liability additional insureds should be on CG 2010 10 01 or 04 13 and CG 2037 0704 or an equivalent. All insurance policies required by this article shall be subject to a sixty (60) day written notice of cancellation or diminution of coverage to MCDJFS Contracting Unit, 1111 South Edwin C. Moses Blvd., Dayton, Ohio 45422. Cancellation of insurance will constitute a default, which, if not remedied within the thirty (30) day notification period shall cause immediate termination by MCDJFS.

One or more contract(s) will be awarded as a result of this bid process and will become effective January 1, 2021 through December 31, 2021. The contract may have two (2) extension options at the recommendation of the Director of MCDJFS: Option 01: January 1, 2022 through December 31, 2022; and Option 02: January 1, 2023 through December 31, 2023. All funding is contingent upon the continued availability of funding and is subject to State and Federal regulations, including Title VI of the Civil Rights Act and Section 504 of the Rehabilitation Act.

Questions concerning this Request for Proposal or the Virtual Live Bidder’s Conference may be directed to: Diana Fugate, Contractor Evaluator Negotiator
Montgomery County Department of Job and Family Services
1111 S. Edwin C. Moses Blvd., Contracting Unit
Dayton, Ohio 45422
Telephone: (937) 225-4195
E-mail: MCDJFS-CD@jfs.ohio.gov
Explanation: 5101:9-4-02 Standards for acquisition

(A) Federal and state acquisition requirements
(1) Each county family services agency (CFSA) and workforce development agency (WDA) shall ensure that all purchases of services, supplies, and equipment funded by state or federal funds received from the Ohio department of job and family services (ODJFS) meet applicable federal and state statutes, regulations, rules and office of management and budget (OMB) circulars A-102 and A-133 and 2 C.F.R. 225. These requirements include, but are not limited to, Chapter 125 of the Revised Code, this chapter, and:
   (a) 7 C.F.R. 3016.36 for the expenditure of food and nutrition service funds;
   (b) 29 C.F.R. 95 when not-for-profit organizations expend department of labor (DOL) funds;
   (c) 29 C.F.R. 97 when governments expend DOL funds;
   (d) 45 C.F.R. 74 when not for profit organizations expend department of health and human services (HHS) funds; and
   (e) 45 C.F.R. 92 when governments expend HHS funds.
(2) This chapter contains a number of provisions from the applicable federal rules, but not all such provisions.

(B) Acquisition standards
(1) Development of written standards
Each CFSA and WDA shall develop written acquisition standards. These acquisition standards shall comply with all applicable federal and state acquisition statutes, regulations, rules, and circulars. The written standards shall also contain all relevant requirements of the provisions of this chapter, including the requirements listed in rule 5101:9-4-07 of the Administrative Code.
(2) Application of standards
(a) The CFSA and WDA shall follow its written acquisition standards whenever making any acquisition funded by state or federal funds the CFSA or WDA received from ODJFS or county funds that are used to match state or federal funds received from ODJFS.
(b) The acquisition standards referred to in this rule and the requirements contained in this chapter do not apply to those acquisitions made exclusively with county funds that are not used to match state or federal funds received from ODJFS.
(c) These acquisition standards are applicable to any sub-grantee entity of the CFSA or WDA that is funded by state or federal funds received from ODJFS or county funds used to match these state or federal funds.
(3) Assurances
(a) Each CFSA and WDA is legally responsible to ensure that all acquisitions funded by state or federal funds the agency received from ODJFS or funds used as the local match for these funds meet the acquisition standards established under this chapter.
(b) Each CFSA and WDA shall ensure that all of its employees involved in procurement activities know and comply with these acquisition standards.
(c) Each CFSA and WDA shall ensure that any sub-grantee entity or vendor funded by state or federal funds received from ODJFS or county funds used to match those state or federal funds is aware of the requirements contained in paragraph (A) of this rule. The agency shall ensure that any grant agreement or contract, specify that any acquisition shall conform to these requirements.

Replaces: 5101:9-4-02
Effective: 03/05/2015