



# Morrow County

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## PROPOSAL ADMINISTRATION

### RFP TIMELINES AND INFORMATION:

RFP Issued	April 4, 2022
RFP Questions Due Date	April 22, 2022
Proposal Submission Due Date (Deadline)	May 5, 2022
Contract Award/Non-Award Notification	Week of May 13, 2022
Tentative contract presented to GOWBI for approval	June 1, 2022
Contract Start Date	July 1, 2022

**Morrow County Job and Family Services** reserves the right to adjust the schedule listed in the table above in the best interest of **Morrow County Job and Family Services** and/or to comply with procurement procedures. The Proposal Submission Due Date and the Contract Start Date will remain fixed and will not change.

### RFP ISSUANCE

The Request for Proposal (RFP) Packets will be available to the public beginning April 4<sup>th</sup>, 2022. The RFP Packets will be available for download from the Morrow County Job and Family Services website listed below:

[jfs.morrowcountyohio.gov](http://jfs.morrowcountyohio.gov)

### RFP QUESTIONS AND ANSWERS

All questions regarding this RFP should be submitted by **email** to the following email address not later than April 22, 2022: Email: [Jennifer.Kennon@jfs.ohio.gov](mailto:Jennifer.Kennon@jfs.ohio.gov)

Questions submitted by any other means (in person, by mail, or by phone, etc.) are not permitted and will not be addressed.

**Answers to RFP questions will be emailed to all proposers.**

## PROPOSAL SUBMISSION

Interested **proposers** must submit one (1) electronic file copy (MS Word Format) proposal. Send all proposals to: [Jennifer.Kennon@jfs.ohio.gov](mailto:Jennifer.Kennon@jfs.ohio.gov)

*\* All bids must be received by the addressee listed above not later than 9:00am local time, May 5, 2022. – NO EXCEPTIONS.*

*\*\* Proposers must submit a proposal packet for Morrow County. Each packet will be scored and evaluated by Morrow County.*

**Proposers** are fully responsible for all costs associated with the development and submission of a proposal. **Morrow County Job and Family Services** staff assumes no contractual or financial obligation as a result of the issuance of this RFP, the preparation and submission of a proposal by a **Proposer**, the evaluation of an accepted proposal or the selection of the finalist.

All proposals and associated materials become the property of **Morrow County Job and Family Services** once submitted to **Morrow County Job and Family Services**. The content of all proposals and associated materials will be held confidential to the fullest extent permitted by public agencies under Ohio law, until an award of contract is made.

**Morrow County Job and Family Services** reserves the right to reject any or all proposals, to accept or reject any or all of the items in the proposal, to waive any informality in the proposals received, and to award a contract in whole or in part if it is deemed to be in the best interest of **Morrow County Job and Family Services**. **Morrow County Job and Family Services** reserves the right to negotiate with any **Proposer** after proposals are reviewed, if such action is deemed to be in the best interest of **Morrow County Job and Family Services**.

**Morrow County Job and Family Services** reserves the right to cancel all or any part of this RFP at any time without prior notice.

**Morrow County Job and Family Services** also reserves the right to modify the RFP process and time limits as deemed necessary.

The time frame of this agreement of the initial service period will be designated for a 12-month period, beginning July 1, 2022, and ending June 30, 2023. **Morrow County Job and Family Services** shall have the option, upon thirty (30) days written notice to renew this agreement for up to three (3) successive option years thru June 30, 2026, based on successful performance outcomes and the availability of funds.

Providers must meet the following minimum standards to have their proposal(s) evaluated by the counties:

- The proposal was submitted before the closing time and date.
- The proposing organization is not on a Federal or State Debarment List.
- The proposing organization is fiscally solvent.
- The proposing organization has additional funding sources and will not be dependent on WIOA or TANF funds alone for ongoing operations.
- The person signing the proposal as the submitting officer has the authority to do so.

- The proposing organization agrees to meet all Federal, State, and local EEO and WIOA program and fiscal compliance requirements.

**REFERENCES**

- Please provide contact information for three (3) references demonstrating similar service capabilities.

**REQUIREMENTS**

Cover Page	This must include the RFP title, complete vendor name, and mailing address, phone number, email address, and name and signature of authorized representative.
Cover Letter	Proposals must include the telephone number, name, and title of the person <b>Morrow County Job and Family Services</b> should contact regarding the proposal.  Must indicate the proposer will comply with all requirements of the RFP.  Proposer must provide a brief description of the organization including history of your organization, when founded, number of years the organization has been in business, type of services provided, what differentiates your services from your competitors, number of full-time and part-time staff, legal status of vendor organization, i.e., corporation, partnership, sole proprietor, and federal tax ID number.  The organization must confirm that it will develop, maintain, and update an individual case file for each direct-service program participant. Case files cannot be destroyed without the written permission of <b>Morrow County Job and Family Services</b> . An authorized representative capable of binding the organization must sign the Cover Letter.
Conflict Of Interest	Each proposer shall include a statement indicating whether or not the organization or any of the individuals performing work under the contract has a possible conflict of interest and, if so, the nature of that conflict.  <b>Morrow County Job and Family Services</b> reserves the right to cancel the award, if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program.  <b>Morrow County Job and Family Services'</b> determination shall be final.
Contract Performance	If a proposer has had any contract terminated due to proposer's alleged or proven non-performance or poor performance during the past five years, then all such incidents must be described, including the other party's name, address, and telephone number. If no such terminations have been experienced by proposer in the past five years, then indicate in the proposal.
Table of Contents	Provide sufficient detail, so reviewers can locate all the important elements of your document readily. Identify each section of your response as outlined in the proposal package.

Executive Summary	Provide a high-level overview of your approach, the distinguishing characteristics of your proposal, and the importance of this project to your overall operation.
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### PROPOSAL ORGANIZATION-Project Understanding

Provide the Following Information	<p>What do you understand to be the purpose and scope of this project related to the specific target population you propose to serve?</p> <p>Please explain which of the WIOA fourteen (14) elements your organization plans to implement.</p>
Scope Of Work, Solution, Project Narrative	<p>What is your proposed solution for the identified needs of this program? Please include the Program Elements to be addressed, outline the goals, objectives, activities, and timelines for addressing how the elements support the identified program.</p> <p>Describe your program to the fullest extent possible.</p> <p>Who are the targeted populations you intend to serve? Please indicate if you plan to offer WIOA services to ISY, OSY, or both and/or TANF services.</p> <p>How will your proposed solution increase employment opportunities for the target population(s) and how do you plan to engage and retain youth in the targeted populations?</p> <p>Please describe your plan to provide and/or coordinate WIOA elements and your referral process to other organizations or community programs.</p>
Deliverables	<p>Describe how you will implement the plan of service. Include the applicable components and program elements that pertain to your response such as (examples only):</p> <ul style="list-style-type: none"> <li>• Program Services (i.e., basic/remedial education, tutoring, study skills training, and instruction leading to the completion of a secondary school).</li> <li>• Occupational skills training, leadership development.</li> <li>• Paid or unpaid work experiences, internships, job shadowing, job placement (20% of budget must be spent on work experience).</li> <li>• Supportive Services.</li> </ul>
Outcomes	<p>Explain how your organization will assist <b>Morrow County Job and Family Services</b> in accomplishing performance outcomes (summarized on pages 17-18 of this RFP).</p>

### PROPOSAL ORGANIZATION- Methodology

Carrying out The Project	Describe the methodology you would use to carry out this project and the reason for selecting this methodology. Detail the tasks to be undertaken.
Project Schedule	Provide a chart showing project activities and deliverables, including timeframes for completion of each.

Evaluation Plan	How will you assess the progress of your project while it is underway?  How will you course correct should your assessment of progress yield less-than-favorable results?
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**PROPOSAL ORGANIZATION- Qualifications and Experience**

Vendor Qualifications	Identify the qualifications that you bring to this project. Explain what differentiates your services from others.
Prior Experience	Describe the adequacy of staff, equipment, research tools, administrative resources, quality, and appropriateness of technical or support staff.  Explain your capacity to undertake the scope of work based on demonstrated history of successfully completing similar or related work with the targeted service population(s).  Explain your capacity to undertake the scope of work based on an organizational structure with adequate facilities, fiscal controls, and other resources.  Provide the number of full-time and part-time staff, a position description for each of the key positions, the work each performs, and the name of the individual(s) filling each position.
Personnel	All proposed key project personnel must be identified in the proposal. <b><i>Resumes of all key project personnel are required (Personal Information contained on resumes may be redacted).</i></b>
Sub-Contractors	Subcontractors may be used to perform work under this contract.  Proposers must clearly identify the subcontractor(s) that will be used under this agreement and their tasks in their proposals.

**PROPOSAL ORGANIZATION – Budget and Pricing**

Budget	<b>Budget</b>  PROVIDERS are required to submit a budget for WIOA program and a separate budget for TANF program. Providers are informed that 20% of the maximum annual WIOA budget of \$40,000 shall be earmarked for Work Experience.
Narrative on Related Costs	Proposers must submit a detailed narrative, which demonstrates how all personnel and fixed costs are related and why they are necessary to the proposed program. The narrative must detail the amount of money being requested from <b>Morrow County Job and Family Services</b> .

**EVALUATION CRITERIA**

**Morrow County Job and Family Services** will review all proposals for completeness and compliance with the terms and conditions of the RFP. Proposals inconsistent with the RFP requirements will be eliminated from consideration. Proposals received after the proposal due date and time shall be rejected and returned to the **Proposer**.

Each proposal will be reviewed according to the rating system below. A total of 100 points may be awarded to each proposal. Scoring will be based on a consensus of the proposal evaluators.

<b>SECTION</b>	<b>POSSIBLE POINTS</b>
Project Understanding	25
Methodology	25
Qualifications and Experience	25
Budget and Pricing	25

## **CONTRACT AWARD**

Based upon the aforementioned criteria, the proposal(s) with the highest total number of points will be recommended for approval. Once the selection has been approved, **Morrow County Job and Family Services** will notify the **Proposer(s)** (with the winning proposal) officially in writing. This notification will take place during the week of Week of May 13, 2022. A contract negotiation process will immediately follow the verbal notification, in order to begin services no later than July 1, 2022.

## **PROTESTS**

Any potential or actual proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract or any other matter relating to the process of soliciting the proposals. Protests must include the name, address, and telephone number of the protestor along with a detailed statement of legal and factual grounds for the protest, including copies of any relevant documents. Protests must be filed no later than 12:00 noon on May 20, 2022. All protests must be filed with:

Jennifer Kennon  
Morrow County Job and Family Services  
619 W. Marion Rd.  
Mt. Gilead, Ohio 43338  
[Jennifer.Kennon@jfs.ohio.gov](mailto:Jennifer.Kennon@jfs.ohio.gov)