

## **Morrow County Family Children First Council**

### **Request for Proposal (RFP) - Council Coordinator July 1, 2020-June 30, 2021**

#### DESCRIPTION OF SERVICES AND OUTCOMES

The Morrow County Family Children First Council (hereinafter "MCMCMCFCFC") will be accepting proposals for the Services of Council Coordinator. Services and Outcomes are defined below:

#### **A. MCFCFC COORDINATION**

##### **Expected Outcomes:**

1. Pursuit of state, federal, or local grants, reimbursements and/or additional funding for projects or programs under the auspices of the MCFCFC;
2. Serve as the administrative contact person for the MCFCFC, including the development and sending of correspondence, attendance at local and state meetings (as may be directed and required), and act as the liaison to local and state officials (as requested) on behalf of the MCFCFC;
3. Coordinate and attend required meetings of the MCFCFC, including the scheduling and public notification of such meetings, the establishment and pre-meeting mailing of agendas, and the recording and posting of minutes;
4. Provide necessary administrative support to the Chairperson of the MCFCFC, and coordinate need assessments authorized by the MCFCFC, provide intergrant/interagency linkages and communications, provide technical assistance and training, coordinate and assist in developing grant proposals and inter-system planning, as well as perform other duties as may be required and/or assigned by the Chairperson of the MCFCFC;
5. Coordinate activities of the MCFCFC with the Chairperson and/or a designee of the Chairperson;
6. Coordinate the development, review and implementation of policies and procedures to govern both administrative and grant operations of the MCFCFC;
7. Work with representatives of other counties to develop regional projects, training programs or other collaborative efforts which may benefit multi-need children and families of Morrow County;
8. Monitor proposed legislation, administrative rule changes, and other potential state mandates which may affect the service system in Morrow County, relaying necessary and relevant information to the MCFCFC Executive Council;
9. Other duties and projects as assigned by the MCFCFC;
10. Submit monthly invoices for services rendered to Morrow County Job & Family Services (Fiscal Agent for MCFCFC) in a timely manner;
11. Submit monthly reports with the Executive Committee of the MCFCFC reviewing the status and issues related to this Contract;
12. Undergo FBI/BCI background check every four years and have reports sent to MCJFS. CONTRACTOR must notify the

MCFCFC via written communication to the MCJFS Director of any felony conviction within thirty days.

#### **B. STRONG FAMILIES SAFE COMMUNITIES**

##### **Expected Outcomes:**

1. Assist families with completion of program application;
2. Provide intensive care coordination to identified families and youth in need, which will include providing information and referrals to programs such as Dialectical Behavior Therapy, Intensive home based treatment and other evident based models within the county or area;
3. Work with respite providers, including camps providing respite to families, through enrollment and billing process;
4. Provide pre-tests for the Protective Factors Survey at the time of initial care coordination with the family. Provide post-tests at the end of services or at the close of the grant year;
5. Work with Crawford & Marion Counties (as funding is for a tri-county program) on development and implementation of a plan to identify families and youth who meet the program criteria;
6. Assist with program planning and trainings. Take registrations, provide oversight and attend meetings;
7. Assist with development of service plans for all clients accepted into programming;
8. Maintain current and accurate case files on each family and youth served;

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9. Attend monthly collaborative meetings with all of the involved MCFFCFC coordinators, Family Liaisons and MCFFCFC parent representatives;
10. Provide grant oversight, including collection of information from Crawford & Marion County staff for compilation and submission of mid-year and end-of-year per instructions and deadlines as referenced in the Notice of Sub-Award;
11. Maintain current knowledge of HIPAA and adhere to confidentiality/privacy and security requirements;
12. Submit monthly invoices for services rendered to Morrow County Job & Family Services (Fiscal Agent for MCFFCFC) in a timely manner

#### C. FCSS SERVICE COORDINATION

1. Work in an administrative capacity to manage the Service Coordination Team (hereinafter "SCT") in serving youth referred to Service Coordination;
2. Meet with families face to face;
3. Implement decisions of the SCT;
4. Coordinate and organize Service Coordination meetings;
5. Assess, plan, link, advocate and monitor all aspects of clients' treatment involved in Service Coordination;
6. Assist with development of service plans for all clients accepted into Service Coordination;
7. Serve as a liaison to state inter-systems services collaboration for youth;
8. Attend family & child team meetings to assist in the initial individual Service Coordination plan development;
9. Provide oversight of collaborative effort for selection of the most effective treatment alternative for Service Coordination clients;
10. Coordinate fiscal management and development of a plan for payment for Service Coordination youth;
11. Provide orientation and training to Family & Children First Council representatives regarding the Service Coordination process;
12. Maintain current and accurate case files on each Service Coordination youth;
13. Maintain current knowledge of HIPAA and adhere to confidentiality/privacy and security requirements;
14. Submit monthly invoices for services rendered to Morrow County Job & Family Services (Fiscal Agent for MCFFCFC) in a timely manner.

MCMCFCC is seeking to enter into an agreement with one individual commencing approximately July 1, 2020 (or upon notification of all grant and funding approvals), and ending June 30, 2021, with the option to renew the grant agreements for an additional two biennial renewals for the following services: coordination of FCFC, Strong Families Safe Communities, and Family Centered Services and Supports programs. Full details will be provided by contacting Morrow County Family Children's First Council/Morrow County Department of Job and Family Services, 619 West Marion Road, Entrance B, Mt. Gilead, Ohio 43338.

Final selection will be completed and recommended to the Full MCMCFCC Council by the MCMCFCC Executive Committee.

#### Anticipated Compensation of Services

The Fiscal Agent responsible for compensation of services will be Morrow County Job and Family Services

The actual dollar amount awarded to the selected applicant will be based on the amount of state and federal funding made available to the MCFCCFC.

<b>MCFCCFC COORDINATION</b>	<b>\$15,750.00</b>
<b>STRONG FAMILIES SAFE COMMUNITIES</b>	<b>\$10,000.00</b>
<b>FCSS SERVICE COORDINATION</b>	<b>\$10,000.00</b>

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**REIMBURSEMENT OF TRAVEL EXPENSES**

**\$2,400**

**STATEMENT OF ETHICAL CONDUCT**

All contractors are expected to maintain the highest possible ethical and moral standards and to perform within the laws of the State of Ohio and other rules and regulations established by the Council and other entities with jurisdiction over the Council. Each contractor is expected to conduct himself, both on and off the job, within the guidelines set forth in this policy. Conduct that brings discredit to the Council, that is illegal or offensive to public or fellow contractors shall not be tolerated.

In general, no contractor shall:

1. use his position with the Council for personal gain or engage in any business, interest or transaction that conflicts with the proper discharge of duties
2. have a financial interest in companies that do business with the Council
3. accept any valuable gifts, whether in the form of services, loan, item, or promise from any person, firm, or organization that has an interest, directly or indirectly, in any manner whatsoever, in business dealings with the Council
4. accept any gift, favor, or item of value that may tend to influence the contractor in discharge of duties with the Council [i.e. gifts, favors or items of negligible value, but in no case shall it exceed \$25.00 or more]
5. use Council property, equipment or supplies for personal use, or on behalf of any entity, person, or purpose, other than for the Council in official discharge of duties
6. engage in conduct that in any manner discredits the operations, ethical standards or reputation of the Council
7. engage in any activity that is illegal or offensive to other contractors or general public
8. without proper legal authorization, disclose confidential or proprietary information about the property, business, operations, or affairs of the Council.
9. use any confidential or proprietary information about the Council to advance the financial or other private interest of himself or others grant, in the discharge of his duties, any improper favor, service, or item of value
10. accept from any contractor or supplier, doing business with the Council, any material or service for the private use of the contractor
11. represent any private interest in any action or proceedings against the Council
12. engage in employment, or accept private employment with, or render services for a private employer, when that employment or service is incompatible with the proper discharge of his independent judgment or action in the performance of his official duties.

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#### PROCEDURE

- A. Each contractor shall be provided a copy of the Ohio Ethics Laws, ORC Chapter 102, within 15 days of beginning of the contract, and each contractor shall be expected to acknowledge receipt and understanding, in writing.
- B. The Council recognizes and respects each contractor's right to engage in activities outside of the employment relationship, provided those activities do not in any manner conflict with ethical standards, or reflect adversely on the Council. The Executive Council maintains the right, however, to determine when a contractor's activities or actions are in conflict with this expectation.
- C. If a contractor has any doubt about the applicability of this policy to a particular situation, he should immediately contact the Council Chair, prior to engaging in the activity or situation in question. If the Council Chair is in doubt, the Council Chair may confer with the Council's legal counsel or the legal council of the fiscal agent.

#### APPLICATION

The application must be prepared and submitted in accordance with instructions found in this section. ~~One original and 5 copies of the Application must be received by Morrow County Job and Family Services, no later than 3:00 p.m., Thursday, April 30, 2020.~~ Due to concerns related to COVID-19 applications will be accepted in a digital format over email. Applicants should email all application materials to [karen.keeran@jfs.ohio.gov](mailto:karen.keeran@jfs.ohio.gov) no later than Thursday May 7, 2020 at 3:00 pm. Applications received after this date and time will not be reviewed. Material mailed or submitted separately from the application packet will not be accepted or added to the application by staff of MCJFS. Faxed applications will not be accepted. Applications must be addressed to:

Chairperson, Morrow County Family Children's First Council  
Morrow County Department of Job and Family Services  
619 W. Marion Rd.  
Mount Gilead, Ohio 43338

All submissions must be received by mail or hand delivery by the above date and time. Materials received after the submission deadline date will not be included in previous submissions nor be considered. No confirmations of mailed applications received will be sent.

Submission of an application indicates acceptance by the applicant of the conditions contained in this RFP, unless clearly and specifically noted in the application submitted and confirmed in the contract agreement between MCFFC and the applicant selected.

Format for Submission of the Application

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To be accepted and forwarded to the MCFFCFC Executive Committee, an application must include. Applicants must organize their application in the following order:

- A). Applicant Resume
- B.) Organizational Experience and Capabilities
- C). Three Letters of Professional Reference

**Protests**

Any potential, or actual, individual 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. Such a protest must comply with the following guidelines:

A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:

The name, address, and telephone number of the protestor;

The name and number of the RFP being protested;

A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;

A request for a ruling by the Executive Council of the MCFFCFC;

A statement as to the form of relief requested from MCFFCFC; and

Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.

A timely protest shall be considered by MCFFCFC, if it is received by MCFFCFC, within the following periods:

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A protest based on alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. the closing date for receipt of proposals.

If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 p.m. of the seventh (7th) calendar day after the issuance of formal letters sent to all responding individuals regarding MCFFCFC's intent to initiate the contract. The date on these MCFFCFC letters to responding individuals is the date used to determine if a protest regarding the intent to award is submitted by the end of the protest period.

An untimely protest may be considered by MCFFCFC if MCFFCFC determines that the protest raises issues significant to the Council's procurement system.

All protests must be filed at the following location:

Council Chair  
Cardington-Lincoln Superintendent

121 Nichols St.

Cardington, Ohio 43315

When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Chair of the MCFFCFC determines that a delay will severely disadvantage the Council. The individual who would have been awarded the contract shall be notified of the receipt of the protest.

The MCFFCFC Executive Council shall issue written decisions on all timely protests and shall notify any individual who filed an untimely protest as to whether or not the protest will be considered.