



## Hancock County

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**Request for Proposals (RFP)**  
**For**  
**Comprehensive Case Management Employment Program (CCMEP)**  
**Provider For**  
**Workforce Innovation and Opportunity Act (WIOA)**  
**Youth Funded Activities Services**

**Program Dates:**

July 1, 2019 – June 30, 2020

**Proposal Due Date:**

May 17, 2019 by 4:00 pm

**Contact Person:**

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# 1. GENERAL INFORMATION

## INTRODUCTION

Hancock County Job & Family Services / OhioMeansJobs – Hancock County (HCJFS/OMJ-Hancock) is seeking proposals from qualified and innovative providers to provide services for the CCMEP program funded through WIOA and Temporary Assistance for Needy Families (TANF). Prospective providers are invited to submit proposals to provide the services for in-school and out-of-school youth.

## PURPOSE

The goal of the CCMEP WIOA youth program is to assist youth in making a successful transition to employment and further education. A wide range of activities and services must be available to assist youth, especially those who are disconnected and out-of-school, in making a successful transition to adulthood. The CCMEP WIOA youth program is designed to provide services, employment, and training opportunities to those who can benefit from, and who are in need of such services.

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

1. Assist eligible out-of-school youth (OSY) and eligible in-school youth (ISY), who are seeking assistance in achieving academic and employment success, with effective and comprehensive services and activities that include a variety of options for improving educational and skill competencies and provide effective connection to educational institutions and employers, including small employers in in-demand industry sectors and occupations in the local and regional labor markets.
2. Implement integrated strategies for career pathway approaches that support post-secondary education, training, and employment.
3. Implement work-based training strategies and employment approaches to help participants develop essential skills that are best learned on the job.
4. Implement progressive levels of education and training approaches that will help individuals with higher skill levels and experience earn marketable credentials.
5. Provide continued support services to individuals who need them to participate and succeed in work investment and training activities.

Below is a list of the 14 Service Elements that counties are required to offer all youth requesting services. It has been noted which services are out for bid and those that the area workforce board has assigned to Hancock County.

**Please Note: Proposers may submit for any or all 9 elements.**

	Service Element	Requesting Bids	Designated to Hancock County
1	Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies.	X	
2	Alternative secondary school services or dropout recovery services	X	
3	Paid and Unpaid Work Experience	X	
4	Occupational Skills Training		X
5	Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster		X
6	Leadership development opportunities	X	
7	Supportive Services		X
8	Adult mentoring for the period of participation and subsequent period, for a total of not less than 12 months.	X	
9	Follow-up services		X
10	Comprehensive guidance and counseling.	X	
11	Financial literacy education	X	
12	Entrepreneurial skills training	X	
13	Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, counseling, and career exploration services.		X
14	Activities that help youth prepare for and transition to postsecondary education and training.	X	

**EXPECTED OUTCOMES**

CCMEP WIOA requires that counties achieve performance outcomes for its CCMEP WIOA/TANF-funded youth programs. As a result, HCJFS/OMJ-Hancock will require all providers to achieve these same performance outcomes for their individual CCMEP WIOA/TANF-funded programs. The required performance outcomes will be set forth in the contract. Those selected through this process will be expected to coordinate and/or implement one or more of the nine (9) CCMEP WIOA elements, to meet the state-negotiated (TBD) outcomes listed below:

Under section 116(b)(2)(A) of WIOA, the six primary indicators of performance are:

- ❖ Employment Rate – 2<sup>nd</sup> quarter after exit;

- Percentage of youth program participants who are in education or training activities, or in unsubsidized employment during the second quarter after exit from the program.
  
- ❖ Employment Rate – 4<sup>th</sup> quarter after exit;
  - Percentage of youth program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.
  
- ❖ Median Earnings;
  - Median earnings of youth program participants who are in unsubsidized employment during the second quarter after exit from the program (unsubsidized employment may be shown by such things as a UI wage record match, Federal or military employment records or supplemental wage information).
  
- ❖ Credential Attainment;
  - Percentage of youth participants enrolled in an education or training program who attained a recognized postsecondary credential or secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program:
  
  - All in-school youth are included in the credential attainment indicator since they are attending secondary school or postsecondary school. Only out-of-school youth who participated in one of the following are included in the credential attainment indicator:
    - Occupational skills training program element;
    - Secondary education during participation in the Youth program;
    - Postsecondary education during participation in the Youth program;
    - Title II-funded adult education (in Ohio, called Aspire (formerly known as ABLE));
    - YouthBuild; or
    - Job Corps
  
- ❖ Measurable Skill Gains; and
  - Percentage of youth participants who, during a program year, are in education or training programs that lead to a recognized postsecondary credential or employment and who are

achieving measurable skill gains, defined as documented academic, technical occupational or other forms of progress, towards such a credential or employment.

- All in-school youth attending secondary or postsecondary school are included in this indicator. Out-of-school youth who are in one of the following are also included in this indicator:
  - Occupational skills training program element;
  - Secondary education during participation in the Youth program;
  - Postsecondary education during participation in the Youth program;
  - Title II-funded adult education (in Ohio, called Aspire (formerly known as ABLE));
  - YouthBuild; or
  - Job Corps

❖ Effectiveness in Serving Employers.

- Section 116(b)(2)(A)(i)(VI) of WIOA requires that the Departments of Labor and Education establish a primary indicator of performance for effectiveness in serving employers. This indicator will be measured as a shared outcome across all six core programs within each State to ensure a holistic approach to serving employers. However, this policy will focus on how this performance indicator is measured in the Adult, Dislocated Worker, and Youth Programs.

Three approaches for measuring effectiveness in serving employers have been developed: Retention, Repeat Business Customers, and Employer Penetration Rate. USDOL allows States to pick two approaches to be measured. Ohio will use the following approaches to be used for measuring the effectiveness of serving employers:

- Retention – This approach captures the percentage of participants who exit and are employed with the same employer in the second and fourth quarters after exit. This approach is useful in determining whether the Adult, Dislocated Worker, and Youth programs are serving employers effectively by improving the skills of their workforce and decreasing employee turnover.
- Repeat Business Customers – This approach tracks the percentage of employers who receive services that use Adult, Dislocated Worker, and Youth program services more than once within the previous three program years. This approach is useful in determining whether employers who receive services from the Adult, Dislocated Worker, and Youth programs are satisfied with those services and become repeat

customers. This approach also assesses the workforce system’s ability to develop and maintain strong relationships with employers over extended periods of time.

## **FUNDING FOR THIS GRANT**

HCJFS/OMJ-Hancock will be utilizing WIOA and TANF funding to serve this youth population.

Not less than 75% of the youth program funds shall be used to provide out-of-school youth services as required by WIOA rule.

Not less than 20% of the youth program funds shall be used to provide in-school and out-of-school youth with work experience activities are required by CCMEP WIOA rule.

## **YOUTH ELIGIBILITY REQUIREMENTS**

### **In-School Youth (ISY) Eligibility Requirements:**

Eligibility for in-school youth, who at the time of enrollment, is:

- ❖ Attending school;
- ❖ Not younger than 14 or (unless an individual with a disability who is attending school under state law) older than age 21;
- ❖ Is a low-income individual; and
- ❖ Has one or more of the following barriers:
  - Basic skills deficient;
  - An English language learner;
  - An offender;
  - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement;
  - Pregnant or parenting;
  - An individual with a disability; or
  - An individual who requires additional assistance to complete an education program or to secure or hold employment as defined by the local area.

### **Out-of-School Youth (OSY) Eligibility Requirements**

Eligibility for out-of-school youth, who at the time of enrollment, is:

- ❖ Not attending any school;
- ❖ Not younger than 16 or older than age 24; and
- ❖ Has one or more of the following barriers:

- A school dropout;
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
- A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is basic skills deficient or an English language learner;
- An individual who is subject to the juvenile or adult justice system;
- A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement;
- An individual who is pregnant or parenting;
- A youth who is an individual with a disability; or
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment as defined by the local area.

**ESTIMATED NUMBER OF YOUTH TO BE SERVED**

HCJFS/OMJ-Hancock estimates the number of youth to be served under this RFP as follows:

ISY = 8

OSY = 22

Please note: The number of youth may include enrolled youth from the previous year.

**PROGRAM REQUIREMENTS**

**Core Requirements:**

Per section 129 (c)(2) of the WIOA and WIOAPL 17-03, CCMEP WIOA requires that all fourteen (14) program elements be made available to all enrolled youth as needed or requested. Five (5) program elements have already been designated to HCJFS/OMJ-Hancock as listed in the previous table. Proposers must identify which of the following nine (9) WIOA elements will be the focus of their program. Proposers need not identify all of the nine (9) elements to be considered for award. It is expected that proposers will work cooperatively with proposers selecting one or more of the nine (9) elements to ensure the smooth transition of youth from one program to another. The following make up the nine (9) WIOA elements to be addressed;

**1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies:**

These strategies must lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate or attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.

**2. Alternative secondary school services or dropout recovery services:**

This can be counted as a service provided if the participant is connected to an alternative secondary school program during involvement with WIOA or if they come to the program already established in an alternative secondary school. This can be home schooling, alternative scheduling, or any other school setting recognized as a high school equivalent.

**3. Paid/Unpaid Work Experience:**

Work experience helps youth understand proper workplace behavior and what is necessary in order to attain and retain employment. They are designed to enable youth to gain exposure to the working world and its requirements. Work experiences can serve as a stepping stone to unsubsidized employment and is an important step in the process of developing a career pathway for youth. This is particularly important for youth with disabilities.

A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employer/employee relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and skill development. Work experiences must include academic and occupational education. The types of work experiences include the following categories:

- Summer employment opportunities and other employment opportunities available throughout the year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and
- On-the-job training (OJT) opportunities. Not less than 20% of the youth program funds shall be used to provide in-school and out-of-school youth with work experience activities. CCMEP WIOA youth programs must track program funds spent on paid and unpaid work experiences, including wages and staff costs for the development and management of work experiences, and report such expenditures as part of the local CCMEP WIOA youth financial reporting. The percentage of funds spent of work experience is calculated based on the total local area youth funds expended for work experience rather than calculated separately for in-school and out-of-school. Local administrative costs are not subject to the 20% minimum work experience expenditure requirement. Guidance and requirements pertaining to paid and unpaid work experiences for

youth participants are outlined in Workforce Innovation and Opportunity Act Policy Letter (WIOAPL) No. 15-13, Work Experience for Youth.

**4. Leadership Development:**

Leadership development is encouraging the responsibility, confidence, employability, self-determination and other positive social behaviors including, but not limited to:

- Exposure to post-secondary educational possibilities;
- Community and service learning projects;
- Peer centered activities, including peer mentoring and tutoring.
- Organizational and team training, including team leadership training;
- Training in decision-making, including determining priorities and problem solving;
- Citizenship training, including life skills training such as parenting and work behavior training;
- Civic engagement activities which promote the qualities of life in a community; and
- Other leadership activities that place youth in a leadership role such as serving on youth leadership committees.

**5. Adult Mentoring:**

Adult mentoring is providing a one-to-one relationship between an adult and a youth with the purpose of building positive, supportive relationships between youth and adults and to provide positive adult role models for youth.

Adult mentoring for youth must:

- Last at least 12 months and may take place both during the program and following exit from the program;
- Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee;
- Include a mentor who is an adult other than the assigned youth case manager; and
- While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis.

**6. Comprehensive Guidance:**

Comprehensive Guidance includes career and academic counseling, drug and alcohol counseling, mental health counseling, and referral to partner programs for such services.

The purpose of comprehensive guidance and counseling is to promote growth in each youth's educational, personal, social, and employability skills. Comprehensive guidance and counseling programs impart through counselor-directed learning opportunities that help youth achieve the success through academic, career, personal, and social development.

When referring participants to necessary counseling that cannot be provided by the youth program or its service providers, the local youth program must coordinate, including obtaining releases of information to obtain information regarding appropriateness of CCMEP WIOA services, with the organization it refers to in order to ensure continuity of service.

**7. Financial Literacy Education:**

Financial literacy includes activities which:

- Support the ability of youth participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
- Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit;
- Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed decisions;
- Educate participants about identity theft, ways to protect themselves from identity theft, and how to resolve causes of identity theft and in other ways under their rights and protection related to personal identity and financial data;
- Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;
- Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and
- Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including where possible, timely and customized information, guidance, tools, and instructions.

**8. Entrepreneurial Skills Training:**

Entrepreneurial skills training must develop skills associated with entrepreneurship. Such skills include, but are not limited to the ability to:

- Take initiative;
- Creatively seek out and identify business opportunities;
- Develop budgets and forecast resource needs;
- Understand various options for acquiring capital and the trade-offs associated with each option; and
- Communicate effectively and market oneself and one's ideas.

Approaches to teaching youth entrepreneurial skills include, but are not limited to, the following:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business;
- Enterprise development which provides supports and services that incubate and help youth development their own business; and
- Experiential programs that provide youth with experience in the day-to-day operation of a business.

### **9. Transition to Post-Secondary Education and Training:**

These are activities that help CCMEP participants prepare for and transition to postsecondary education and activities. This could include referrals to college visits, working on any life skills the participant may lack, exposing/referring participant to area trainings, special interest events in the area.

## **ADDITIONAL PROGRAM REQUIREMENTS**

Additional program requirements include:

- The successful service provider must be able to provide innovative, high quality services, document and establish linkages with local school systems, community agencies and local employers.
- The successful service provider must have a process for collecting/evaluating their clients' satisfaction with all aspects of the program to ensure needs are being met and report results to the appropriate HCJFS/OMJ-Hancock representative.
- Providers are encouraged to link youth to local services, community involvement in which the youth resides and leverage partner and community resources to provide some of the readily available program elements. However, if a program element is not funded by CCMEP WIOA or CCMEP TANF, an agreement must be in place with the partner or community organization to ensure the program element will be offered. The program element must be closely connected and coordinated with CCMEP.
- The successful service provider must provide services in a location suitable for the program and the targeted participants. Online services for some program elements is acceptable.



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- The successful service provider will track participant attendance through the County Financial Information System (CFIS) Customer Registration web based application.

**PROCESS RESPONSIBILITIES**

The table below clarifies who will be responsible for certain aspects of the CCMEP WIOA Youth Program.

<b>Description</b>	<b>Proposer</b>	<b>HCJFS/OMJ-Hancock</b>
<b>Outreach</b> Participant recruitment; networking with local schools, attendance at community service events	X	X
<b>Interviews</b> Eligibility Determination, Enrollment		X
<b>Eligibility Final Determination</b>		X
<b>Case File Administration</b> Eligibility Documentation Enrollment Documentation Assessments Documentation Program Element Progress Documentation Individual Opportunity Plans	X	X
<b>Academic Assessment Coordination</b> TABE, Aspire, Ohio Graduation Tests	X	X
<b>Program Element Services Delivery</b>	X (based on the Service Element table)	X (based on the Service Element table)
<b>Work Experience Administration</b>	X	
<b>Program Exits Final Determination</b>		X
<b>State of Ohio OWCMS Web Application Administration</b>		X
<b>Reporting and Invoicing</b>	X	

## 2. PROPOSAL ADMINISTRATION

### RFP TIMELINES AND INFORMATION:

<b>RFP RELEASED</b>	April 19, 2019
<b>LAST DATE/TIME TO SUBMIT QUESTIONS</b>	May 6, 2019 at 4:00 pm
<b>ALL QUESTIONS AND RESPONSES E-MAILED/FAXED TO ALL REGISTERED BIDDERS</b>	May 9, 2019
<b>PROPOSAL PACKAGES DUE: One original and 6 copies</b>	May 17, 2019 at 4:00 pm
<b>EVALUATION COMMITTEE MEETS</b>	May 20-May 23, 2019
<b>RECOMMENDATION(S) FORWARDED TO HANCOCK COUNTY WORKFORCE BOARD</b>	May 23, 2019
<b>RECOMMENDATION(S) FORWARDED TO AREA 7 WORKFORCE INVESTMENT BOARD</b>	May 23, 2019
<b>CONTRACT AWARD/NON-AWARD NOTIFICATIONS</b>	Week of June 3, 2019
<b>PROTESTS DUE DATE</b>	June 14, 2019
<b>PROGRAM/CONTRACT START DATE</b>	July 1, 2019

HCJFS/OMJ-Hancock reserves the right to adjust the schedule listed in the table above in the best interest of HCJFS/OMJ-Hancock and/or to comply with procurement procedures. The Proposal Package 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 19, 2019. The RFP packets will be available for download from the agency website [www.HancockJFS.org](http://www.HancockJFS.org).

### RFP QUESTIONS AND ANSWERS

All bid process questions must be in writing and either emailed or faxed to the contact person:

Email: [tyler.mckinney@ifs.ohio.gov](mailto:tyler.mckinney@ifs.ohio.gov)

Fax: 419-422-1081

All interested providers must email or fax the contact person (information above) and register. Please provide name, agency/company name, fax number and a phone number. Any questions concerning the legal bid process, technical aspects or Scope of Services are to be sent to the contact person.

No questions can be received after May 6, 2019 at 4:00 pm. The final responses will be faxed no later than May 9, 2019 at the close of business. Only providers who call and register for the RFP will receive copies of all questions and answers.

## **COMMUNICATIONS PROHIBITED**

From the issuance date of this RFP, until an actual contract is awarded to a vendor, there may not be communications concerning the RFP between any vendor which expects to submit a proposal and any employee of the Hancock County Departments of Job and Family Services or any other such employee who is in any way involved in the development of the RFP or the selection of the contractor.

The only exceptions to this prohibition are as follows:

1. Communications which take place as part of the scheduled Bidder's Conference
2. Communications provided through the submission of written questions which will be shared with all registered bidders.
3. If it becomes necessary to revise any part of the RFP, written revisions and/or addenda will be sent to all vendors on the original mailing list for the RFP, as well as to all registered Bidders.
4. If Providers discover any ambiguity, conflict, discrepancy, omission or other error in this RFP they shall immediately notify the Contact Person of such error in writing and request clarification or modification of the document. Modification(s) shall be issued to all registered bidders without divulging the source of the request for same.
5. If a Provider fails to notify solicitors prior to May 6 at 4:00 PM, of an error in the RFP known to the Provider, or an error that reasonably should have been known to the Provider, the Provider shall submit its proposal at the Provider's own risk. If awarded the contract, the Provider shall not be entitled to additional compensation or time by reason of the error or its later correction.

## **PROPOSAL SUBMISSION**

All proposals are to be submitted in accordance with the terms, conditions and procedures stated in this RFP. Bids must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirements of the RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness and clarity of content. The bid must include all costs that relate to the program activities submitted.

Proposals must include all of the required attachments and forms that pertain to your proposal. Failure to do so will disqualify your proposal from consideration.



Proposals must be submitted in WORD format for text (.doc or .rtf format) and are limited to 30 pages, excluding executive summary, attachments, cover sheet, table of contents and required attachments and forms.

If your proposal has been prepared by a non-permanent employee or outside consultant or firm indicate this on the cover sheet of the proposal.

A submitted proposal may be withdrawn prior to the deadline. A signed and written request to withdraw the proposal must be received by the Contact Person prior to the deadline.

Proposers are fully responsible for all costs associated with the development and submission of a proposal. HCJFS/OMJ-Hancock 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 HCJFS/OMJ-Hancock once submitted to HCJFS/OMJ-Hancock. The content of all proposals and associated materials will be held confidential to the fullest extent permitted public agencies under Ohio law, until an award of contract is made.

HCJFS/OMJ-Hancock 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 HCJFS/OMJ-Hancock. HCJFS/OMJ-Hancock reserves the right to negotiate with any proposer after proposals are reviewed, if such action is deemed to be in the best interest of HCJFS/OMJ-Hancock.

HCJFS/OMJ-Hancock reserves the right to cancel all or any part of this RFP at any time without prior notice.

HCJFS/OMJ-Hancock also reserve the right to modify the RFP process and time limits as deemed necessary.

### **3. PROPOSAL GUIDELINES**

Proposers must submit their proposal to this RFP which meets the minimum requirements of this RFP. All Proposers are required to respond to this RFP exactly as outlined in order for HCJFS/OMJ-Hancock to evaluate all proposals on an equal and timely basis.



**MINIMUM STANDARDS**

These minimum standards must be met if the proposal is to be further evaluated:

1. The proposal was submitted before the closing time and date.
2. The proposing organization is not on a Federal or State Debarment List.
3. The proposing organization is fiscally solvent.
4. The proposing organization has additional funding sources and will not be dependent on WIOA funds alone for ongoing operations.
5. The person signing the proposal as the submitting officer has the authority to do so.
6. The proposing organization agrees to meet all Federal, State, and local EEO and WIOA program and fiscal compliance requirements.

**PROPOSAL ORGANIZATION – INTRODUCTION**

1. Cover Page
  - a. This must include the RFP title, complete vendor name and mailing address.
2. Cover Letter
  - a. Proposals must include the telephone number, name and title of the person HCJFS/OMJ-Hancock should contact regarding the proposal.
  - b. Must indicate the proposer will comply with all requirements of the RFP.
  - c. Proposer must provide a brief description of the organization including history, number of years the organization has been in business, type of services provided, legal status of vendor organization, i.e. corporation, partnership, sole proprietor and federal tax ID number.
  - d. 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 written permission of HCJFS/OMJ-Hancock.
  - e. An authorized representative capable of binding the organization must sign the Cover Letter.
3. Conflict of Interest
  - a. 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. HCJFS/OMJ-Hancock 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.
  - c. HCJFS/OMJ-Hancock’s determination shall be final.
4. Contract Performance

- a. If a proposer has had any contract terminated due to the 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 as such in the proposal.
5. Table of Contents
  - a. Provide sufficient detail, so reviewers can locate all the important elements of your document readily.
  - b. Identify each section of your response as outlined in the proposal package.
6. Executive Summary
  - a. Provide a high-level overview of your approach, the distinguishing characteristics of your proposal and the importance of this project to your overall operation.
  - b. Please no more than two pages.

**PROPOSAL ORGANIZATION – PROJECT UNDERSTANDING**

1. Provide the following information:
  - a. What do you understand to be the purpose and scope of this project related to the specific target population you propose to serve?
  - b. Please explain which of the WIOA nine (9) elements your organization plans to implement.
2. Scope of Work, Solution, Project Narrative:
  - a. What is your proposed solution for the identified needs of this program? Please include the WIOA elements to be addressed, outline the goals, objectives, activities and timelines for addressing how the elements support the identified program.
  - b. Describe your program to the fullest extent possible.
  - c. Who are the targeted populations you intend to serve? Please indicate if you plan to offer WIOA services to ISY, OSY or both.
  - d. How will your proposed solution increase employment opportunities for the target population(s) and how do you plan to engage and retain the youth in the targeted population(s)?
  - e. Please describe your plan to provide and/or coordinate WIOA elements and your referral process to other organizations or community programs.
3. Deliverables
  - a. Describe how you will implement the plan of service. Include the applicable components that pertain to your response such as (examples only):
    - Outreach and recruitment;
    - Case management;
    - Program Services (i.e., basic/remedial education, tutoring, study skills training and instruction leading to the completion of secondary school);

- Leadership development;
  - Paid or unpaid work experiences, internships, job shadowing, job placement (20% of budget must be spent on work experience)
4. Outcomes
- a. Explain how your organization will assist HCJFS/OMJ-Hancock in accomplishing performance outcomes (summarized on page 5 of this RFP).

**PROPOSAL ORGANIZATION – METHOLDODOGY**

1. Carrying out the Project:
  - a. Describe the methodology you would use to carry out this project and the reason for selecting this methodology.
  - b. Detail the tasks to be undertaken.
2. Project Schedule:
  - a. Provide a chart showing project activities and deliverables, including timeframes for completion of each.
3. Evaluation Plan:
  - a. How will you assess the progress of your project while it is underway?
  - b. How will you course correct should your assessment of progress yield less-than favorable results?

**PROPOSAL ORGANIZATION – QUALIFICATION AND EXPERIENCE**

1. Vendor Qualifications
  - a. Identify the qualifications that you bring to this project. Explain what differences your services from others.
2. Prior Experience
  - a. Describe the adequacy of staff, equipment, research tools, administrative resources, quality and appropriateness of technical or support staff.
  - b. 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).
  - c. Explain your capacity to undertake the scope of work based on an organizational structure with adequate facilities, fiscal controls and other resources.
  - d. Provide a position description for each of the key positions, the work each performs and the name of the individual(s) filling each position.
3. Personnel
  - a. Proposers should have staff who are experienced in working with youth.
  - b. A description of staffing positions and minimum position requirements must be included in the proposal.
4. Sub-Contractors



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- a. Proposers may sub-contract with others to expand services and deliver the most comprehensive program.
- b. Proposers must not sub-contract all services and activities required by this RFP.
- c. Proposers must clearly identify the sub-contractor(s) that will be used under this agreement and their tasks in their proposals.

### **PROPOSAL ORGANIZATION – BUDGET AND PRICING**

1. Budget
  - a. Proposers must submit a budget for all costs.
  - b. HCJFS/OMJ-Hancock has developed a budget worksheet along with instructions, please see attached.
2. Narrative on Related Costs
  - a. 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.
  - b. The narrative must detail the amount of money being requested from HCJFS/OMJ-Hancock.
3. Narrative describing non-HCJFS/OMJ-Hancock funding streams:
  - a. Proposers shall submit a detailed narrative describing all non-HCJFS/OMJ-Hancock funding received from any source that funds any part of the proposed project.
  - b. Proposer must include the percent of the total project cost for each funding source.

### **PROPOSAL ORGANIZATION – ASSURANCES AND CERTIFICATIONS**

1. Attachments Required:
  - a. Planned Performance From
  - b. Budget Form
  - c. Staffing Summary Form (proposers may provide their own staffing summary form)
  - d. Memoranda of Agreement describing partnerships and roles
  - e. Copy of the last two audited annual financial statements
  - f. Certification Letter from Signatory Authority
  - g. Service Provider Conditions/Requirements
  - h. Management Assurances
  - i. Affirmative Action Policy Statement
  - j. Other Funds Available Disclosure Form (proposers may list additional sources as part of Attachment #9)
  - k. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
  - l. Justification for Training



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### EVALUATION CRITERIA

HCJFS/OMJ-Hancock 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.

SECTION	POSSIBLE POINTS
Project Understanding	25
Methodology	25
Qualifications and Experience	25
Budget and Pricing	25

## 4. CONTRACT AWARD

### CONTRACT AWARD

Based on the aforementioned criteria, the proposal(s) with the highest total number of points will be recommended for approval. Once the selection has been approved by the Area 7 Workforce Investment Board, HCJFS/OMJ-Hancock will notify the proposer(s) (with the winning proposal(s)) officially in writing. This information will take place during the week of June 3, 2019. A contract negotiation process will immediately follow the notification in order to begin services no later than July 1, 2019.

### 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 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 June 14, 2019. All protests must be filed with:

Tyler McKinney, Contract Manager  
Hancock County Job & Family Services  
7814 County Road 140  
Findlay, OH 45840  
[tyler.mckinney@jfs.ohio.gov](mailto:tyler.mckinney@jfs.ohio.gov)

## 5. ADDITIONAL RESOURCES

The following links are provided as helpful supplementary information:

USEFUL INTERNET WEBSITES	
<p>Job &amp; Family Services: Office of Workforce Development This site is the state's main workforce website with a youth section and links to other related websites.</p>	<p><a href="http://jfs.ohio.gov/owd/WIOA/index.stm">http://jfs.ohio.gov/owd/WIOA/index.stm</a></p>
<p>National Youth Employment Coalition: A non-partisan national organization dedicated to promoting policies and initiatives that help youth succeed in becoming lifelong learners, productive workers and self-sufficient citizens. It is a good location to research and find examples of national best practices.</p>	<p><a href="http://www.nyec.org">http://www.nyec.org</a></p>
<p>U.S. Dept. of Labor-Employment &amp; Training</p>	<p><a href="http://www.doleta.gov">http://www.doleta.gov</a></p>
<p>WIOA – The Law</p>	<p><a href="https://doleta.gov/wioa/docs/BILLS-113hr803enr.pdf">https://doleta.gov/wioa/docs/BILLS-113hr803enr.pdf</a></p>
<p>WIOA – General Information US Department of Labor</p>	<p><a href="https://doleta.gov/wioa/">https://doleta.gov/wioa/</a></p>
<p>State of Ohio Policy Letter WIOAPL 15-10 Youth Program Services</p>	<p><a href="http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/WIOAPL-15-10.stm">http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/WIOAPL-15-10.stm</a></p>
<p>State of Ohio Policy Letter WIOAPL 15-03.1 Youth Program Eligibility</p>	<p><a href="http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/WIOAPL-15-03-1.stm">http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/WIOAPL-15-03-1.stm</a></p>
<p>State of Ohio Policy Letter WIOAPL 15-13 Work Experience for Youth</p>	<p><a href="http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/WIOAPL-15-13.stm">http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/WIOAPL-15-13.stm</a></p>
<p>Comprehensive Case Management and Employment Program Rules</p>	<p><a href="http://emanuals.jfs.ohio.gov/Workforce/CCMEP/Rules/">http://emanuals.jfs.ohio.gov/Workforce/CCMEP/Rules/</a></p>
<p>OMJ In-Demand Occupations List</p>	<p><a href="https://jobseeker.ohiomeansjobs.monster.com/ExploreIt/In-DemandCareers.aspx">https://jobseeker.ohiomeansjobs.monster.com/ExploreIt/In-DemandCareers.aspx</a></p>



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# ATTACHMENTS



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## 1. COVER PAGE

<b>1. PROPOSER NAME</b>			
<b>2. Doing Business As;</b>			
<b>3. FEIN</b>			
<b>4. MAILING ADDRESS</b>			
<b>5. HEADQUARTER ADDRESS:</b>			
<b>6. CONTACT PERSON NAME AND TITLE</b>			
<b>7. TELEPHONE/FAX NO.</b>			<b>E-Mail Address:</b>
<b>8. PROPOSAL WRITIER'S NAME</b> (if not permanently employed by Proposer)			
<b>9. TOTAL AMOUNT OF FUNDING REQUESTED</b> (choose one only, per proposal)		In-school \$ _____	Out of School: \$ _____
<b>10. TOTAL NUMBER OF OUT OF SCHOOL YOUTH SERVED AND COST</b>		a) Number: #	b) Cost Per Participant \$
<b>11. TOTAL NUMBER OF IN SCHOOL YOUTH SERVED AND COST</b>		a) Number: #	b) Cost Per Participant \$
<b>12. PROPOSED PROGRAM SITE:</b>		a) Community Based Organization	b) School District c) Other Building/Site
<b>13. MINORITY BUSINESS OWNER (Yes or No)</b>			
<b>14. CHECK ALL THAT APPLY:</b>	a) CBO/FBO	b) Corporation	c) Not-for-Profit
	d) For-Profit	e) Sole Proprietorship	f) Partnership
	g) Labor Organization	h) State Agency	i) Other Public Agency (Specify)
<p>15) By signing below I certify that I am the official representative on behalf of the proposer and am authorized to bind the proposal of the above named. I further certify that I have read the entire Year-Round Youth Request for Proposals. I have also read the submitted proposal and agree that the information presented is an accurate representation of the price and services to be provided to Sandusky and Seneca Workforce Investment System. The proposer has read and agrees to the general provisions included as part of this RFP and required by Sandusky and Seneca Workforce Investment System of all Contractors. Furthermore, no representative of the organization has exerted any undue influence on the procurement process, violated any federal or state procurement, conflict of interest or ethics law in seeking funding for this proposal.</p>			
<b>AGREED TO AND SIGNED BY:</b>			
<b>PRINTED NAME</b>			
<b>TITLE</b>		<b>DATE</b>	

**2. PLANNED PERFORMANCE FORM**

The purpose of this table is to communicate your anticipated annual performance in providing services and meeting performance targets for the period July 1, 2019 through June 30, 2020. This form should reflect only new OhioMeansJobs System PY 2019 enrollees (no carry-over). Services for youth carried in from previous program years will be discussed during contract negotiations. Indicate the population of youth to be served.

<b>Anticipated Services Plan &amp; Performance Levels</b>	<b>In-School Youth</b>	<b>Out-of-School Youth</b>
<b>I. TOTAL REGISTRATIONS</b>	<b>#</b>	<b>#</b>
A. First Quarter Start		
B. 2 <sup>nd</sup> through 4 <sup>th</sup> Qtr. Start * (at least one-third of total registrations)		
<b>II. NON-LOW INCOME REGISTRATIONS</b> (no more than 5% of total)		
<b>III. GOAL ATTAINMENTS</b>	<b>%</b>	<b>%</b>
A. Older Youth Entered Employment		
B. Older Youth Earnings Gain	\$ _____	\$ _____
C. Older Youth Credential Attainment Rate		
D. Older Youth Employment Retention Rate		
E. Younger Youth Placement & Retention Rate		
F. Younger Youth Credential/Diploma Rate		
G. Younger Youth Skill Attainment Rate		
<b>IV. TOTAL EXITS</b>	<b>%</b>	<b>%</b>
A. Exit into Secondary School		
B. Exit into Post-Secondary Education		
C. Exit into Employment		
D. Exit into Advanced Training		
E. Apprenticeship or Military		
F. Receiving WIOA Adult Services at Exit (18-21 year-olds)		



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**3. BUDGET WORKSHEET**

Vendor Name: \_\_\_\_\_

Program Period: 07/01/19 - 06/30/20

Category	Basis for Calculation/ Inclusion	Total Amount
<b>Staff Positions</b>		
<b>Fringes</b>		
<b>Operational Costs/ Administrative Costs (Indirect Costs)</b>		
Communications		
Utilities		
Travel		
Equipment		
Insurance		
Staff Management		
Shared Staff/Costs (must include method of assessing shared costs to this contract)		
Fiscal Management		
Miscellaneous (please specify)		
<b>Sub-Total</b>		



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<b>Category</b>	<b>Basis for Calculation/ Inclusion</b>	<b>Total Amount</b>
<i>Program Costs (Direct Costs)</i>		
Job Seeker Services		
Software		
Hardware		
Equipment		
Technical Support		
Job Seeker Outreach		
Workshops for Job Seekers		
Outreach to Businesses		
Staff Development		
Supplies		
Advertisement/ Marketing		
Web Site Construction/ Maintenance		
Other (Please Specify)		
<b>Sub-total</b>		
<b>Sub-total from previous page</b>		
<b>Total</b>		



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- 4. PROVIDE A SAMPLE OF YOUR MEMORANDUM OF AGREEMENT DESCRIBING PARTNERSHIPS AND ROLES.**



**5. CERTIFICATION LETTER FROM SIGNATORY AUTHORITY**

**CERTIFICATION:**

The information contained in this proposal fairly presents the organization and its proposed operating plans and budget for a WIOA funded program. I acknowledge that I have read and understand the requirements and provisions of the RFP and that the organization is prepared to implement the project/program as specified in this proposal.

I further certify that all information contained in this proposal is true and correct and shall be open to verification should the OhioMeansJobs One Stop System desire to do so. I also certify that all costs contained in the proposal are real, allowable, necessary, non-defective, and allocable to the WIOA program and are not of allocable credits, refunds and rebates, and are not a duplication of funds already available or which will be available from other funding sources.

I agree that should this program be funded, our organization will abide by the Workforce Innovation and Opportunity Act (WIOA) rules and regulations, state and local policies applicable to the law, regulations and plans for administration.

I certify that I am authorized to sign the attached proposal and to commit this organization to the provision of services contained therein.

Finally, I do hereby certify that this organization is not currently in any stage of formal bankruptcy proceedings.

\_\_\_\_\_  
Authorizing Official's Name and Title Social Security Number OR Taxpayer ID Number

\_\_\_\_\_  
Authorizing Official's Signature Date

## 6. SERVICE PROVIDER CONDITIONS / REQUIREMENTS

**In submitting this proposal, the provider agrees to the following conditions and requirements of the request for proposal and any subsequent contracts awarded as a result of the same:**

1. Proposers are to follow the guidelines contained in this document when preparing their response to the proposal.
2. Proposals must be prepared in accordance with applicable federal, state, and local laws and regulations governing WIOA. (A copy of the Workforce Innovation and Opportunity Act and its implementing regulations can be obtained through the website <http://www.doleta.gov/WIOA>.)
3. All proposals submitted will be subjected to the following procedures:
  - a) Proposals will be reviewed by raters drawn from HCJFS/OMJ-Hancock employees.
  - b) Recommendations will be developed by the HCJFS/OMJ-Hancock Evaluation Committee which will forward their recommendations to the Area 7 Youth Committee then submitted to Area 7 Workforce Investment Board for final approval.
  - c) Proposers will be notified, in writing, as to whether their proposals were approved or not.
  - d) Proposers who are approved for funding must enter into a formal contract for services.
  - e) Budget/contract negotiations will be conducted by the awarding member county or its designated representative(s).
  - f) All contracts for services must be approved by the Boards of County Commissioners.
  - g) When determined in the best interest of HCJFS/OMJ-Hancock, contracts will be awarded to that proposer(s), whose proposal, including any amendments to the proposal developed through negotiations, is most advantageous to HCJFS/OMJ-Hancock. While price is always a factor, it may not be the controlling or most significant factor. The proposer(s) that is awarded a contract must be responsive to the RFP and must also be judged responsible.



4. The Request for Proposal (RFP) does not commit the HCJFS/OMJ-Hancock or Area 7 WIB to award a contract or to pay cost incurred in the preparation of a proposal. HCJFS/OMJ-Hancock reserves the right to accept or reject any or all proposals received, to negotiate services, service mix and costs with proposers, and to cancel in part or in entirety this RFP. The funding levels and regulations given are tentative and subject to change based on our funding and regulations from the WIOA. The HCJFS/OMJ-Hancock will review each proposal with respect to price, provider's administrative program capabilities, and conformance to the RFP criteria.
5. Proposers submitting proposals which are not selected will be notified, in writing within 60 days of the proposal due date.
6. The contents of proposals submitted by successful proposers will become part of the awarded contract and funding will be contingent upon their agreement to the provisions included herein and the formal contract.
7. Successful proposers will not receive any new contracts until all financial transactions and closeout packages are completed for contracts already ended for similar services.
8. Contractors will be prohibited from disseminating products developed under contract with HCJFS/OMJ-Hancock without the prior written consent of HCJFS/OMJ-Hancock.
9. All press releases, brochures, flyers, print ads, posters, public service announcements, reports and newsletters related to services under this Agreement shall recognize HCJFS/OMJ-Hancock as a funding source and shall be cleared with the HCJFS/OMJ-Hancock prior to release.
10. Contractors must participate in program evaluation and monitoring conducted by OhioMeansJobs Area 7 WIB or its authorized representatives. This may include the disclosure of information defined as "proprietary" by the contractor in the event such information is required by state/federal auditors and reviewers.
11. The Contractor shall operate and comply with the program described in the curriculum of this proposal which will be included as a part of the contract. Any deviation from the curriculum and staffing as defined in this proposal must be approved, in writing, by HCJFS/OMJ-Hancock. Changes will be made a part of the contract. Failure to gain such written approval shall constitute a breach of contract. HCJFS/OMJ-Hancock reserve the right to impose sanctions, up to and including termination of the contract, in the event of a breach of contract.
12. Any expenditures or performances which exceed the amount agreed upon are the Contractor's sole responsibility and shall not entitle the Contractor to additional payments or benefits under the contract.
13. The Contractor shall inform HCJFS/OMJ-Hancock, in writing, regarding the receipt of additional funding which will have an effect upon the quality or cost of providing training/services under the contract. HCJFS/OMJ-Hancock, upon receipt of this information, maintains the right to disapprove or negotiate costs.



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14. If a contract is disallowed after payment has occurred, the Contractor shall repay the amount of the disallowance to HCJFS/OMJ-Hancock within 30 calendar days from the date of notice, or on a written alternative schedule determined by HCJFS/OMJ-Hancock. If the Contractor violates or permits violation of contract terms or conditions, the Contractor shall repay to HCJFS/OMJ-Hancock the amounts of funds directly related to the violation.

**Whichever is applicable, the Contractor shall include one of the following with RFP: a certification of Accountability by an independent accountant, latest audited financial statement prepared by an independent accountant with applicable footnotes, or a copy of the most recently completed audit.**

\_\_\_\_\_ Authorized  
Representative's Signature Date



**7. MANAGEMENT ASSURANCES**

HCJFS/OMJ-Hancock will enter into contracts only with organizations which provide reasonable assurance in their applications that they are capable of managing, operating, monitoring and reporting according to federal and state guidelines, and standards of usual and customary business practices. This shall include:

1. Sufficient capability to operate the program.
2. Assurance that any proposed work sites meet the requirements of HCJFS/OMJ-Hancock, Area 7 WIB policies and WIOA rules and regulations.
3. Making available for review and monitoring the names and qualifications of their officers, directors, and managing personnel and those of any affiliates or subsidiaries who have operational or fiscal responsibilities for the WIOA program services contracted for.
4. Making available a list of all programs for which they are receiving financial assistance during the last three years and that they have substantially complied with the requirements, procedures and objectives of such programs.
5. Assurance that no information available showing substantial non-compliance with WIOA regulations, or if there is, they shall include an acceptable plan to correct such deficiencies.
6. Assurance that all personnel will have the basic training in the applicable WIOA requirements and regulations for the program being funded prior to the program beginning.
7. Assurance that internal policies meet state and federal guidelines regarding EEO and provide for fair and reasonable employment practices.
8. The proposer agrees to pay for "Reasonable Accommodations" for handicapped persons. As stated in the Federal Register, Volume 45, Number 196, page 66710, this means "the changes and modifications which can be made in the structure of a job or employment and training program, or in the manner in which a job or an employment and training program is conducted, unless it would impose an undue hardship on the operation of the recipient's program. Reasonable accommodations may include:

a) Making the facilities used by the employees or participants in the area where the program is conducted, including common areas used by all employees or participants (such as hallways, restrooms, cafeterias, and lounges) readily accessible to, and usable by, handicapped persons; and

b) Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters, and other similar actions.

---

Authorized Representative's Signature

Date



**8. AFFIRMATIVE ACTION POLICY STATEMENT**

It is the policy of \_\_\_\_\_  
Name of Organization

to provide equal employment opportunity to all persons regardless of race, color, creed, religion, sex, age, national origin, physical or mental handicap, political affiliation, belief, marital status, arrest or conviction record, public assistance status, or veteran's status. Therefore, this organization will take Affirmative Action to ensure that we will:

1. Train in all job classifications regardless of the above differences.
2. Make program decisions that are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
3. Incorporate our equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, company sponsored training, education and tuition assistance, career development, upgrading, demotion, and promotions.

The success of an Affirmative Action program requires maximum cooperation between the management and its employees.

To obtain these objectives, \_\_\_\_\_  
Name

will serve as the Equal Employment Opportunity Representative for our organization. The above-named person will be responsible for working with the HCJFS/OMJ-Hancock staff on all EEO matters and for monitoring and evaluating this organization's success in achieving Affirmative Action goals.

\_\_\_\_\_  
Authorized Representative's Signature Date



**9. OTHER FUNDS AVAILABLE DISCLOSURE FORM**

Identify any other funds which may be used to pay for the training cost or employment of the WIOA student. Indicate the **TOTAL COST OF TRAINING** and the impact of the other funds on the cost to WIOA funds from HCJFS/OMJ-Hancock. If there are no other funds available, then the proposer should check the box below. (Other grant includes state and federal grants, such as the Ohio Instructional Grant and PELL Grant, as well as scholarships)

No other funds are available that can be used to support the training and/or services proposed in this proposal. Therefore, the training and services proposed cannot be provided without the WIOA funds requested from HCJFS/OMJ-Hancock.

---

Authorized Representative's Signature

Date



**10. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE NEXT PAGE OF THE RFP).**

- 1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Name and Title of Signatory Authority for Proposing Agency

\_\_\_\_\_/\_\_\_\_\_  
Signature Date

## **INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.

3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized the DOL.

6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntarily Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-Procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant



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is not required to exceed that which is normal, possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**10. SCORING GUIDE**

Proposals will be reviewed by HCJFS/OMJ-Hancock staff for responsiveness. They will be rated and ranked by the HCJFS-OMJ-Hancock rating committee and approved by the Area 7 Workforce Investment Board. Proposals will be scored according to the categories listed below:

**A. ORGANIZATION DESCRIPTION AND PROJECT UNDERSTANDING**

- A. Organization description, how does this fit with the RFP 5 points
- B. Past performance 5 points
- C. Organizational approach, importance of project to organization 5 points
- D. Scope of work, solutions and project narrative / deliverables 5 points
- E. Outcomes/Performance expectations 5 points

**B. METHODOLOGY**

- A. How will organization carry out this project 10 points
- B. Project schedule 10 points
- C. Evaluation plan 5 points

**C. QUALIFICATION AND EXPERIENCE**

- A. Identifying qualifications for the project 5 points
- B. Prior Experience (adequacy of staff, capacity to take on scope of work based on previous experience with population as well as staff qualifications) 10 points
- C. Personnel needed and minimum requirements 5 points
- D. How sub-contractors may be used or why they will not be needed 5 points

**D. BUDGET AND PRICING**

- A. Budget 10 points
- B. Narrative of costs 10 points
- C. Narrative describing other funding streams 5 points