

Request For Proposals

Temporary Assistance to Needy Families (TANF) and Ohio Works First
Under Contract

Offered by
**Delaware County Job & Family Services on behalf of the Delaware County Board Of
Commissioners**

Deadline for submission is:
**Proposals must be received by Delaware County Job and Family Services
by 2:00pm, May 2, 2008
ABSOLUTELY NO EXCEPTIONS**

I. PURPOSE

Delaware County Job and Family Services (DCJFS), on behalf of the Delaware County Board of Commissioners, issues this Request For Proposals (RFP) to solicit innovative development programs to assist participants in the Temporary Assistance to Needy Families Program achieve self-sufficiency.

Respondents to this solicitation must be qualified workforce development organizations that are able to demonstrate their ability and previous experience to administer to the needs of individuals, businesses, and employers as they relate to workforce and economic development.

Respondents must provide all services in Delaware County to minimize transportation needs to the service population..

Proposals should address one or more of the following priority employment, training, and work readiness priorities:

- Basic, Work Readiness, and Occupational Skills Training
- Job Search, Job Entry, Job Retention, and Job Enhancement Assistance
- Ex-Offender Coaching, Advocacy, and Transition Assistance
- Barriers to Employment Assessment
- Work Experience and Subsidized Internship Facilitation and Coordination

DCJFS is most interested in proposals demonstrating cost effective, innovative, comprehensive programs and services needed to transition participants to self-sufficiency.

The awarded contract(s) will run for a period from July 01, 2008 through December 31, 2009.

Representative services appropriate for bidding may include but not be limited to the following example list:

Training

- Career / Job Planning
- Budgeting
- Credit Management
- Surviving a Layoff
- Outplacement
- Job Search and Job Readiness
- Job Specific / Occupational skills
- Basic Skills / GED
- Interpersonal skills
- Communication skills
- Computer skills – entry level and advanced
- Post high school 1 and 2 year education programs

Assessment Tools

- Job / Career
- Aptitude
- Academic Skills
- Learning Disabilities
- Interpersonal
- Work Readiness
- Life Skills
- Drug / Alcohol
- Barriers
- Employment Pre-Screens

Employment

- Direct job placement / follow-up
- Indirect job placement / follow-up
- Employment for Ex-Offenders/follow-up
- Work Experience and Subsidized Internship Facilitation and Coordination
- Job retention
- Outplacement

Counseling / Advocacy

- Employment layoff
- Life skills
- Domestic violence
- Mental health
- Drug and alcohol
- Medical health
- Felony/Ex-Offender

Case Management

- Client contact / follow-up
- Referrals tracking / follow-up
- Case management of two parent Ohio Works First (OWF) cash cases
- Tracking and general assistance with OWF cases
- File maintenance and data entry
- Barrier removal

Support Services

- Transportation Services
- Vehicle repair

II. Proposal Guidelines

All **Proposers** are required to respond to this RFP exactly as outlined within Section II, in order for DCJFS to evaluate all submittals on an equal and timely basis.

- A. Cover Page
- B. Services Narrative
 - i. Specific services to be provided to participants and/or DCJFS.
 - ii. Dates and times services will be unavailable.
Note: Dates and times not specifically excluded by Provider will be presumed to be available for scheduling by DCJFS.
 - iii. Numbers and types of individuals to be served.
 - iv. Tangible and measurable deliverables and objectives.
 - v. Interface with DCJFS.
 - vi. Location(s) services will be provided and any restrictions.
Note: DCJFS may define the location(s) to best serve participants and programs.
- C. Units of Delivery and/or Costs
 - i. Definition of units of compensation (i.e.. labor rate / hour , costs / participant, costs / day, costs / program event, etc.)
- D. Costs
 - i. Summary of costs (estimated amounts and line item description) to be absorbed by the **Proposer**
- E. Excluded Costs
 - i. Summary of costs **Proposer** will ask DCJFS to absorb or share.
Note: All costs not specifically excluded in the submittal will be presumed to be absorbed by the Provider.
- F. Experience Overview
 - i. Summary of organization's and staff's experience in the areas the **Proposer** desires to provide service.

III. Evaluation Criteria

DCJFS will review all proposals for completeness and compliance. Proposals received after the due date and time shall be rejected and returned to the **Proposer**. Each proposal will be reviewed according to the rating system below. Proposals inconsistent with the RFP requirements will be eliminated from consideration.

Costs (50)

- Are the compensation unit(s) cost effective?
- Are total costs (included and excluded) cost effective?
- Are the deliverables clearly defined?
- Are costs comparable to costs generally charged to the public?

Minimum charges?

Performance Outcomes and Measures (20)

Are deliverables identified, measurable, pertinent, and attainable?

Service Delivery (15)

How and where will services be delivered?

Does process minimize barriers to participant accessibility?

Are services compatible with DCJFS processes and needs?

Expertise (15)

Does the organization and its staff have the experience and expertise needed for the project?

IV. PROPOSAL REQUIREMENTS

A. Proposal Costs

This RFP is not in itself an offer of work nor does it commit DCJFS or the Delaware County Board of Commissioners to fund any submittals. DCJFS or the Delaware County Board of Commissioners are not liable for any costs incurred in the preparation or research of the proposals.

B. Confidentiality & Ownership of Proposals

All proposals and associated materials become the property of DCJFS (on behalf of the Delaware County Board of Commissioners). 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 a contract is made.

C. Proposal Acceptance / Rejection

DCJFS (on behalf of the Delaware County Board of Commissioners) reserves the right to reject any or all proposals, to accept any or all items within any or all proposals, to waive any informality in the proposals received, and to award the contract in whole or in part if it is deemed to be in the interest of the parties issuing this RFP.

D. 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 16, 2008. All protests must be filed in writing via post mail or express courier service with:

Steve Ehrle
Contracts Monitor
Delaware County Job and Family Services
140 North Sandusky Street
Delaware, Ohio 43015

V. RFP Timelines and Information

A. Request For Proposals Issued

The RFP will be available to bidders from March 26, 2008 thru May 2, 2008. Copies of the RFP may be requested from:

Steve Ehrle
Contracts Monitor
Delaware County Job and Family Services
140 North Sandusky Street
Delaware, Ohio 43015
Phone: (740)833-2337
Fax: (740)833-2395
Email: ehrls@odjfs.state.oh.us

Copies of the RFP may be downloaded from the Delaware County website:
<http://www.co.delaware.oh.us/>

B. Request For Proposals Due

RFPs must be received by 2:00pm EST on Friday, May 2, 2008, addressed to:

Contracts Monitor
Delaware County Job and Family Services
RE: TANF Workforce Development RFP
Rutherford B. Hayes Administration Building
140 North Sandusky Street
Delaware, Ohio 43015

Proposers are requested to submit one (1) printed, original, three (3) printed photocopies, and one (1) computer disk file on a CD in MS-Word format.

C. Proposal Questions and Answers

Proposers may submit questions regarding the RFP via email at the following email address: dcjfsrfpteam@yahoo.com

Questions may be submitted thru April 25, 2008.

No phone calls please.

Questions and answers to RFP questions will be posted anonymously and publicly on the Delaware County website under the heading Current Bids.

<http://www.co.delaware.oh.us/>

D. Review of Proposals

Proposals will be reviewed by designated representatives of the Delaware County Job & Family Services. If deemed necessary, interviews will be scheduled with **Proposers** and designated reviewers to clarify RFP content.

E. Contract Award

Pending the selection of a proposal, authorization to enter into a contract will be requested from the Delaware County Board of Commissioners thereafter. The contract maximum dollar amounts represent a ceiling for purchasing of services.

COVER PAGE
Proposal
Temporary Assistance For Needy Families
Delaware County Department of Job and Family Services

Service Period : July 1, 2008 (through): December 31, 2009
Month/Date/Year Month/Date/Year

Proposed Contract Amount \$ _____ Unit of Service _____ Total of Units _____

Date of Application: _____

Address: _____

Telephone / Daytime: _____ Evening: _____ Fax: _____

Contact Person: _____

Address: _____

Telephone: _____ E-Mail: _____

Organization/Agency Name: _____

☐ Non Profit

☐ Not for Profit

☐ Private, for Profit

Business Name: _____

☐ Sole Proprietor

☐ LLC

☐ Corporation

☐ Other _____

Other Contributing Organizations:

NAME	ADDRESS	CONTACT	PHONE
------	---------	---------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

Certification: This application has been authorized by the appropriate governing body of the applicant agency/organization.

Authorized Representative: _____
(please print or type)

Title/Position: _____

(signature) (date)