

**Carroll County Department of Job & Family Services
Request for Proposals for FFY 2020-2021
Released: August 9, 2019
Proposal Deadline: September 13, 2019 at Noon**

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Request for Proposals

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- 2. Proposal Narrative - Two typed pages**
- 3. Budget Information Summary Form – Attachment 2**
- 4. Budget Narrative – Two typed pages**
- 5. Representations, Assurances and Certifications Form – Attachment 3**
- 6. One copy of the organization’s most recent audit**
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Carroll County Department of Job & Family Services
REQUEST FOR PROPOSALS
Temporary Assistance for Needy Families (TANF) and Title XX

This RFP is for services to eligible families and individuals living in Carroll County. Federal Temporary Assistance for Needy Family (TANF) funds as well as Federal Title XX funds will be used to award the proposals. When applicable, other State or local funds may also be used based on the consumer's eligibility. Available funding for this proposal is contingent on the availability of federal TANF and Title XX funds which are made available through the Ohio Department of Job and Family Services. Selected vendors will be awarded as funding becomes available. Bidders can request funds for the proposed programs from either TANF or Title XX or both.

The agency is seeking proposals that will address service gaps in the community, including but not limited to these priority services:

- Family preservation services - Services to families with children at risk of abuse and neglect or removal from their homes that are primarily provided in the family home.
- Homebased parenting programs.
- Non-educational support services provided to children and their families who are at risk of poor outcomes.
- Kinship caregiving services for relative caretakers that are provided in the home and designed to assist in linking the caregivers to community services in order to maintain the children in the kinship home.
- Mentoring services to low income children who are at risk of poor outcomes.
- Homebased services for families or the elderly that are designed to teach and assist with household or personal care and can include homemaker services or household management services.
- Outreach services to seniors to assess and evaluate the need for services and referring to appropriate community resources.
- Training and employment services to overcome employment barriers which lead to obtaining and retaining employment; including but not limited to, employability assessment, work experience, case management, job retention services, improvement of work skills, improvement of basic education skills, job placement and job coaching.
- Specialized assessment services to individuals with potential barriers to employment as the result of substance abuse issues, mental health issues, physical disabilities and/or criminal histories.
- Service and programs to help low income TANF families improve skills and knowledge to assist them in becoming independent through barrier removal and work experience.
- Services to teens and adults to prevent out of wedlock pregnancies, including family planning, pregnancy prevention programs and campaigns to prevent pregnancy and after school programs to provide supervision when school is not in session.

In an effort to prepare for the Family First Prevention Services Act, organizations are strongly encouraged (although not required) to utilize evidenced based curriculum or programs that are trauma informed and meet the criteria as established on the Evidence Based Practice

Clearinghouse. Additional information can be found on this link.

<https://preventionservices.abtsites.com/>

TANF Program

General Program Guidelines: Eligible families must reside in Carroll County and have a minor child living in the household. The monthly household income must be at or below 200% of the Federal Poverty Level and be consistent with one of the below listed core principles (#1 through #4) of the TANF program. Organizations may propose a program under any of the four core principles.

1. Services to Families and Children - To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;

2. Employment Services for low income job seekers - To end the dependence of needy parents on governmental benefits by promoting job preparation, work, and marriage; OR

3. Pregnancy prevention services - To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; OR

#4. Encourage the formation and maintenance of two-parent families.

Title XX

General Program Guidelines: The Federal Title XX Program provides supportive services to individuals and families under the provisions set forth in the Ohio Administrative Code Section 5101:2-25 and the Ohio Revised Code Section 5101.461. Carroll Co JFS will administer the Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C 301 (2005) Section 5101.45 of the Revised Code and Chapter 5101:2-25 of the OAC.

Organizations may submit proposals to address the following Title XX Service Categories.

- "Education and training services" means:
 - (1) Services provided to improve knowledge of daily living skills and to enhance cultural opportunities.
 - (2) Services which may include instruction or training in, but are not limited to, such issues as consumer education, health education, community protection and safety education, literacy education, English as a second language, and general educational development (GED).
 - (3) Component services or activities which may include screening; assessment and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; transportation; and referral to community resources.
- "Employment services" means:
 - (1) Services or activities provided to assist individuals in securing employment or acquiring or learning skills that promote opportunities for employment.

- (2) Component services or activities which may include employment screening, assessment, or testing; structured job skills and job seeking skills; specialized therapy (occupational, speech, physical); special training and tutoring, including literacy training and pre-vocational training; provision of books, supplies, and instructional material; counseling; transportation; and referral to community resources.
- "Home based services" means:
 - (1) In-home services or activities provided to individuals or families to assist with household or personal care activities that improve or maintain adequate family well-being.
 - (2) Services that may be provided for reasons of illness, incapacity, frailty, absence of a caretaker relative, or to prevent abuse and neglect of a child or adult.
 - (3) Major service components that include homemaker services, chore services, home maintenance services, and household management services.
 - (4) Component services or activities that may include protective supervision of adults and/or children to help prevent abuse, temporary non-medical personal care, house-cleaning, essential shopping, simple household repairs, yard maintenance, teaching of homemaking skills, training in self-help and self-care skills, assistance with meal planning and preparation, sanitation, budgeting, and general household management.
- "Housing services" means:
 - (1) Services or activities designed to assist individuals or families in locating, obtaining, or retaining suitable housing.
 - (2) Component services or activities that may include tenant counseling; helping individuals and families to identify and correct substandard housing conditions on behalf of individuals and families who are unable to protect their own interest; and assisting individuals and families to understand leases, secure utilities, make moving arrangements and minor renovations.
- "Independent and transitional living services" means:
 - (1) Services and activities designed to help older youth in foster care or homeless youth make transition to independent living, or to help adults make the transition from an institution or from homelessness, to independent living.
 - (2) Component services or activities that may include educational and employment assistance, training in daily living skills, and housing assistance. Specific component services and activities may include supervised practice living and post-foster care services.
- "Information and referral services" means services or activities designed to provide information about services provided by public and private service providers and brief assessment of client needs (but not diagnosis and evaluation) to facilitate appropriate referral to community resources.
- "Prevention and intervention" means:
 - (1) Services or activities designed to provide early identification and/or timely intervention to support families and prevent or ameliorate the consequences of abuse, neglect, or domestic violence, or to assist in making arrangements for alternate placement or living arrangements where necessary. Such services may also be provided to prevent the removal of a child or adult from the home.

- (2) Component services and activities which may include investigation, assessment and/or evaluation of the extent of the problem; counseling, including mental health counseling or therapy as needed; developmental and parenting skills training; respite care; and other services including supervision, case management, and transportation.
- "Special services for youth involved in or at risk of involvement in criminal activity" means:
 - (1) Services or activities for youth who are, or who may become, involved with the juvenile justice system and their families.
 - (2) Component services or activities that are designed to enhance family functioning and/or modify the youth's behavior with the goal of developing socially appropriate behavior and may include counseling, intervention therapy and residential and medical services if included as an integral but subordinate part of the services.
- "Substance abuse services" means:
 - (1) Services or activities that are primarily designed to deter, reduce, or eliminate substance abuse or chemical dependency. Except for initial detoxification services, medical and residential services may be included but only as an integral but subordinate part of the service.
 - (2) Component substance abuse services or activities that may include a comprehensive range of personal and family counseling methods, methadone treatment for opiate abusers, or detoxification treatment for alcohol abusers.
 - (3) Services that may be provided in alternative living arrangements such as institutional settings and community-based halfway houses. The day should always be reported as twenty-four hours in whole numbers counting the day of admission as day one and the day of release as the last day.
- "Transportation services" means:
 - (1) Services or activities that provide or arrange for travel including travel costs of individuals in order to access services or obtain medical care or employment.
 - (2) Component services or activities that may include special travel arrangements such as special modes of transportation and personnel to accompany or assist individuals or families to utilize transportation.

Proposals can be downloaded from the agency website at: www.carrollcountyjfs.com

Issue Date: August 9, 2019

Submission Deadline: September 13, 2019 at noon
Carroll Co Job and Family Services
PO Box 219
95 East Main St
Carrollton, OH 44615

Contact Information: Melissa Herrington, Budget Officer
Carroll Co JFS
330-627-3611
Melissa.Herrington@jfs.ohio.gov

Available Funds

These funds are made available, in whole or in part, through federal funds under the Personal Responsibility and Work Opportunity Act of 1996, commonly known as Temporary Assistance for Needy Families (TANF) and through federal funds from the Title XX Block Grant. Generally, funds will be available from October 1, 2019 through September 30, 2021. Those programs which meet and exceed performance standards during the first contract year, as outlined in awarded contracts, may be considered for one-year contract renewals. All renewal contracts are contingent upon availability of funds, continued program needs, the satisfactory performance of the program provider and at the sole discretion of the Carroll County Job & Family Services. **This RFP and any agency contractor agreements that result from the submission of a proposal are contingent on the availability of funds. Programs or services that are otherwise billable to other Federal or State programs (including Medicaid), will not be approved for TANF or Title XX Funding.**

Submission Criteria

Proposals must be submitted to CCJFS in strict accordance with proposal submission instructions provided in this section. Any proposal failing to follow the entire proposal acceptance criteria listed below shall be disqualified from consideration.

Proposals must be received no later than noon on September 13, 2019.

Proposals must be mailed, or hand delivered to Carroll County Job and Family Services, P.O. Box 219, 95 East Main Street, Carrollton, Ohio 44615. Faxed and emailed proposals will not be accepted. No confirmation of mailed proposals received can be provided. Materials received

after the deadline date and time will not be added to previous submissions and will not be considered.

PLEASE DO NOT PUT THE PROPOSAL IN ANY TYPE OF BINDER. CCJFS reserves the right to reproduce proposals. Proposals should not be bound at the edges. Anything used to fasten the proposal together in a permanent manner such as three-ring binders, spiral binders, staples, or report covers is considered a binder. Rubber bands, paper clips and binder clips may be used to fasten proposals together, as these are easily removed. Also, proposal sections may not be separated using tab systems. Proposals received in a binder will not be reviewed for funding consideration. This requirement will be strictly enforced. Proposals must be typed on 8.5 X 11 paper.

One original and one copy of the proposal must be submitted.

All required sections and forms must be completed and included in the proposal in the following order:

- Organizational Information Cover Sheet – Attachment 1
- Proposal Program Narrative – Two typed pages
- Budget Information Summary – Attachment 2
- Budget Narrative – Two typed pages
- Representations, Assurances, & Certifications Form – Attachment 3
- One copy of most recent audit
- Auditor New Vendor Packet (W-9 and OPERS Contractor Form) – Attachment 4
- Conflict of Interest Disclosure Form – Attachment 5

All pages shall be sequentially numbered.

Sub-grantee Representative's Signature (Representation, Assurances and Certifications):

The proposal must be signed by an individual who is authorized to contractually bind the sub-grantee. The signature must indicate the title or position the individual holds in the sub-grantee's organization. Any and all unsigned proposals will be rejected.

Proposal Content and Format

Each proposal must contain all of the following information and maintain this format (the original and one copy):

1. Submit the attached Organizational Information Cover Sheet – Attachment 1.
2. Proposal narrative which does not exceed two typed pages. The proposal narrative must address a minimum of the following areas:
 - Program overview - Addresses the target population, referral process, and the TANF goal and/or the Title XX service category that the program addresses.
 - Scope of services to be provided - Description of services that will be provided, including but not limited to the number of customers that will be served, also types and range of services provided. Plan for recruitment of customers.

- Project deliverables and outcomes – Must be specifically outlined and numbered. Each deliverable must have measurable objectives and specific timeframes for meeting the outcomes.
 - Collaboration – How will the program collaborate with other existing services and agencies within the community?
 - Evaluation – How will the program be evaluated including quality and quantity of services delivered and how the effectiveness of the program will be evaluated and measured?
3. Budget Information Summary – Sub-grantees must complete this form – Attachment 2. Budgets should not include unit costs. Generally, reimbursement will be made for the actual cost of providing the service.
 4. Budget Narrative - should not exceed two typed pages and should provide additional detail and explanation of the various items in the budget. The budget should define administrative costs, direct program costs and any proposed contracted costs. The budget should demonstrate how costs are related to the services presented in the proposal. Salaries should include hourly rate and number of hours assigned to the contract. Equipment may, if approved by the CCJFS in advance, be purchased with these funds and must be program specific. It is understood by the bidders that any equipment purchased with these funds becomes and remains the property of the CCJFS.
 5. Representation, Assurances and Certifications Form – Attachment 3. Must be completed, signed and returned with the completed proposal
 6. One copy of the organization’s most recent audit.
 7. W-9 Form, return signature page only – Attachment 4.
 8. OPERS Contractor Form – Sign and return - Attachment 4
 9. Conflict of Interest Disclosure Form – Attachment 5.

Bidder Qualification

Any government, educational entities; private non-profit, private for profit, faith-based organizations; or individuals is eligible to apply. All proposals must include documentation to show why the proposer is qualified to provide these services. Please attach resumes of any staff providing the services or position descriptions of staff who are anticipated to be hired for the program. Please note that employees working under these grant funds will be required to comply with a background check which shall include fingerprinting.

Selection Process

The selection process is divided into two phases. In the first phase, Technical Scoring, all of the proposal acceptance criteria must be met by the bidder before the proposal will receive further consideration. In the second phase, Proposal Evaluation, the evaluation criteria will be judged on a numeric scale by the Review Committee. The Review Committee will be composed of CCJFS representatives including, but not limited to, the agency director, a fiscal staff member and at least one other program staff member. A proposal which is incomplete, vague, unjustifiably wordy, unclear, or poorly organized may not be successful. CCJFS reserves the right to select one or more contractors to enter into a contract with and to select all or part of a proposal. Priority will be given to program proposals that meet the priority list which is listed on page 1 of the RFP.

Compliance with Various Codes and Regulations

As a condition of entering into a contract with CCJFS, the contractor and subcontractor(s) will be required to comply with the following:

Health Insurance Portability & Accessibility Act (HIPAA) 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the contractor from or on behalf of CCJFS that meets the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health and Human Services, specifically 45 CFR 164.501 and any amendments thereto. (**Attachment 3**)

Accessibility of Program to Handicapped section 504 of the Rehabilitation Act of 1973, as amended (29 V.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract. Successful bidder(s) will be required to sign a compliance statement as provided in **Attachment 3**.

Civil Rights: there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, handicap, or any other factor as specified in Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973; the Age of Discrimination Act of 1975; Title IX of the Education Act of 1972; the Omnibus Budget Reconciliation Act of 1981; the Americans with Disabilities Act of 1990; Section 1808 of the Small Business Job Protection Act (adoption); the Multi-Ethnic Placement Act of 1994 (MEPA) and the Inter-Ethnic (adoption) Provisions of 1966 (IEP) and subsequent amendments. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to and method of appeal will be made available to all persons under this contract. Any organization found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

Standard Code of Conduct: No contractor, individual, company or organization seeking a contract shall promise to or give to any CCJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.

No contractor, individual, company or organization seeking a contract shall solicit any CCJFS employee to violate any of the conduct requirements for employees.

Any contractor acting on behalf of CCJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any contractor or potential contractor who violates the requirements and prohibitions defined here, or of Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by CCJFS to enter into a contract.

CCJFS employees and contractors who violate sections 1052.03, 102.04, or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.

Successful bidder(s) will be required to sign a Conflict of Interest Disclosure Form as provided in **Attachment 5**.

Equal Employment Opportunity: Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations 41 C.F.R. chapters 60. (All construction contracts awarded in excess of \$10,000 dollars by grantees and their contractors or sub-grantees). Successful bidder(s) will be required to sign a statement of equal opportunity certification form as provided in **Attachment 3**.

Copeland "Anti-Kickback" Act: 18 U.S.C. 874 as supplemented in Department of Labor regulations (29 E.F.R. Part 3). **Attachment 3**.

Contract Work Hours and Safety Standards Act: 40 U.S.C... 327-330 as supplemented by Department of Labor regulations (29 C.F.R. Part 5) **Attachment 3**.

Debarment and Suspension: any bidder who is debarred or suspended or is otherwise ineligible for participation in a federal assistance program under Executive Order 12549, including 7 C.F.R. Part 3017, 29 C.F.R. Part 97 and 45 C.F.R. part 76; has an unresolved finding for recovery issued by the auditor of state on or after January 1, 2001, will not be eligible to enter into a contract with CCJFS. Successful bidder(s) will be required to sign a Certification Regarding Debarment, Suspension form as provided in **Attachment 3**.

Drug Free Work Place pursuant to The Drug-Free Workplace Act of 1988, and its implementing regulations codified as 29 CFR 98, Subpart F, successful bidder(s) will be required to sign a Certification regarding a drug free work place as provided in **Attachment 3**.

Several codes are mentioned in this RFP and attachments. To review the entire code, please go to the following websites:

Ohio Revised Code (O.R.C.)

<http://codes.ohio.gov/>

Code of Federal Regulations (C.F.R.)

<http://www.gpoaccess.gov/cfr/index.html>

Contact the CCJFS contact person listed on the cover sheet of this RFP if you have difficulty finding the needed information.

Public Information Disclaimer

All proposals and any other documents submitted to CCJFS in response to the RFP shall become the property of CCJFS. After the selection of the contractor, any proposals submitted in response to an RFP are deemed to be public record pursuant to O.R.C. 149.43. The term "proposal" shall

mean both the technical and the cost proposals, any attachments, addenda, appendices or sample products. Under the requirements of the Freedom of Information Act (5 USC 552), the contents of proposals or other information submitted to the CCJFS is subject to public release upon request, except those items specifically exempt from disclosure. Such disclosure shall only take place after this RFP process is completed. The provider shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the provider is alerted that this marking is advisory only and not binding on the CCJFS. If there is a request from the public under F.O.I.A. to inspect any part of the proposal so marked, the CCJFS will advise the provider and request further justification in support of the "proprietary" marking. If the CCJFS, after receipt of the justification, determines that the material is releasable, the provider will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

Contractual Requirements

Proposal selection does not guarantee that a contract for services will be awarded. All proposals will be evaluated based on the criteria in the RFP. Based on the results of the evaluation, Carroll County Job and Family Services will, at its discretion, select bidders for the services that it determines to be the lowest and best and is the most responsive and reasonable bidder that proposes a program that targets a gap in the service delivery system according to the priority list. The agency will work with the selected bidders to finalize a contract. If the agency determines that the agency and contractor are unable to successfully come to terms regarding the contract, the agency reserves the right to terminate contract discussions. The agency has sole authority to select appropriate bidders, cancel the RFP or re-issue the RFP if it is deemed necessary. Failure to accept contractual obligations may result in cancellation of the award. Sub-contracting is not permitted for the purposes of the RFP. Contracts in general will be awarded from October 1, 2019 through September 30, 2021. Programs which meet and exceed performance standards as outlined in awarded contracts may be considered for a one-year contract renewal. All renewal contracts are contingent upon availability of funds, continued program needs, the satisfactory performance of the program provider and at the sole discretion of the Carroll County Job and Family Services. Programs and services that are otherwise billable to other Federal or State programs, including Medicaid, will not be approved for TANF or Title XX funding. Funds may not be used to supplant existing programs; they may be used to expand existing programs.

Invoicing

Invoices must be received by the CCJFS within seven days of the end of the service month. Payments will be contingent upon receipt of documentation that services provided are consistent with those described in the approved contract and the specification of this RFP and the documentation is adequate to support reports/billings. The CCJFS reserves the right to request and review supporting documentation or other materials necessary to make this determination. The CCJFS will review such invoice for completeness, accuracy and for any information necessary before making payment within thirty days after the receipt of an accurate invoice. The reported expenditures submitted are subject to adjustment by the CCJFS before such payment is made in order to adjust mathematical errors, incorrect rates, or non-covered services. The reported expenditures are subject to audit by appropriate state or federal officials or an independent audit.

Request for Tax Payer Identification (W-9) Requirements & OPERS Contractor Form

The successful bidder will be required to complete a New Vendor Packet as provided in **Attachment 4**.

Other Requirements

CCJFS reserves the right to waive minor proposal defects, and to require clarifications or other additional information from interested bidders prior to finalizing a selection of a contractor.

Costs incurred in the preparation of this proposal are to be borne by the bidder, and CCJFS will not contribute in any way to the costs of preparation.

All contracts will require that the contractors maintain confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

CCJFS is under no obligation to issue a contract as a result of this solicitation if, in the opinion of CCJFS, none of the proposals are responsive to the objectives and needs of the Department. CCJFS reserves the right to not select any contractor should CCJFS decide not to proceed.

Periodic monitoring and evaluation activities will be completed, as deemed necessary, by the CCJFS to ensure compliance with the terms of the contract.

Attachments

Attachment 1 – Organizational Information Cover Sheet

Attachment 2 – Budget Information Summary

Attachment 3 – Representations, Assurances, and Certifications Form

Attachment 4 – Auditor’s New Vendor Packet

Attachment 5 – Conflict of Interest Disclosure Form

Attachment 6 – FFY 2020-2021 RFP Rating Sheet – for informational purposes only

Issued on August 9, 2019 by the authority of the Director of Carroll County Job & Family Services.

Kate Offenberger, Director