

MEDINA COUNTY COMMISSIONERS

***MEDINA COUNTY
JOB AND FAMILY SERVICES***

REQUEST FOR PROPOSALS

Foster Family Software Services

PROPOSAL REQUEST

The Medina County Board of Commissioners and Medina County Job and Family Services are seeking proposals for Foster Family Software Services for families who are potentially exploring becoming licensed foster homes for children in agency care. Services will be covered by available PCSA federal, state and local funding sources. Sealed proposals will be received by the Board of County Commissioners, Medina, Ohio located at the Medina County Administration Building, 144 N. Broadway, Medina, Ohio 44256 until **10:00 a.m. Ohio time, Wednesday, December 1, 2021.**

FORMAT

All proposals should be typed in at least 12 pt font, on numbered 8 1/2 inch by 11 inch pages, with one (1) original and one (1) copy submitted. Costs for developing the proposals are solely the responsibility of the bidders. No reimbursement will be authorized or paid for such costs.

Proposals will be opened immediately following as provided by law. All proposals to be submitted in a sealed envelope marked, “**MCJFS-Foster Family Software Services**” by the date and time specified. The Medina County Board of County Commissioners reserves the right to reject any and all proposals. All awards are contingent upon successful contract negotiation. A respondent may not be recommended for funding, regardless of the merits of the proposal submitted, if they have a history of contract non-compliance with the Medina County Commissioners or Medina County Job and Family Services (MCJFS), and/or poor past or current contract performance.

BIDDER CONFERENCE

A bidder conference will be held **Thursday, October 14, 2021 at 9:30 a.m.** at Medina County Job and Family Services at 232 Northland Drive, Medina, Ohio 44256. Please call 330-661-0830 for directions, if required. Directions are also available on our website: www.mcjfs.us

CONTRACT TIME FRAME

Contract time frame will be from **January 1, 2022 to December 31, 2022.**

Rollover for second year

Programs and services can be continued without the necessity of a Request for Proposal process pursuant to the general procurement policy, and if MCJFS and the Medina County Commissioners:

1. Determine the continued need for the program/services for a second year
2. Assess the first program year’s performance as satisfactory
3. Determine there are sufficient funds

4. Determine it is cost beneficial to continue an existing program and service contract
5. The continuance is subject to successful contract and budget negotiations

PROPOSAL DETAILS

Pre-Award Survey

Organizations and individuals with which the Medina County Commissioners have not previously contracted with and which are selected through a competitive request for proposal process will be subject to a pre-award survey to assure they have:

1. A satisfactory record of integrity, business ethics and fiscal accountability, and
2. The necessary organization, experience, accounting and operational controls, and
3. Adequate financial resources or the ability to obtain them.

Withdrawals or Corrections

A submitted proposal may be withdrawn prior to the proposal due date. A written request to withdraw the proposal must be submitted to Cheryl Scheck, Medina County Job and Family Services, 232 Northland Drive, Medina, OH 44256. Mistakes discovered before the proposal deadline may be modified or withdrawn by written notice received by MCJFS no later than 24 hours before the proposal deadline. No corrections shall be made after the proposal opening.

Public Records

Applicants are advised that most documents in the possession of MCJFS are considered public records and subject to disclosure under the law.

Accessibility of Facilities and Services

Program facilities and services must be in compliance with the American with Disabilities Act.

Grievance Procedure

All funded programs will be required to have a written grievance procedure for both program participants and staff.

Location of Services

Services will be provided through web portal for applicants and agency use.

PURPOSE

The purpose of this request is to provide a web portal to track applicants and existing foster homes for licensing.

Proposals should be focused on the following:

1. **Experience** – Provide a description of services your organization provides for web-portal applications.
 - a. Indicate if you have current software for Foster Homes, giving detail of information gathered with existing software.
 - b. Describe security of information that is gathered and saved with this software.
 - c. If existing Foster Home software doesn't exist, explain the process in developing this software and the length of time in getting this accomplished.
 - d. Explain how long your organization has been in business providing software services.
 - e. If you are providing software services to other Ohio governmental agencies, please provide the names of these agencies, a contact person and their phone number for a reference.

2. **Software Components** – software needs to include at least the following components. Please describe all components included with your existing software or software to be developed.
 - a. Online applications for foster/adoption applicants
 - b. Ability to inform, educate and engage prospective foster/adoptive families
 - c. Match youth and other family members
 - d. Screen, track and assign requests/applications
 - e. Automate eligibility determinations for foster/adoption applications

3. **Support Services** – Describe supportive services available to the agency and Foster Home applicants. In addition, are these support services time limited or ongoing.

4. **Follow Up Services**

- a. Describe any follow up services that are allowed – such as, can the software be edited for our agency use and if yes, is this time limited or can this be done as needed.
- b. Describe any available reports included in the software that the agency can use to track Foster Home progress or follow up services that are needed.

5. **Cost** – Indicate initial cost to purchase this software, editing costs and renewal costs.

PROPOSAL REQUIREMENTS

Narrative

Proposals must include a narrative of the program elements as well as a detailed budget substantiating the proposed cost of meeting the anticipated program outcomes. The program narrative should include an overview of how services will be delivered, a statement regarding staff recruitment and qualifications, of record keeping standards, coordination of supervision, and follow through and evaluation.

Also, the qualifications of staff need to be included. The qualifications can include, but are not limited to, educational background, child welfare and legal experience, and licensure.

Budget

Provide a budget with initial costs, editing costs and renewal costs. Also indicate when these renewal costs occur (example: annually, semi-annually or biennially).

Technical Assistance

Proposals should further include a billing plan per service component which delineates how the budget will be condensed to a unit or billable rate (i.e., hourly, component, or actual expense as incurred). **Cheryl Scheck (330) 661-0830** is available to assist potential bidders on the development and construction of this figure.

Payroll Deductions

The successful bidder must agree to accept full responsibility for payment of all unemployment compensation, contributions or reimbursements, insurance premiums, workers compensation premiums, all income tax deductions, social security deductions and all other employee taxes and payroll accounting required for all employees.

Liability Insurance

The successful bidder will need to maintain comprehensive liability insurance and agree to hold the Medina County Commissioners and MCJFS harmless from all liabilities or claims caused or resulting from the bidder's obligation for activities in their proposal.

Record Retention

Records for each funding period are to be retained for 3 years after the submission of the final expenditure report. However, records shall be retained beyond the prescribed period if any litigation or audit is begun or if a claim is instituted involving the grant or agreement covered by the records. In these instances, records shall be retained until the litigation audit, or claim has been finally resolved. In the event that such records may not be retained by the organization under contract, all records must be turned over to MCJFS.

Inspections

The Medina County Commissioners, MCJFS, and any other authorized representatives have the right of timely and reasonable access to any books, documents, paper computer records, or other records that are pertinent to the award, in order to conduct audits and examinations, and to make excerpts, transcripts, and photo copies of such documents. This right also includes timely and reasonable access to personnel for the purpose of interview and discussion related to such documents.

SELECTION CRITERIA

Proposals will be reviewed initially by a panel of MCJFS staff and recommendations submitted to the Medina County Board of Commissioners for approval to enter into contract negotiations. The final contract will also be submitted to the Medina County Board of County Commissioners for approval prior to implementation. Recommendations will be based on compliance with proposal requirements, cost of services to be delivered, staff qualifications, and prior history of the contractor with contractual agreements.

SERVICE DELIVERY

Contractors must assure MCJFS that services are already available or can be developed and ready for use within 30 days of the contract initiation.

FINANCIAL MANAGEMENT REQUIREMENTS

The financial management system of each contractor who receives an award shall provide federally required records and reports that are uniform in definition, accessible to authorized federal, state and local staff, and verifiable for monitoring, reporting, audit, program management, and evaluation purposes.

The financial system shall provide fiscal control and accounting procedures that are:

1. In accordance with generally accepted accounting principles. It shall include:
 - a) Information pertaining to the awards, obligations, unobligated balances, assets, expenditures and income
 - b) Effective internal controls to safeguard assets and assure their proper use
 - c) A comparison of actual expenditures with budgeted amounts
 - d) Source documentation to support accounting records
 - e) Proper charging of cost and cost allocations

2. Be sufficient to:
 - a) Permit preparation of required reports
 - b) Permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of applicable restrictions
 - c) Permit the tracing of program income, potential stand-in costs and other funds

Cost Principles and Allowable Costs

Providers must adhere to all requirements in 2 CFR 200.

There are certain costs, which are either allowable or unallowable and there are certain prohibited activities. 2 CFR 200 are the current regulations and allowable and unallowable costs are in Subpart E – Cost Principles 200.400 to 200.475 and can be found at:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Listed on the next page below, but not limited to, are some of the allowable or unallowable costs found in 2 CFR 200.

Allowable Costs

To be allowable costs must meet the following general criteria:

- a. Be necessary and reasonable for proper and efficient performance and administration of Federal awards
- b. Be allocable to Federal awards under the provisions of 2 CFR 200
- c. Be authorized or not prohibited under State or local laws or regulations
- d. Conform to any limitations or exclusions set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items
- e. Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit
- f. Be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- g. Except as otherwise provided for in this CFR, be determined in accordance with generally accepted accounting principles
- h. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specifically provided by Federal law or regulation
- i. Be adequately documented

Allowable costs - Continued

Personnel and non-personnel costs directly related to providing services to participants. Generally such costs are:

1. Salaries, fringe benefits, equipment, supplies, space, staff training, costs related to providing direct services
2. Books, instructional materials, and other teaching aids used by or for participants
3. Equipment and materials used in providing training to participants
4. Classroom space and utility costs

Unallowable costs

The following are some of the unallowable costs:

- a) Unallowed advertising and public relations costs as defined in 2 CFR 200
- b) Alcoholic beverages
- c) Bad debts

- d) Personnel compensation which are unallowable
 - a. Contributions and donations
 - b. Legal expenses for prosecution of claims against the Federal Government
 - c. Entertainment
 - d. Fund Raising
 - e. General Government expense
 - f. Interest
 - g. Lobbying

Funds must not be spent on construction or purchase of facilities or buildings except with certain exceptions. Funds cannot be spent on the following:

- ◆ Expenses prohibited under any other Federal, State or local law or regulation
- ◆ Foreign travel

Bid Proposal Cover Page

Individual, Agency or Organization Submitting Proposal

Name: _____

Address: _____

City/State/Zip Code: _____

Check One:

- Sole Proprietor**
- For-profit organization**
- Not-for-profit organization**
- Government organization**

Proposal contact person _____

Contact person's telephone _____

Federal Employee I.D. number, if applicable _____

Workers Compensation Account number, if applicable _____

Proposed amount of funds requested _____

Included:

- Budget**
- Qualification of staff**
- Documentation of Insurance**
- Narrative**

Authorized Signature

Date

Typed Name and Job Title

CERTIFICATION OF AUTHORITY

I (We) the _____ (1) the governing authority for
_____ (2) do hereby certify that
_____ (3) is duly authorized to enter
into an agreement or agreements, submit proposals/bids, negotiate proposals, sign contracts or modify
contracts and terminate contracts in connection with the Medina County Commissioners/Job and Family
Services.

Duly executed this _____(day) of _____(month), **20**_____.

By:_____

(A general power of attorney or certificate of authority or similar document may be submitted in lieu of
this certificate)

Fill in the governing body for your organization (Board of Directors, Board of Trustee, etc.)

Fill in the name of your organization

Fill in name of person signing agreement