***MEDINA COUNTY COMMISSIONERS***

*MEDINA COUNTY*

*JOB AND FAMILY SERVICES*

***REQUEST FOR PROPOSALS***

***FOOD ASSISTANCE AND***

***OWF/TANF***

***JOB DEVELOPMENT SERVICES***

**PROPOSAL REQUEST**

The Medina County Board of Commissioners and Medina County Job and Family Services are seeking proposals to assist TANF AND ABAWD Food Assistance eligible adults with job development. Sealed proposals will be received by the Board of County Commissioners, Medina, Ohio in the Office of said Commissioners, located at the Medina County Administration Building, 144 N. Broadway, Medina, Ohio 44256 until **10:00 a.m. Ohio time, Monday, December 18, 2023.**

**FORMAT**

All proposals should be typed in at least 12 pt font, on numbered 8 ½ 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 will be filed in a sealed envelope marked, “Medina County JFS – **Job Development**” 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 **Friday, November 17, 2023 at 9:00 a.m.** at Medina County Job and Family Services at 232 Northland Drive, Medina, Ohio 44256. Please call 330-661-0805 for directions, if required. Directions are also available on our website under the Resources tab: [www.mcjfs.us](http://www.mcjfs.us)

**CONTRACT TIME FRAME**

Contract time frame will be from **January 1, 2024, through September 30, 2024 (FY24)**.

**Optional rollover for second year and third 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 and/or third year

2. Assess the first (and potentially second) 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

1. The continuance is subject to successful contract and budget negotiations

**PROPOSAL DETAILS**

**Pre-Award Survey**

Organizations 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 Steve Sikora, 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 delivered at the bidder’s facility and/or any other facility as mutually agreed upon.

**PURPOSE**

The purpose of this request is to provide work activity and job development services which will assist TANF and/or ABAWD food assistance eligible individuals in obtaining and retaining employment therefore allowing them to become self-sufficient and take personal responsibility for their own lives and future. These stated services will be reimbursed with TANF funds (CFDA 93.588) and/or Food Assistance funds (CFDA 10.561). TANF funding for households with a dependent child to meet TANF goal #2 as defined: ***To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage*** orFood Assistance funding for individuals who do not have a dependent child in their household. Proposals should be focused on the following:

1. Provide services to help individuals achieve and maintain economic self-sufficiency through the development of employment opportunities. The goal of this program is to determine the individual’s barriers to employment and develop a plan to move them to a state of job readiness. The final aspect will involve developing and placing individuals in appropriate employment areas and ensuring their long term retention and success. Activities include but are not limited to:

* Screen and assess client’s barriers to employment such as transportation, housing, utilities, childcare, etc.
* Register all clients into the Ohio Means Jobs (OMJ) system. Mandate use of the OMJ by clientele and monitor that usage.
* Administer various scales and tests to determine any learning disabilities, reading level, problems with substance abuse, and/or mental health issues such as domestic violence and depression.
* Coordinate referrals to partner contracted agencies and community providers for Food Assistance and OWF clients with personal and/or situational barriers that preclude employment.
* Enhance the retention component by conducting the following activities:
  + Job Development
  + Provide employment counseling and guidance
  + Contact employers present and past to determine employment weakness
  + Work with employers throughout the county to create employment opportunities

1. Provide an environment to develop interviewing skills and basic employment skills:
   * + Provide a safe work site to develop these skills and experience;
     + Provide supervision services for clients at the work site.
   1. Track and monitor client participation at assigned worksite~~s~~. Report any no show/no call clients and non-cooperation to MCJFS Work Activity Coordinators, within 24 hours.
2. Provide direct one-on-one or classroom situations for learning.
3. Assist with contacting Medina County Public Transit to inform them of a client’s eligibility for transportation services and then giving the client the information on how to schedule needed transportation services.
4. Communicate progress to MCJFS staff in the following manner:

* Case plan development with the work activity coordinator and client on an ongoing basis;
* Maintain a client record/file;
* Report client’s cooperation and progress routinely to MCJFS work activity coordinators;
* Work with MCJFS Work Activity Coordinators, supervisors and administrator in accessing needed changes to the PRC Plan and SNAP E & T Plan, in order to reduce employment barriers;
* Attend administrative case reviews (ACR) on a monthly basis to discuss status of clients;
* Provide statistical reports on a quarterly basis by client (see page 5 & 6 – Outcome section for detail information).

**POSITIONAL OVERVIEW**

The Medina County Board of Commissioners and Medina County Job and Family Services are seeking proposals to support work activities for low-income families to help them secure meaningful employment and/or develop additional job skills to enhance their level of self-sufficiency.

The following is a description of contractor position needed:

* Employment Case Managers – This position or positions will coordinate all employment search and supportive activities, including mandatory work in the OMJ system, curriculum development, classroom instruction, and reporting case status and changes to Medina County Job and Family Services (MCJFS) Work Activity Coordinators.

**PROPOSAL REQUIREMENTS**

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.

**Budget**

Budgets must outline personnel costs (including fringe and administrative support costs), operational expenses (including space, utilities, and transportation costs), equipment expenses (note: equipment purchases as part of this project revert back to MCJFS upon completion of this project), and miscellaneous expenses as anticipated. **NOTE: Administrative costs cannot exceed 10% of total costs** and detail explanation of what the administrative costs consist of must be included as part of the budget narrative. Travel costs cannot exceed the current state allowable rates and these rates can be found at the following website: [OBM Travel Rule | Office of Budget and Management (ohio.gov)](https://obm.ohio.gov/areas-of-interest/agency-overview/obm-travel-rule/obm-travel-rule). **Budgets should be reduced to a unit rate of service.**

**Outcome Based**

Proposals must be outcome driven. Goal and purpose is for an individual to become self-sufficient. Required data to track by client is as follows (report will be required when requested by MCJFS):

* Date referred for services
* List of services provided to client
* Length of time the client received services
* When the client received a job
* Date services were terminated due to client’s failure to follow through
* Date services were terminated for other reasons and explain in the additional notes section
* Types of barriers that could not be overcome
* Additional notes to better explain current client status

Second listing is a compiled report which would be a summary report of statistics to include at least the following:

* Number of referrals received within the contract time
* Number of clients who had job placement
* Number of clients who failed to follow through with services
* Number of clients terminated from services

For auditing purposes the RFP respondent must retain a copy of the detail data that was used in completing the summary report.

**Referral & Review**

Individual referral to the proposed service will be made by MCJFS staff (eligibility of the referent will be that of MCJFS). MCJFS and awarded vendor will determine the best means to make a referral (in writing, by telephone, email, etc.).

Supervision and record maintenance will be shared between the vendor and MCJFS, depending on the position and the case involved. Awarded vendor will be required to have clients sign a release of information form in order to be able to share information with MCJFS. Assignments made by MCJFS staff, that staff member will be the designated liaison at MCJFS for the referred client.

**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). **Steve Sikora (330) 661-0805** is available to assist potential bidders on the development and construction of this figure.

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.

**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.

**Single Audits**

If you are required to have a “Single Audit”, a copy of the audit report must be submitted to MCJFS within 30 days of the issuance.

**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 photocopies 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, costofservices 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 referrals within 30 days of the contract initiation.

For public assistance recipients, MCJFS will determine the eligibility and make the referral to the awarded vendor for clients who are mandated to participate. The awarded vendor will then determine the specific activities that should enable the participant to go from assistance to self-sufficiency. The awarded vendor will be required to report to MCJFS compliance with the assignment and provide required reports of participants and activities, with outcome measures. Coordinator will maintain a case file on each participant.

**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 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, Federallaws, 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**

**Agency 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)

1. Fill in the governing body for your organization (Board of Directors, Board of Trustee, etc.)
2. Fill in the name of your organization
3. Fill in name of person signing agreement