

**Carroll County Department of Job & Family Services
TANF Request for Proposals for FFY 2011
Released: August 12, 2010
Proposal Deadline: September 22, 2010 at Noon**

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Request for Proposals

Required Documents – Return the original and one copy of each of the following:

1. Organizational Information Cover Sheet Form
2. Proposals Narrative - Two typed pages
3. Budget Information Summary Form
4. Budget Narrative – Two typed pages
5. Representations, Assurances and Certifications Form
6. One copy of the organizations most recent audit

FFY 2011 TANF RFP Rating Sheet

**CARROLL COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
REQUEST FOR PROPOSALS
TEMPORARY ASSISTANCE TO NEEDY FAMILIES**

This RFP is for services to eligible families living in Carroll County with a minor child living in the household with a monthly income at or below 200% of the Federal Poverty Level and consistent with one of the below listed core principles of the TANF program. Available funding for these proposals is contingent on the availability of TANF funds made available through the Ohio Department of Job & Family Services and the Carroll County Department of Job & Family Services. Selected vendors will be awarded as funding becomes available.

Carroll County Department of Job and Family Services (CCDJFS) hopes to receive proposals which will address the needs of TANF eligible families. Bidders must submit proposals that address one of the following core principles of TANF which address service needs and identified gaps as determined by the agency.

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;

- Youth education and support services to help prepare adolescents for adulthood and employment.
- Family preservation services - Services to families with children at risk of abuse and neglect or removal from their homes.
- Non-educational support services provided to children and their families who are at risk of poor outcomes due to low income.
- Services to families to help them access services to support healthy family functioning and to help children achieve positive outcomes.

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

- 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.

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;

- 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.

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). Generally, funds will be available from October 1, 2010 through September 30, 2011. Those programs which meet and exceed performance standards 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 Department of Job & Family Services. **This RFP and any agency vendor agreements that result from the submission of a proposal are contingent on the availability of funds.**

Date: August 12, 2010	Date RFP released
Date: September 22, 2010 - NOON	Deadline for submitting proposals
Date: September 22, 2010	Bid Opening at 1:00 PM, Agency
Date: September 27, 2010	Contract Award Letters

To request a proposal, contact the Carroll Co. Department of Job & Family Services, PO Box 219, Carrollton, Ohio 44615 ATTN: Debbie Meister or by calling (330) 627-2571, or by email: meistd@odjfs.state.oh.us. A list of those interested parties requesting the RFP packet will be kept on file.

Proposal Instructions

Delivery of Proposals: Vendors must mail or deliver one signed original proposal and one duplicate of the entire written proposal to Kate Offenberger, 95 East Main St., PO Box 219, Carrollton, Ohio 44615. The outside of the envelope must be clearly marked **TANF/PRC SERVICES**. Proposals that are hand-delivered must be in a sealed envelope. All proposals will be date and time-stamped when received. A receipt will be issued upon request. Proposals received after the deadline of September 22, 2010 at noon, will not be considered. If mailed, the Sub-grantee should use certified or registered mail, UPS, or Federal Express with return receipt requested. Faxes or proposals sent via routine United States Post Office will not be accepted.

All vendors must carefully review their final proposals. Once opened, proposals cannot be changed. However, the Carroll County Department of Job and Family Services may request additional information or respond to inquiries for clarification purposes only.

Vendor Representative's Signature (Representation, Assurances and Certifications): The proposal must be signed by an individual who is authorized to contractually bind the vendor. The signature must indicate the title or position the individual holds in the vendor's organization. Any and all unsigned proposals will be rejected.

Proposal Content and Format

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

1. Submit the attached Organizational Information Cover Sheet.
2. Proposal narrative which does not exceed two (2) 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 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.
 - Project deliverables and outcomes – Must be specifically outlined and numbered. Each deliverable must have measurable objectives.
 - 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 – Vendors must complete this form. 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 (2) 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 CCDJFS 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 CCDJFS.
5. Representation, Assurances and Certifications Form - Must be completed, signed and returned with the completed proposal.
6. One copy of the organization's most recent audit.

Proposal Requirements and Guidelines

Conflict of Interest: No vendor will promise, or give to any Carroll County Department of Job and Family Services employee anything of value that could influence that employee in their decision on awarding contracts. No sub-grantee will attempt, by any means, to influence an employee of the Carroll County Department of Job and Family Services to violate any policies of the agency, the Ohio Revised code, or Federal Procurement Regulations.

Preparation and Cost of Proposal: Proposals must provide a clear picture of the vendor's qualifications to provide the services requested in the RFP. The vendor should respond to the RFP instructions and requirements. The proposal must include all costs that relate to the responses submitted. All proposals become the property of the Carroll County Department of Job

and Family Services. All proposals will be considered public information and will be open for inspection. The cost of creating proposals is the responsibility of the vendor and shall not be chargeable to the Carroll County Department of Job and Family Services. The vendor must guarantee that the pricing listed in the proposal will remain in effect for a minimum of 120 days after the proposal submission date.

False or Misleading Statements: Proposals containing false or misleading statements shall be rejected.

Vendor Disclosures: Vendor must provide a disclosure of any pending or threatened court actions and/or claims against the vendor. This information may not cause rejection of the proposal, but withholding the information may be a cause to reject the proposal.

Acceptance of Proposals: Proposals will be **accepted until noon on Wednesday, September 22, 2010** at the Carroll County Department of Job & Family Services. Proposals received after the deadline will not be reviewed.

Opening of Proposals: All proposals will be opened at 1:00 p.m. on Wednesday, September 22, 2010, at the Carroll County Department of Job and Family Services, 95 East Main St., Carrollton, Ohio 44615.

Acceptance and Rejection of Proposals: The Carroll County Department of Job and Family Services reserve the right to reject any or all proposals. The recommendation of CCDJFS staff representative and the CCDJFS Director (or designee) shall be final.

Evaluation of Proposals: Proposals that are received by the deadline, contain the correct number of copies, submission of all of the required documents and are appropriately signed by the authorized representative will be reviewed by the Review Committee Members. The Review Committee consists of a minimum, the CCDJFS director, a member of the fiscal staff and a program staff member. The committee can request additional written information from bidders. Such requests will be in writing. All qualified proposals shall be reviewed by the review committee using the FFY 2011 TANF RFP Rating Sheet. (see attached)

Vendor Notification: Written notification will be made to all vendors who submit a proposal.

Proposal Selection: 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 Department of Job & Family Services will, at its discretion, select a bidder for the services who it determines to be the lowest and best, and is the most responsive and responsible bidder. The agency will work with the bidder who was selected to be the lowest and best to finalize the details of a vendor agreement. If the agency determines that the agency and the vendor are unable to successfully come to terms regarding the contract, the agency reserves the right to terminate contract discussions with the bidder. At the option of, and in its sole discretion, the agency reserves the right to select another bidder from the bid process, cancel the RFP or re-issue the RFP if it is deemed necessary.

Terms and Conditions: The RFP and the commitments made in the selected proposal will be contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award.

Type of Contract: The evaluation of proposals submitted in response to this RFP may result in the issuance of a contract. The contract will incorporate the requirements of the RFP, the sub-grantee's proposal, and all other agreements that may be reached. The vendor is responsible for the execution of the project/program and contract requirements. Sub-contracts will not be permitted.

Contract Period – Funding: The term of contract shall be from October 1, 2010 through September 30, 2011. Bidders must articulate, in clear and unambiguous terms, how they believe their proposal satisfies one or more of the overarching principles of the TANF program.

Confidentiality and Security: Any vendor that has access to confidential information will be required to keep that information confidential pursuant to all State and Federal regulations imposed upon the Carroll County Department of Job and Family Services.

Reporting Requirements and Monitoring: Meetings will be scheduled periodically between the contractor and the Carroll County Department of Job and Family Services to discuss all aspects of the contract including, but not limited to; performance, compliance and budgetary issues. Items such as cost, numbers of participants enrolled, improvement in participants' skills and interest must be reported as identified in the final contract.

Use of TANF Funds: TANF funds cannot be used for medical services except for pre-pregnancy family planning services. Medical services include inpatient and outpatient medical services as well as mental health and substance abuse treatment. TANF funds may not be used to satisfy cost-sharing or matching requirements of other federal programs unless specifically authorized by Federal Law.

Program and Financial Monitoring: The Carroll County Department of Job & Family Services will monitor the program performance and financial administration of any awarded contract. The vendor must follow all program and financial federal, state and local rules and regulations pertaining to TANF funds.

Issued on August 12, 2010 by the authority of the Director of Carroll County Department of Job & Family Services.

Kate Offenberger, Director

BUDGET INFORMATION SUMMARY

Provider: _____

Program Title: _____

ADMINISTRATION

A. <u>PROGRAM MANAGEMENT COSTS</u>	<u>TOTAL</u>
1. <u>Personnel</u>	
a. Salaries	_____
b. Fringe Benefits	_____
c. Mileage	_____
d. Other: _____	_____
2. <u>Non-Personnel Costs</u>	
a. Admin. Supplies/Materials	_____
b. Printing	_____
c. Postage	_____
d. Telephone	_____
e. Equipment Maint./Repair	_____
f. Membership/Subscriptions	_____
g. Equipment Rental	_____
h. Bonding/Insurance	_____
i. Other: _____	_____
3. <u>Space and Facilities Cost</u>	
a. Rent	_____
b. Utilities(excl. phones)	_____
c. Building Maintenance	_____
4. <u>Equipment Costs (Specify)</u>	
a. _____	_____
b. _____	_____
5. <u>Total Indirect Costs (Specify)</u>	
(Prior Approval Required by Carroll County Department of Job and Family Services)	
_____	_____
 TOTAL PROGRAM MANAGEMENT COSTS:	 _____
 B. <u>CONTRACTUAL PAYMENTS/PROFITS</u>	
1. Auditing	_____
2. Other: _____	_____
 TOTAL CONTRACTUAL PAYMENTS:	 _____
 TOTAL ADMINISTRATIVE COSTS:	 _____
(Program Management Costs <i>PLUS</i> Contractual Payments)	

DIRECT PROGRAM SERVICES

TOTAL

A. DIRECT PROGRAM COSTS

- 1. Personnel
 - a. Salaries: _____
 - b. Fringe Benefits _____
 - c. Mileage _____
 - d. Other: _____

- 2. Non-Personnel Costs
 - a. Admin. Supplies/Materials _____
 - b. Printing _____
 - c. Postage _____
 - d. Telephone _____
 - e. Equipment Maint./Repair _____
 - f. Membership/Subscriptions _____
 - g. Equipment Rental _____
 - h. Bonding/Insurance _____
 - i. Other: _____

- 3. Space and Facilities Cost
 - a. Rent _____
 - b. Utilities (excl. phones) _____
 - c. Building Maintenance _____
 - d. Other: _____

4. Equipment Costs (Specify)

5. OTHER COSTS: Please Specify

TOTAL DIRECT SERVICES: _____

BUDGET SUMMARY: *TOTAL ADMINISTRATIVE COST* _____

TOTAL DIRECT SERVICES _____

GRAND TOTAL _____

NOTE: Attach a two (2) page typed Budget Narrative which explains the budget.

15. The company certifies that its organization is not on the EPA list of Violation Facilities, but is in compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act 42 USC 1857 (h); Section 508 of the Clean Water Act Regulations 40 CFR Part 15. Yes No
16. The company certifies that its organization is required to report any violations to the State/County agency and to the U.S. EPA Assistant Administrator for Enforcement (EN-329). Yes No
17. Does the company have current or future plans for a buyout or sale? Yes No
18. The company certifies that its organization and/or its principals are not on the General Services Administrations “List of Parties Excluded from Federal Procurement or Non-Procurement Program” in accordance with Executive Orders 12549 and 12689. Yes No
19. The company certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this Request for Proposal. Yes No
20. The company certifies that its organization will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Yes No
21. The company certifies that its organization shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Yes No
22. The company certifies it is a drug-free work place. Yes No
23. The company certifies is not delinquent on any Federal, State, County, or local debt. Yes No
24. The company certifies that it has no unresolved audit findings with the Auditor of State. Yes No
25. The company certifies that it is in compliance with the Americans with Disabilities Act (ADA). Yes No
26. The company certifies that no other funds are available that can be used to support the proposed TANF contract. Therefore, the proposed program cannot be provided without TANF funds requested from Carroll County Job & Family Services. Yes No

27. The company agrees that should the proposal be funded, the organization will abide by the applicable federal, state and local regulations and policies governing the TANF program. _____ Yes _____ No
26. The company certifies that all information contained in this proposal is true and correct, and shall be open to verification, should the CCDJFS chose to do so. _____ Yes _____ No
27. The proposed warrants that the cost quoted for services are not in excess of those that would be charged any individual for the same services performed by the proposed. _____ Yes _____ No

Authorizing Official's Signature

Authorizing Official's Name and Title

Sworn to and subscribed before me this _____ day of _____

(Notary Public)

_____ Ohio

My Commission Expires _____

FFY 2011 TANF RFP RATING SHEET

Provider: _____

Program Title: _____

Technical Scoring

Question	YES	NO	Comment
Was the proposal received by the deadline?			
Were the correct number of copies of proposal received? (Original plus 1)			
One copy of current audit or Certification of Accountability?			
Were all required documents attached and signed?			

PROPOSAL EVALUATION

Scoring Key: Please mark the closest number that best rates each category, utilizing the following information:

1 = Poor # 3 = Average #5 = Excellent

Question	Comments	Value
Which TANF goal does the proposal intend to meet? Goal 1, 2, or 3? How well does the proposal meet the goal?		
Does the Vendor have background and/or experience with a similar project? Are staff qualified?		
Program Overview: How well does the proposal address target population and the referral process?		
How well does the proposal include new, creative and/or innovative ideas? Does the proposed program supplement or compliment existing programs? Is the description of the program clear?		
How well does the proposal identify a minimum and/or maximum number of participants to be served?		
Budget: Is the proposal cost-effective and represent good value? Is the budget narrative understandable?		
How well does the proposal identify project deliverables and outcomes? Does the proposal clearly state the standard to be achieved? Does each deliverable have measurable objectives?		
Overall, is the proposal well written?		
Collaboration: How well does the program collaborate with other existing services and agencies?		
Evaluation: How well will the program evaluate quality and quantity of services. Will effectiveness be evaluated?		
TOTAL (Not to exceed 50)		