



**Knox County**

A proud partner of the  
American Job Center network

**Request for Proposals (RFP)  
For  
Comprehensive Case Management Employment  
Program (CCMEP) Provider for Workforce Innovation  
and Opportunity Act (WIOA) and Temporary Aid for  
Needy Families (TANF) Youth-Funded Activity  
Services**

Issued by:

Knox County Department of Job & Family Services (KCDJFS)  
OhioMeansJobs | Knox County (OMJKC)

**PROGRAM DATES:**

July 1, 2021 – June 30, 2022

**FUNDING AVAILABLE:**

TBD – Estimates Provided

**PROPOSAL DUE DATE:**

June 17, 2021

**PROPOSALS SUBMITTED TO:**

Office of the Board of County Commissioners  
117 East High Street  
Mount Vernon, OH 43050

**Faxed or emailed proposals will not be accepted**

Questions regarding this RFP may be directed to:

Brandy Booth

Opportunity Knox Employment Center

[Brandy.Booth@jfs.ohio.gov](mailto:Brandy.Booth@jfs.ohio.gov)

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# **I. GENERAL INFORMATION**

## **INTRODUCTION**

Knox County Job & Family Services and OhioMeansJobs Knox County is seeking proposals from qualified and innovative providers to provide service elements to the CCMEP program funded through WIOA and TANF Youth funding to eligible Knox County youth. Prospective providers are invited to submit proposals to provide the services to in-school and out-of-school youth.

## **PURPOSE**

The goal of the CCMEP youth program is to assist youth in making a successful transition to further education and/or employment. A wide range of activities and services must be available to assist youth, especially those who are disconnected and out-of-school, in making a successful transition into adulthood. The CCMEP program is designed to provide services, employment, and training opportunities to those who can benefit from, and who need such services.

The purpose of the funds allocated to serving in-school youth (ISY), ages 14-21 or out-of-school (OSY), ages 16-24 under the CCMEP WIOA/TANF program are to:

1. Assist eligible out-of-school youth (OSY) and eligible in-school youth (ISY), who are seeking assistance in achieving academic and employment success, with effective and comprehensive services and activities that include a variety of options for improving educational and skill competencies and provide effective connection to educational institutions and employers, including small employers in in-demand industry sectors and occupations in the local and regional labor markets.
2. Implement integrated strategies for career pathway approaches that support post-secondary education, training, and employment.
3. Implement work-based training strategies and employment approaches to help participants develop essential skills that are best learned on-the-job.
4. Implement progressive levels of education and training approaches that will help individuals with higher skill levels and experience earn marketable credentials.
5. Provide continued support services to individuals who need them to participate and succeed in work investment and training activities.

## **PROJECT DESCRIPTION AND SCOPE**

This project contract shall extend from July 1, 2021, or upon the date of execution, whichever is later, through June 30, 2022.

Services are being requested for recruiting and taking referrals for eligible individuals. (See eligibility requirements on page 8 of this request for proposal)

Below is a list of the Service Elements for which KCDJFS and OMJKC is requesting proposals.

**Please note: Proposers may submit for any or all the elements. Proposers must identify which of the elements will be the focus of their program. It is expected that proposers will work cooperatively with other proposers selecting one or more of the elements to ensure the smooth transition of youth from one program to another.**

	Service Elements
1	Paid and unpaid work experiences
2	Leadership development opportunities
3	Adult mentoring for the period of participation and subsequent period, for a total of not less than 12 months
4	Financial literacy education
5	Entrepreneurial skills training

### **1. Paid and unpaid work experiences.**

Work experience helps youth understand proper workplace behavior and what is necessary to obtain and retain employment. They are designed to enable youth to gain exposure to the working world and its requirements. Work experiences can serve as a stepping-stone to unsubsidized employment and is an important step in the process of developing a career pathway for youth. This is particularly important for youth with disabilities.

A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employer/employee relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and skill development.

Work experiences must include academic and occupational education. The types of work experiences include the following categories:

- Summer employment opportunities and other employment opportunities available throughout the year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and
- On-the-job (OJT) opportunities (only available to OSY).

Not less than 20% of the youth program funds shall be used to provide in-school and out-of-school youth with work experience activities. CCMEP WIOA youth programs must track program funds spent on paid and unpaid work experiences, including wages and staff costs for the development and management of work experiences, and report such expenditures as part of the local CCMEP WIOA youth financial reporting. The

percentage of funds spent on work experience is calculated based on the total local area youth funds expended for work experience rather than calculated separately for in-school and out-of-school. Local administrative costs are not subject to the 20% minimum work experience expenditure requirement.

Guidance and requirements pertaining to paid and unpaid work experiences for youth participants are outlined in [Workforce Innovation and Opportunity Act Policy Letter \(WIOAPL\) No. 15-13](#), Work Experience for Youth.

## **2. Leadership Development Opportunities.**

Leadership development opportunities include:

- Exposure to post-secondary education opportunities;
- Community and services learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and teamwork training, including team leadership training;
- Training in decision-making, including determining priorities and problem solving;
- Citizenship training, including life skills training such as parenting and work behavior training;
- Civic engagement activities which promote the quality of life in a community; and
- Other leadership activities that place youth in a leadership role such as serving on youth leadership committees.

Positive social behaviors are outcomes of leadership opportunities. Benefits of leadership development may include:

- Positive attitudinal development;
- Self-esteem building;
- Openness to work with individuals from diverse backgrounds;
- Maintaining healthy lifestyles;
- Maintaining positive social relationships with responsible adults and peers, and contributing to the well-being of one's community;
- Maintaining a commitment to learning and academic success;
- Avoiding delinquency;
- Postponing parenting and responsible parenting;
- Positive job attitudes and work skills; or
- Keeping informed in community affairs.

The purpose of leadership development activities is to develop skills and attitudes that are important in all areas of life. It provides encouragement and support to youth, developing skills, and instilling confidence as they transition to adulthood.

### **3. Adult mentoring for the period of participation and subsequent period, for a total of not less than 12 months.**

Adult mentoring for youth must:

- Last at least 12 months and may take place both during the program and following the participating youth's exit from the program;
- Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee;
- Include a mentor who is an adult other than the assigned youth case manager; and
- While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis.

The purpose of adult mentoring is to build positive, supportive relationships between youth and adults and to provide positive adult role models for youth. High-quality adult mentoring programs include an adult role model who builds a working relationship with a youth and who fosters the development of positive life skills in youth.

Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

### **4. Financial literacy education.**

Financial literacy includes activities which:

- Support the ability of youth participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
- Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit;
- Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed decisions;
- Educate participants about identity theft, ways to protect themselves from identity theft, and how to resolve causes of identity theft and other ways under their rights and protection related to personal identity and financial data;
- Support activities that address the financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;

- Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into place, such as by access to safe and affordable financial products that enable money management and savings; and
- Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies, and channels, including where possible, timely and customized information, guidance, tools, and instructions.

## **5. Entrepreneurial skills training.**

Entrepreneurial skills training must develop skills associated with entrepreneurship. Such skills include, but are not limited to the ability to:

- Take initiative;
- Creatively seek out and identify business opportunities;
- Develop budgets and forecast resource needs;
- Understand various options for acquiring capital and the trade-offs associated with each option; and
- Communicate effectively and market oneself and one's ideas.

Approaches to teaching youth entrepreneurial skills include, but are not limited to, the following:

- Entrepreneurship education that introduces the values and basics of starting and running a business;
- Enterprise development which provides supports and services that incubate and help youth develop their own business; and
- Experiential programs that provide youth with experience in the day-to-day operation of a business.

## **EXPECTED OUTCOMES**

CCMEP requires that KCDJFS and OMJKC achieve performance and participation outcomes for its WIOA/TANF funded youth programs. As a result, KCDJFS and OMJKC will require providers to achieve the same performance outcomes for their individual CCMEP WIOA/TANF funded programs. The required performance outcomes will be set forth in the contract. Those selected through this process will be expected to coordinate and/or implement elements to meet the state-negotiated outcomes listed below.

## Performance Outcomes:

- Percentage of program participants that are in unsubsidized employment, education, or training activities at exit.
- Percentage of program participants that are in unsubsidized employment, education, or training activities during the second quarter after exit.
- The percentage of program participants that are in unsubsidized employment, education, or training activities during the fourth quarter after exit.
- The percentage of program participants that were in an education or training program while enrolled in CCMEP who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from CCMEP. A program participant who has attained a secondary school diploma or its recognized equivalent can only be included in this measure if the program participant is also employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
- The median earning of program participants who are in unsubsidized employment during second quarter after exit.
- The effectiveness is serving employers.
- The percentage of program participants who are in an education or training program that leads to a recognized postsecondary credential, a secondary school diploma or its recognized equivalent, or employment, and who are achieving measurable skill gains toward such a credential or employment. Measurable skill gains are documented academic, technical, occupational, or other forms of progress. If measuring educational functioning level (EFL) gains after program enrollment, an approved department of education national reporting system assessment must be used for both the EFL pre-test and post-test to determine an individual's educational functioning level.

## **PROGRAM ELIGIBILITY** (Determination made by KCDJFS and OMJKC staff)

Eligibility varies for the different funding streams used in the CCMEP program. An individual must meet at least one of the eligibility criteria below to be enrolled and receive CCMEP services. Eligibility will be determined by KCDJFS and OMJKC staff.

### **[OWF Work Eligible - OAC 5101:14-1-04 \(B\)\(2\)\(f\)](#)**

Age 14-24 with gross monthly income less than 50% of Federal Poverty Guideline and a member of an assistance group receiving Ohio Works First cash assistance AND one of the following:

- The parent, specified relative, legal guardian or legal custodian of a minor child
- A pregnant individual **and** in their 3rd trimester

## **AND/OR**



### WIOA Youth Eligible - OAC 5101:10-3-01 (Out of school youth)

Age 16-24, not attending any school **AND** has at least **one** of the following barriers to education or employment: (Does NOT have to be low income)

- Is a high school dropout with no high school equivalent diploma
- Is a youth within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
- Is homeless or a runaway
- Is in foster care, has aged out of the foster care system, or has attained 16 years of age and left foster care for kinship guardianship or adoption
- Is pregnant (any trimester) or parenting
- Is subject to the juvenile or adult justice system

Age 16-24 with a high school diploma or equivalent and a gross 6-month income less than 100% of the Federal Poverty Guideline **AND** has at least **one** of the following barriers to education or employment:

- Is basic skills deficient (grade level in Math, Reading or Language that is 8.9 or below)
- English language learner

**AND/OR**

### PRC Volunteer - Eligibility: OAC 5101:14-1-04 (B)(2)(f)

Age 14-24 with total household gross monthly income less than 200% of Federal Poverty Guideline AND one of the following:

- An individual age 18-24 that is part of a family that includes a minor child
- A minor child age 14-17
- The parent, specified relative, legal guardian or legal custodian of a minor child
- A non-custodial parent with a child support order
- A pregnant individual **and** in their 3rd trimester

**AND/OR**

### OWF Volunteer - Eligibility: OAC 5101:14-1-04 (B)(2)(f)

Age 14-24 with gross monthly income less than 50% of Federal Poverty Guideline AND one of the following:

- The parent, specified relative, legal guardian or legal custodian of a minor child
- A pregnant individual **and** in their 3rd trimester
- A minor child age 14-17 and part of an AG receiving OWF

## ESTIMATED FUNDS AVAILABLE FOR THIS PROJECT

KCDJFS and OMJKC will be utilizing Workforce Innovation and Opportunity Act and Temporary Assistance for Needy Family funds and has an approximate budget of \$150,000 for this project.

Not less than 75% of the program funds shall be used to provide out-of-school youth services as required by WIOA.

Not less than 20% of the program funds shall be used to provide in-school and out-of-school youth with work experience activities as required by WIOA.

## ESTIMATED NUMBER OF YOUTH TO BE SERVED

In School	15
Out of School	35

## PROCESS RESPONSIBILITIES

The table below clarifies who will be responsible for certain aspects of the elements for which bids are being sought.

Description	Responsible Party
Outreach: Participant recruitment; Networking with local schools; Attendance at community service events	Joint responsibility Provider and OMJKC staff
Interviews: Appropriateness and suitability determination; Eligibility screening	Joint responsibility Provider and OMJKC staff
Eligibility determination; Enrollment	OMJKC staff
Case File Administration: Eligibility documentation; Enrollment documentation; Assessment documentation; Program element progress documentation; Individual service strategies	OMJKC staff
Work Experience Administration: Work interest assessment; Coordination with employers; Job placement; Timecard tracking; Payroll processing and expense; Job coaching; All other items associated with paid and unpaid employment	Provider

Program element services and delivery	Provider
State of Ohio OWCMS Web application administration	OMJKC staff
Reporting and invoicing	Provider
Program exit screening	Joint responsibility Provider and OMJKC staff
Program exit final determination	OMJKC staff

**RESOURCES TO BE PROVIDED BY KCDJFS and OMJKC**

The following table summarizes what resources will and will not be made available to the provider at no cost by the county. Resources required for the program but not included in the summary should be included in the provider’s budget proposal.

Description	
Facilities	None Provider responsible for obtaining site and related rent and utility costs. Office and classroom space for individual meetings and/or workshops may be made available at the OhioMeansJobs   Knox County center with advance coordination.
Furniture	None Provider is responsible for furnishing the facility where they will be providing services. If coordination has been made to provide a service utilizing the OhioMeansJobs   Knox County center, desks, chairs, tables, etc. may be made available for use for the event.
Information Technology	None Provider is responsible for furnishing technical equipment, internet access, etc., as needed. If coordination has been made to provide a service utilizing the OhioMeansJobs   Knox County center, video equipment for presentations, computers, and internet access may be provided.
Program Outreach & Advertisement Materials	County will assume costs of postage and reproduction for outreach materials. County will provide access to OMJKC web page and Live the Dream Knox web page as well as social media outlets for internet exposure.
Staffing	None Provider responsible

## II. PROPOSAL ADMINISTRATION

### RFP TIMELINES AND INFORMATION:

RFP Issued	May 25, 2021
RFP Questions Due Date	June 9, 2021
Proposal Submission Due Date (Deadline)	June 17, 2021
Contract Award/Non-Award Notification	June 24, 2021
Protests Due Date	June 30, 2021
Contract Start Date	July 1, 2021 or upon the date of execution, whichever is later

KCDJFS and OMJKC reserves the right to adjust the schedule listed in the table above in the best interest of the county and/or to comply with procurement procedures. The Proposal Submission Due Date will remain fixed and will not change.

### RFP ISSUANCE

The Request for Proposal (RFP) Packets will be available to the public beginning May 25, 2021. The RFP Packets will be available for download from the Greater Ohio Workforce Board, Inc. website, [Home - Greater Ohio Workforce Board \(gowbi.org\)](http://Home - Greater Ohio Workforce Board (gowbi.org)), or you may contact Brandy Booth at [Brandy.Booth@jfs.ohio.gov](mailto:Brandy.Booth@jfs.ohio.gov) and request a packet be emailed to you.

### RFP QUESTIONS AND ANSWERS

All questions regarding this RFP should be **submitted by email** to the following email address not later than June 9, 2021: [Brandy.Booth@jfs.ohio.gov](mailto:Brandy.Booth@jfs.ohio.gov)

**Questions submitted by any other means (in person, by mail, or by phone, etc.) or submitted after June 9, 2021 are not permitted and will not be addressed.**

Answers to RFP questions will be emailed to proposers.

### PROPOSAL SUBMISSION GUIDELINES AND REQUIREMENTS

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as these should submit proposals in response to this Request for Proposal.
2. Bidders should submit the proposal to the Office of Board of County Commissioners, 117 East High Street, Mount Vernon, Ohio 43050 no later than 10:00 a.m. on June 17, 2021.

3. A price proposal must be provided. This price proposal should indicate overall fixed price for the project as well as hourly rates and an estimated total number of hours, should KCDJFS and OMJKC decide to award a contract on an hourly rate basis.
4. Proposals must be signed by a representative that is authorized to commit bidder's company.
5. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
6. Proposals must remain valid for a period of 60 days.

Interested proposers must submit bids in a sealed envelope entitled CCMEP Youth Activity Services to:

Office of the Board of County Commissioners  
117 East High Street  
Mount Vernon, OH 43050

**Please Note: All bids must be received by the addressee listed above not later than 10:00 am local time, June 17, 2021 – NO EXCEPTIONS. Emailed or faxed bids will not be accepted.**

Proposers are fully responsible for all costs associated with the development and submission of a proposal. KCDJFS and OMJKC assumes no contractual or financial obligation resulting from the issuance of this RFP. The preparation and submission of a proposal by a Proposer, the evaluation of an accepted proposal or the selection of the finalist.

All proposals and associated materials become the property of KCDJFS and OMJKC once submitted. 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 contract is made.

KCDJFS and OMJKC reserves the right to reject any or all the items in the proposal, to waive any informality in the proposals received, and to award a contract in whole or in part if it is deemed to be in the best interest of KCDJFS and OMJKC. KCDJFS and OMJKC reserves the right to negotiate with any proposer after proposals are reviewed, if such action is deemed to be in the best interest of KCDJFS and OMJKC.

KCDJFS and OMJKC reserves the right to cancel all or any part of this RFP at any time without prior notice.

KCDJFS and OMJKC also reserves the right to modify the RFP process and time limits as deemed necessary.

The time frame of this agreement of the service period will be designated beginning July 1, 2021, or upon the date of execution, whichever is later, and ending June 30, 2022.

Issuance of this RFP and subsequent selection of proposals does not imply nor guarantee the availability of funds.

### III. PROPOSAL GUIDELINES

Proposers must submit their proposal to this RFP which meets the minimum requirements of this RFP. All Proposers are required to respond to this RFP as outlined for KCDJFS and OMJKC to evaluate all proposals on an equal and timely basis.

#### MINIMUM STANDARDS

These minimum standards must be met if the proposals are to be further evaluated:

1. The proposal was submitted before the closing time and date.
2. The proposing organization is not on a Federal or State Debarment List.
3. The proposing organization is fiscally solvent.
4. The proposing organization has additional funding sources and will not be dependent on WIOA/TANF CCMEP funds alone for ongoing operations.
5. The person signing the proposal, as the submitting officer, has the authority to do so.
6. The proposing organization agrees to meet all Federal, State, and local EEO and WIOA and TANF program and fiscal compliance requirements.

#### PROPOSAL ORGANIZATION – INTRODUCTION

Cover Page	This must include the RFP title, complete vendor name, and mailing address.
Cover Letter	<p>Proposal must include the telephone number, name, and title of the person KCDJFS and OMJKC should contact regarding the proposal.</p> <p>Must indicate the proposer will comply with all requirements of the RFP.</p> <p>Proposer must provide a brief description of the organization including, how long the organization has been in business, type of services provided, legal status of vendor organization, i.e., corporation, partnership, sole proprietor, and federal tax ID number.</p> <p>The organization must confirm that it will develop, maintain, and update an individual case file for each direct-service program</p>

	<p>participant. Case files cannot be destroyed without the written permission of KCDJFS and OMJKC.</p> <p>An authorized representative capable of binding the organization must sign the Cover Letter.</p>
Conflict of Interest	<p>Each proposer shall include a statement indicating whether the organization or any of the individuals performing work under the contract has a possible conflict of interest and, if so, the nature of that conflict.</p> <p>KCDJFS and OMJKC reserves the right to cancel the award, if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program.</p> <p>KCDJFS and OMJKC’s determination shall be final.</p>
Contract Performance	<p>If a proposer has had any contract terminated due to proposer’s alleged or proven non-performance or poor performance during the past five years, then all such incidents must be described, including the other party’s name, address, and telephone number. If no such terminations have been experienced by proposer in the past five years, then indicate this in the proposal.</p>
Table of Contents	<p>Provide sufficient detail, so reviewers can locate all the important elements of your document readily. Identify each section of your response as outlined in the proposal package.</p>
Executive Summary	<p>Provide a high-level overview of your approach, the distinguishing characteristics of your proposal, and the importance of this project to your overall operation.</p>

**PROPOSAL ORGANIZATION – PROJECT UNDERSTANDING**

Provide the Following Information	<p>What do you understand to be the purpose and scope of this project related to the specific target population you propose to serve?</p> <p>Please explain which of the service elements your organization plans to implement.</p>
Scope of Work, Solution, Project Narrative	<p>What is your proposed solution for the identified needs of this program? Please include the service elements to be addressed, outline the goals, objectives, activities, and timelines for</p>

	<p>addressing how the elements support the identified program.</p> <p>Describe your program to the fullest extent possible.</p> <p>Who are the targeted populations you intend to serve? Please indicate if you plan to offer services to ISY, OSY, or both.</p> <p>How will your proposed solution increase employment opportunities for the target population(s) and how do you plan to engage and retain youth in the targeted populations?</p> <p>Please describe your plan to provide and/or coordinate service elements and your referral process to other organizations or community programs.</p>
Deliverables	<p>Describe how you will implement the plan of service. Include the applicable components that pertain to your response such as (examples only):</p> <ul style="list-style-type: none"> <li>• Outreach and recruitment;</li> <li>• Program Services (leadership development, adult mentoring, financial literacy, entrepreneurial skills training);</li> <li>• Paid or unpaid work experiences, internships, job shadowing, job placement.</li> </ul>
Outcomes	<p>Explain how your organization will assist KCDJFS and OMJKC in accomplishing performance outcomes</p>

**PROPOSAL ORGANIZATION – METHODOLOGY**

Carrying Out the Project	<p>Describe the methodology you would use to carry out this project and the reason for selecting this methodology. Detail the tasks to be undertaken.</p>
Project Schedule	<p>Provide a chart showing project activities and deliverables, including timeframes for completion of each.</p>
Evaluation Plan	<p>How will you assess the progress of your project while it is underway?</p> <p>How will you course correct should your assessment of progress yield less-than-favorable results?</p>



## PROPOSAL ORGANIZATION – QUALIFICATIONS AND EXPERIENCE

Vendor Qualifications	Identify the qualifications that you bring to this project. Explain what differentiates your services from others.
Prior Experience	<p>Describe the adequacy of staff, equipment, research tools, administrative resources, quality, and appropriateness of technical or support staff.</p> <p>Explain your capacity to undertake the scope of work based on demonstrated history of successfully completing similar or related work with the targeted service population(s).</p> <p>Explain your capacity to undertake the scope of work based on an organizational structure with adequate facilities, fiscal controls, and other resources.</p> <p>Provide a position description for each of the key positions, the work each performs, and the name of the individual(s) filling each position.</p>
Personnel	All proposed key project personnel must be identified in the proposal. Resumes of all key project personnel are required (Personal Informational contained on resumes may be redacted.)

## PROPOSAL ORGANIZATION – BUDGET AND PRICING

Budget	<p>Proposals must submit a budget for all costs.</p> <p>KCDJFS and OMJKC has developed a budget worksheet along with instructions, please see attached.</p> <p>Note: All providers must adhere to GAAP and where applicable, comply with OMB Circular A-122, Attachment B, regarding allowability of costs.</p> <p><a href="https://www.whitehouse.gov/presidential-action/omb-circular-a-122-2013">Circular A-122 (whitehouse.gov)</a></p>
Narrative on Related Costs	Proposers must submit a detailed narrative, which demonstrates how all personnel and fixed costs are related and why they are necessary to the proposed program. The narrative must detail the

	amount of money being requested from KCDJFS and OMJKC.
Narrative describing non-KCDJFS and OMJKC funding streams	Proposers shall submit a detailed narrative describing all non-KCDJFS and OMJKC funding received from any source that funds any part of the proposed project. Provider must include the percent of the total project cost of each funding source.

**EVALUATION CRITERIA**

KCDJFS and OMJKC will review all proposal for completeness and compliance with the terms and conditions of the RFP. Proposals inconsistent with the RFP requirements will be eliminated from consideration. Proposals received after the proposal due date and time shall be rejected and returned to the Proposer.

Each proposal will be reviewed according to the rating system below. A total of 100 points may be awarded to each proposal. Scoring will be based on a consensus of the proposal evaluators.

<b>SECTION</b>	<b>POSSIBLE POINTS</b>
Project Understanding	25
Methodology	25
Qualifications and Experience	25
Budget and Pricing	25

**IV. CONTRACT AWARD**

**CONTRACT AWARD**

Based upon the aforementioned criteria, the proposal(s) with the highest number of points will be recommended for approval. Once the selection has been approved, KCDJFS and OMJKC will notify the Proposer(s) (with the winning proposal) officially in writing. This notification will take place on June 24, 2021. A contract negotiation process will immediately follow to begin services on July 1, 2021, or upon the date of execution, whichever is later.

## 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 9:00 a.m. on June 30, 2021. All protests must be filed with:

Brandy Booth  
Workforce Administrator  
Knox County Job & Family Services  
OhioMeansJobs | Knox County  
17604 Coshocton Road  
Mount Vernon, OH 40300  
[Brandy.Booth@jfs.ohio.gov](mailto:Brandy.Booth@jfs.ohio.gov)

## V. ADDITIONAL RESOURCES

The following links are provided as helpful supplementary information:

[Workforce Innovation and Opportunity Act | U.S. Department of Labor \(dol.gov\)](#)

[Workforce Innovation and Opportunity Act \(WIOA\) | Office of Workforce Development | Ohio Department of Job and Family Services](#)

[ODJFS eManuals > Workforce Development > Workforce Innovation and Opportunity Act > WIOA Policy Letters > WIOAPL 15-10 \(Youth Program Services\) \(ohio.gov\)](#)

[ODJFS eManuals > Workforce Development > Workforce Innovation and Opportunity Act > WIOA Policy Letters > WIOAPL 15-03.1 \(WIOA Youth Program Eligibility\) \(ohio.gov\)](#)

[ODJFS eManuals > Workforce Development > Workforce Innovation and Opportunity Act > WIOA Policy Letters > WIOAPL 15-13 \(Work Experience for Youth\) \(ohio.gov\)](#)

[Circular A-122 \(whitehouse.gov\)](#)

[Rule 5101:14-1-01 - Ohio Administrative Code | Ohio Laws](#)

[ODJFS eManuals > Workforce Development > Comprehensive Case Management and Employment Program Manual > Comprehensive Case Management and Employment Program Rules > 5101:14-1-04 Comprehensive Case Management and Employment](#)

[Program: Referral, Comprehensive Assessment, Individual Service Strategy and Individual Opportunity Plan \(ohio.gov\)](#)

[ODJFS eManuals > Workforce Development > Comprehensive Case Management and Employment Program Manual > Comprehensive Case Management and Employment Program Rules > 5101:14-1-05 Comprehensive Case Management and Employment Program: Case Management \(ohio.gov\)](#)

[ODJFS eManuals > Workforce Development > Comprehensive Case Management and Employment Program Manual > Comprehensive Case Management and Employment Program Rules > 5101:14-1-06 Comprehensive Case Management and Employment Program: Program Exit and Follow-Up Services \(ohio.gov\)](#)

[ODJFS eManuals > Workforce Development > Comprehensive Case Management and Employment Program Manual > Comprehensive Case Management and Employment Program Rules > 5101:14-1-07 Comprehensive Case Management and Employment Program: Primary Performance Measures \(ohio.gov\)](#)