

**Lucas County Department of Job & Family Services
By the Authority of the
Lucas County Board of Commissioners**

**REQUEST FOR PROPOSALS
(48-12-RFP-01)**

**For the selection of
Home Based Chore Services
State Fiscal Year 2012**

Issued by:

**Lucas County Department of Job and Family Services (LCDJFS)
3210 Monroe Street, P.O. Box 10007
Toledo, Ohio 43699-0007**

Release Date: May 4, 2011

Mission Statement

“We assist Lucas County families and individuals to achieve their highest level of stability and independence. Respecting the dignity of our clients, we provide effective career development opportunities and individualized services in cooperation with our community partners.”

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Section 1. General Information

This is a Request for Proposals (RFP) under Section 307 of the Ohio Revised Code (“ORC”) and Section 5101:9-4-07 of the Ohio Administrative Code (“OAC”). Lucas County Department of Job & Family Services (“LCDJFS”), through the Lucas County Board of Commissioners (“Board”), is seeking Proposals for the provision of home-based (Chore) services for low income senior and adult disabled populations who meet the eligibility requirements for Title XX services. LCDJFS is seeking a single provider for the services sought through this RFP.

The RFP gives an approximate timeline for the various events in the submission process, the evaluation process, and performance of the services. While the dates are subject to change, Bidders must be prepared to meet the deadlines as specified in this RFP.

Any failure to meet the deadlines in the submission, evaluation and/or negotiation phase or objection to the dates of performance may result in LCDJFS refusing to accept a Bidder’s proposal.

Bidder Project Requirements:

All Bidders of services specified in this RFP must:

- Have a history of providing the services specified in this RFP and in the submitted proposal.
- Demonstrate an in-depth understanding of how to provide these services effectively with the designated target population.
- Have the organizational capacity to provide the proposed services.
- Have the necessary skills to develop and utilize a method to track program results and specific clients’ outcomes.

Allocation and Target Population:

LCDJFS has designated \$300,000 in Title XX funds in State Fiscal Year 2012 for the purchase of services requested through this RFP. Such services are to be provided to low income senior and disabled adult populations who meet the eligibility requirements for Title XX. The funds are allocated entirely to home-based (Chore) services. It is anticipated that approximately 120 clients will be served with these funds.

Project Deliverables & Work Schedule:

Bidders are required to provide performance measures that clearly delineate the number of people to be served and program specific goals and measurable client outcomes. Should the Bidder be awarded a contract, all outcome measure targets will be negotiated, based upon the measures specified in the successful Bidder’s proposal, and included in the contract language developed with LCDJFS contract staff. The selected service contract must be cost effective and utilize service strategies that are based upon current research and that respond to the specific service needs of the populations to be served.

Any interested Bidder must submit a completed proposal following the procedure outlined in this Request for Proposal no later than June 3, 2011 at 4:00 P.M. (local time).

If a suitable proposal made in response to this RFP is selected, LCDJFS, through the Board, may enter into a contract with a Bidder whose proposal has been chosen (“Selected Bidder”). The RFP provides details on what is required to submit a proposal, how LCDJFS will evaluate the proposal, and what will be required of the Selected Bidder in performing the work.

1.1 Time Table

The following timetable shall apply to this RFP, subject to the contract awarded under this RFP (“Contract”) being finalized and approved by the Board.

RFP (48-12-RFP-01) Release Date	May 4, 2011
Deadline for Electronic Bidder Q&A Submittal	May 19, 2011, 4:00 p.m.
Deadline for Posted Responses to Q&A	May 23, 2011
Deadline for Submitting Proposals	June 3, 2011 at 4:00 P.M. (local time)
Project Implementation	Approximately July 1, 2011 through June 30, 2012

LCDJFS reserves the right to revise this schedule in the best interest of the process after providing reasonable notice which will be posted at <http://www.co.lucas.oh.us/Bids.aspx> .

1.2 Contact Person

Michelle Niedermier
Lucas County Department of Job & Family Services
3210 Monroe Street, P.O. Box 10007
Toledo Ohio 43699-0007
Phone: 419.213.8871
Fax: 419.213.8820
Email: niedem@odjfs.state.oh.us

1.3 Electronic Q&A Process

Any prospective Bidder desiring an explanation or interpretation of the RFP or specifications must request it via e-mail as stated in Section 1.4 by 4:00 p.m. May 19, 2011. While participation in the Bidders Q&A session is not mandatory, it is recommended that Bidders utilize this opportunity to ask any questions they may have related to the RFP. All questions submitted during the prescribed timeframe will be published with the corresponding answers at <http://www.co.lucas.oh.us/Bids.aspx>.

1.4 Written Questions

Questions must be submitted in writing and received via email, by Michelle Niedermier at niedem@odjfs.state.oh.us by May 19, 2011 at 4:00 p.m. These questions will be posted on the Lucas County website at <http://www.co.lucas.oh.us/Bids.aspx> on May 23, 2011 as stated above. From the issuance date of the RFP, until a contract is in effect, there may be no communications concerning the RFP between any interested bidder and any employee of LCDJFS or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection process. The only exceptions to this prohibition are as follows:

- A. As necessary in the case of any pre-existing business relationship between LCDJFS and a bidder which could potentially respond to this RFP, in order to conduct that business;
- B. As part of an interview necessary for LCDJFS to make a selection decision;

Bidders who attempt any communication prohibited by this Section may be disqualified. LCDJFS is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source other than the Q&A process described in this RFP.

IMPORTANT: Requests from potential bidders for copies of previous RFP's, past bids, score sheets or contracts for this or similar past projects, are public records requests and are not clarification questions regarding the present RFP. Public record requests submitted in accordance with County policy will be honored. The posted time frames for LCDJFS responses to emailed questions for RFP clarification do not apply to public records requests.

Requirements under a current project may or may not be required by LCDJFS under any future contract, and so may not be useful information for bidders who choose to respond to the RFP. Therefore, bidders are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFP and, if applicable, in the Q&A document, NOT on details of a current or past related contract. If bidders ask questions about existing or past contracts using the Internet Q&A process, LCDJFS will use its discretion in deciding whether to provide answers.

LCDJFS will only answer those questions submitted within the established time period for the Electronic Q&A process (see Section 1.3), and which pertain to issues of RFP clarity, and which are not requests for public records. LCDJFS is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

1.5 Bidder Disclosures

Bidder must disclose any and all current, pending or threatened court actions and/or claims against the Bidder. This information may not cause rejection of the proposal but withholding the information may give cause to reject the proposal.

1.6 Conflict of Interest

No Bidder will promise, or give to a LCDJFS employee anything of value that could influence that employee's decision on awarding a contract. No Bidder shall attempt to influence an employee of LCDJFS to violate the procurement policies of LCDJFS, the ORC, OAC or Federal Procurement Regulations. In addition, Bidder acknowledges and agrees to abide by established ethical standards, which became effective March, 2011. A copy of the ethics code is available at <http://www.ethics.ohio.gov/ethicslawrevisedcode.pdf>.

1.7 Bidder Examination of the RFP

Bidders are expected to be familiar with the entire RFP. Bidders are expected to respond to the RFP in a manner that makes it clear they understand and have responded to all sections of the RFP. If Bidders discover any mistakes in the RFP, they must notify the Contact Person in writing (an email attachment on organizational letterhead is acceptable).

1.8 Ability to Award Contract

This RFP and all LCDJFS contracts are contingent upon the availability of funds. If at any time during the RFP process funds are not available for the proposed services, the RFP process will be canceled. In such an event, the Bidders will be notified at the earliest possible time. LCDJFS shall not compensate the Bidders for any expenses incurred as a result of the RFP process.

1.9 Insurance Requirements

If RFP specifications require the performance of labor for LCDJFS, a Selected Bidder must agree to indemnify and protect LCDJFS and the Board against all liabilities, claims, or demands for injuries or damages to any person or property growing out of the performance of the Contract, by the Selected Bidder/Contractor, its servants, employees, agents and/or representatives. Prior to the issuance of the Contract, the Selected Bidder must furnish an Insurance Carrier's Certificate showing that the Selected Bidder has adequate Worker's Compensation, public liability, and property damage insurance coverage.

1.10 Taxes

LCDJFS does not pay local, state or Federal taxes. If requested and applicable to the services rendered via the contract, the Selected Bidder(s) will be furnished with an exemption certificate.

1.11 Compliance with the Law

A Selected Bidder must agree to comply with all applicable Federal, State, and local laws in the conduct of the work specified in this RFP including applicable state and federal laws regarding drug-free work places. The Selected Bidder will be required to accept full responsibility for payment of all taxes and insurance premiums including, but not limited to; Unemployment Compensation insurance premiums, Workers' Compensation, all income tax deductions, Social Security Deductions, and any other tax or payroll deductions required for all employees engaged by the Selected Bidder in the performance of the work specified in this RFP.

Both for-profit and not-for-profit Contractors are required to comply with federal rules as specified in Office of Management and Budget (OMB) Circular A-133 audit requirements. Contractors that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Contractors that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year but records must be available for review or audit by appropriate officials and auditors of the federal agency, the pass-through entity, and the General Accounting Office (GAO). Any biennial (two year) audit shall cover both years within the biennial period in the scope of the audit.

A Contractor is required to follow all federal, state and local procurement rules regarding the purchase of equipment, sub-contracting and program materials, including making efforts to utilize small and minority-owned businesses, women's business enterprises and labor surplus area firms when they are potential resources for supplies, equipment and services. LCDJFS will provide training to the Selected Bidder regarding such rules if requested. Funds distributed through this RFP are Federal Department of Health and Human Services Title XX Funds. Procurement rules for Health and Human Services are located in Code of Federal Regulations (CFR) 45, 74.41-74.48.

ORC Section 9.24 prohibits LCDJFS from awarding a contract to any Bidder against whom the Auditor of State has issued a finding of recovery if the finding of recovery is "unresolved" at the time of award. By
Provider for Chore Services
(48-12-RFP-01)

submitting a proposal, Bidder warrants that it is not now, nor will it become, subject to an “unresolved” finding for recovery under ORC Section 9.24, prior to the award of the Contract, without notifying LCDJFS of such findings. See Section 7 Affidavits, “No Findings for Recovery Affidavit”.

Any proposal or other material submitted by a Bidder becomes the property of LCDJFS and may be returned only at LCDJFS’ option. Proprietary information should not be included in a proposal or supporting materials because LCDJFS will have the right to use any materials or ideas submitted in a proposal without compensation to the Bidder. Additionally, all proposals are open to the public after a Bidder’s proposal is selected.

LCDJFS will retain all proposals, or a copy of such, as part of the Contract file for at least three (3) years from the date the Contract has been awarded. After the retention period, LCDJFS may destroy or otherwise dispose of the proposal and/or any copies.

LCDJFS may disclose to the Selected Bidder written or other information that it treats as confidential. All such confidential information and all related material and documents LCDJFS delivers to the Selected Bidder remain with the property of LCDJFS. The Selected Bidder must treat such information as confidential if it is so marked, otherwise identified as such, or when by its very nature, it deals with matters, if generally known, would be damaging to the best interests of the public, contractor, other contractors, or potential contractors with LCDJFS, or individuals or organizations with whom LCDJFS keeps information. For example, information should be treated as confidential if it includes proprietary documentation, materials, flow charts, codes, software, computer information, techniques, models, diagrams, know-how, trade secrets, data, business records or marketing information. By further example, the Selected Bidder must also treat as confidential information any material, to which attorney-client, physician-patient, or other privilege recognized by law may apply, and any documents or records expressly excluded by Ohio law from public records disclosure requirements.

Additionally, LCDJFS (and by extension, Contractor) is required to follow the following federal procurement policies, specifically the following:

- Compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 C.F.R. Part 3).
- Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).
- Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).
- Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)) section 508 of the Clean Water act (33 U.S.C. 1368), Executive Order 11738, and environmental protection agency regulations (40 C.F.R. part 15).
- Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- Mandatory disclosure to LCDJFS of any modifications to names, addresses, phone numbers, facsimiles, email, etc. when such occurs during the duration of this Contract.

1.12 Equal Opportunity Provisions Required

All Bidders must be willing to enter a Contract containing the following express language contained in ORC Section 125.111:

Every contract for or on behalf of the state or any of its political subdivisions for the purchase of materials, equipment, supplies, contracts of insurance, or services shall contain provisions similar to those required by Section 153.59 of the Revised Code in the case of construction contracts by which the contractor agrees to both of the following:

That in the hiring of employees for the performance of work under the contract or any subcontract, no contractor or subcontractor shall, by reasons of race, color, religion, sex, age, handicap, national origin or ancestry, discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which the contract relates.

That no contractor, subcontractor, or any person acting on behalf of any contractor or subcontractor shall comment in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, handicap, national origin or ancestry.

A Contractor who contracts with the state or any of its political subdivisions for materials, equipment, supplies, contracts of insurance, or services shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as defined in ORC Section 122.71. Annually, each such Contractor shall file a description of the affirmative action program and a progress report on its implementation with the Ohio Civil Rights Commission and the Minority Business Development Office established under ORC Section 122.92. In addition, all Contractors who contract with the state or any of its political subdivisions for materials, equipment, supplies, and services must also adhere to requirements which address the utilization of small and minority-owned businesses, women's business enterprises and labor surplus area firms.

1.13 Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA)

ORC Section 2909.33 ("Terrorism") requires that any contract that will result in a Bidder receiving funding in an aggregate amount greater than \$100,000 annually shall certify that it does not provide material assistance to any organization on the United States Department of State Terrorist Exclusion List. By the Bidder completing the DMA form and affixing a signature on the form (Declaration Requiring Material Assistance/Non-assistance to a Terrorist Organization) of the RFP, the Bidder certifies that it does not provide material assistance to any organization on the list, and that failure to complete the form or answer 'yes' to any question shall serve for purposes of this affidavit as a disclosure of the provision of material assistance to an organization that is listed on the Terrorist Exclusion List (attached with DMA form).

Section 2. Submitting Proposals

2.1 Preparation of Proposal

A proposal must clearly identify the Bidder's qualifications to provide the services requested in this RFP. Bidder must respond to the specific services requested through this RFP and its instructions and requirements. A Bidder's proposal must include all costs that relate to the proposed services to be provided. All proposals become the property of LCDJFS and will be considered public information available for inspection following the selection of a proposal.

Sensitive Personal Information: It is the responsibility of the bidder submitting a bid to remove all personal confidential information (such as home addresses and social security numbers) of bidder's staff and/or of any subcontractor and subcontractor staff from resumes or any other part of the bid package if desired. Following submission to LCDJFS, all bids submitted become part of the public record.

2.2 Proposal Cost

The Bidder is fully responsible for all costs associated with the development and submission of the proposal. LCDJFS assumes no contractual or financial obligation as a result of the issuance of this RFP, the preparation and submission of the proposal by a Bidder, the evaluation of an accepted proposal, or the selection of an approved proposal.

2.3 False or Misleading Statements

Proposals containing false or misleading statements may be rejected.

2.4 Bidder Representative's Signature

The Cover Page of the proposal must be signed by an individual who is authorized to contractually bind the Bidder. The signature must indicate the title or position the individual holds in the Bidder's organization.

Unsigned Proposals will not be accepted.

2.5 Delivery of Proposals

Organizations who are interested in submitting bids must make their submission no later than **4:00 p.m. Eastern (local) Time on June, 3, 2011**. We respectfully ask that you respond to this request with a service description packet (as provided by LCDJFS) outlining how your organization meets the criteria as listed, and why you believe your organization would be successful in accomplishing the tasks as indicated above. All responses must be sent, via e-mail to: Michelle Niedermier at niedem@odjfs.state.oh.us. Bids submitted by any other method will be rejected. **LCDJFS is not responsible for any bids delivered to any address other than the address provided above.**

All submissions must be received via email by the above date and time. Materials received after the submission deadline date will not be added to previous submissions, nor be considered. No confirmations of bids received can be provided. Submission of a bid indicates acceptance by the organization of the conditions contained in this RFP, unless clearly and specifically noted in the bid submitted.

A Bidder should carefully review their final proposal. Once submitted, a Bidder cannot make any change in the proposal unless otherwise permitted under this RFP or by LCDJFS. Notwithstanding the foregoing, LCDJFS may request additional information for clarification purposes only.

2.6 Acceptance & Rejection of Proposals

LCDJFS reserves the right to reject any or all proposals. The selection of a proposal by the LCDJFS shall be final upon approval by the Board. LCDJFS is under no obligation to enter into a Contract with any organization as a result of this solicitation, if, in the opinion of LCDJFS, none of the bids are responsive to the objectives and needs of the Agency. LCDJFS reserves the right to not select any organization should LCDJFS decide not to proceed with the services as outlined. Changes to this RFP of a material nature will be provided on the Lucas County website <http://www.co.lucas.oh.us/Bids.aspx>. All bidders are responsible for obtaining any such changes without further notice by LCDJFS.

2.7 Evaluation & Award of Contract

Bidders should not assume that the review team members are familiar with any current or past work bidder may have completed with LCDJFS. Bids containing assumptions, lack of sufficient detail, poor organization and/or lack of proofreading will be evaluated accordingly. Review Committee members are required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the bid review and selection process.

The review process will be conducted in three (3) parts:

1. **Preliminary Proposal Review** examines the proposal to ensure it meets the minimum requirements and mandatory conditions specified in the RFP. If it does not, it will be rejected. A proposal must meet the following mandatory conditions and requirements:
 - ✓ The proposal must have been received via email at the address indicated in the RFP **by 4:00 p.m. (local time), June 3, 2011. A proposal not received by the specified date and time at the email address as stated, will be rejected.**
 - ✓ The cover page of the proposal must be signed by an authorized representative of the Bidder who is expressly authorized to obligate the organization to a contractual agreement.
2. **Review Committee Process**
 - ✓ All proposals meeting the requirements of Section 2.7(1) above will be reviewed, evaluated and rated by a Review Committee that may be composed of LCDJFS staff, specialists in the RFP program area and other community representatives. The Review Committee will not include Bidders to this RFP or anyone else who may have any conflict of interest that would prohibit a fair and equitable review process.
 - ✓ The Review Committee will evaluate each proposal against the criteria specified in the RFP. During the evaluation, the Review Committee may request additional information from the Bidder. Failure

to respond to such requests for information will result in the Bidder's proposal being reviewed as submitted. Such information requests and Bidder's responses must always be in writing.

- ✓ Proposal submission must meet format specifications as stated in this RFP, including maximum number of pages for the service description forms, font and line spacing specifications, and completion and inclusion of the cover page and required attachments. Evaluation Points will be lost if these requirements are not met.
- ✓ The Review Committee shall review all qualified proposals. A standard Proposal Evaluation Rating Sheet (see following page) will be used. The range of evaluation points and the evaluation criteria for each required section of the proposal is detailed in the Rating Sheet.

Proposal Evaluation Rating Sheet

Maximum Points	High	Moderately High	Average	Below Average	Poor	Unacceptable
5 points	5	4	3	2	1	0
Application Format						
<i>Cover page signed, format specifications met, and documents named appropriately.</i>						
20 points	20-18	17-14	13-11	10-7	6-4	3-0
Service Summary						
<i>Summary of the proposed services, activities, goals, collaborating activities (if applicable) and strategies for meeting LCDJFS desired results (not to exceed one page)</i>						
25 points	25-22	21-17	16-12	11-8	7-4	3-0
Organizational Capacity						
<ul style="list-style-type: none"> <i>Suitable administrative, accounting and management information systems in place</i> <i>Sufficient staff in place with experience working with this population</i> <i>Adequate policies and procedures in place</i> <i>A demonstrated ability to work with all relevant agencies and other organizations in meaningful collaborative and/or partnership manner</i> <i>Not to exceed two pages</i> 						
40 points	40-34	33-27	26-20	19-13	12-6	5-0
Successful Experience with Proposed Services and Target Population						
<ul style="list-style-type: none"> <i>Description of the organization's experience in providing proposed services to the target population</i> <i>Description of the organization's record of program participants' successful attainment of related goals</i> <i>Detailed report of goals or targets in comparison to actual outputs or outcomes for past experience in this service area; include statistical results to support this information.</i> <i>Not to exceed three pages</i> 						
40 points	40-34	33-27	26-20	19-13	12-6	5-0
Program Description and Service Delivery						
<ul style="list-style-type: none"> <i>A proposed program and service delivery model that responds to the areas described in this RFP</i> <i>A clear identification of the key components of the service delivery model and description of the specific strategies employed to achieve the intended results</i> <i>A detailed description of the established relationships with any specified referral sources and how service linkage and follow-up will occur</i> <i>A timetable of operations</i> <i>Demonstration of prior successful performance in this service area</i> <i>Not to exceed three pages</i> 						
20 points	20-18	17-14	13-11	10-7	6-4	3-0
Internal Evaluation and Accountability						
<ul style="list-style-type: none"> <i>Bidder should be able to demonstrate the ability to document, track, analyze data, and submit required reports to LCDJFS</i> <i>Meaningful benchmarks, performance measures, and outcomes should be identified</i> <i>The stated rationales for targeting these performance measures should be sound</i> <i>The organization should be able to demonstrate the ability to document, track and analyze participant progress and have the systems in place to accomplish this</i> <i>The organization should have the tools and methods in place to measure client satisfaction</i> <i>Not to exceed two pages</i> 						

The Review Committee may consider information from sources other than the written proposal to evaluate the Bidder's administrative abilities. "Other" sources of information may include, but are not limited to, written responses to any clarifying questions posed by the Review Committee, Bidder's experience in administering similar services, and any monitoring data regarding Bidder's performance of current or prior contracts with LCDJFS.

The final composite Review Committee Evaluation Rating Sheet, which includes the Bidder's prioritized ranking, will be maintained on file by LCDJFS. The end result of the review process is a prioritized list of applications in descending order from highest scoring to lowest scoring proposals.

2. **Administrative Review** - Following the detailed scoring by the Review Committee, the results will be evaluated by LCDJFS administration in order to ensure that all facets related to predicted performance were considered. In selecting the successful proposal, the LCDJFS administrative evaluation will take into consideration the following, but will not be limited to:
- ✓ Criteria used in the Review Committee's review process;
 - ✓ Strength and stability of the Bidder to provide the requested services;
 - ✓ Ability to meet the project/program timelines;
 - ✓ Overall responsiveness and completeness of the Proposal as well as the likelihood that, in the opinion of LCDJFS and at the sole discretion of LCDJFS, the Proposal best meets or exceeds LCDJFS expectations;
 - ✓ Scope of services being proposed;
 - ✓ Collaboration letters;
 - ✓ Any other factors considered relevant by LCDJFS and demonstrated by the Proposal or investigation by LCDJFS;
 - ✓ Budget analysis, including diversity of Bidder's funding sources, reasonableness and cost effectiveness of proposed services;
 - ✓ Any other factors considered relevant by LCDJFS, including performance on prior and current contracts with LCDJFS, and demonstrated by the bid proposal or investigation by LCDJFS; and
 - ✓ Experience with a similar project/program of comparable size and scope, including any available information regarding program results. LCDJFS statistics from prior contracts will be included in the administrative review process when applicable.

Any Bidder whose proposal was not selected ("Unsuccessful Bidder") will be notified of their non-selection immediately after the Selected Bidder(s) is (are) notified. If a Selected Bidder fails to execute a Contract within the Contract development period, LCDJFS may, at its sole discretion, award the Contract to another Bidder whose proposal met the requirements of the RFP and addenda. The period of time within which such an award of the Contract may be made shall be subject to the written agreement between LCDJFS and the new Selected Bidder.

2.8 Post Selection Meeting

If an Unsuccessful Bidder wishes to discuss the selection process, a request for an informal meeting with LCDJFS and the explanation for it must be in writing to be received by LCDJFS within seven (7) working days from the mailing date of the notification of non-selection. The request shall state the reason(s) for the meeting, citing the law, rule, regulation or RFP procedure(s) on which the request is based. All requests must be signed by an individual authorized to represent the Bidder and must be addressed to the Contact Person described in Section 1.2, hereof.

2.9 Caveat

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 (see the Rating Sheet under Section 2.7, hereof). LCDJFS will work with the Selected Bidder to finalize the details of the Contract document. **If LCDJFS, in its sole discretion, determines that LCDJFS and the Selected Bidder are unable to successfully come to terms regarding the Contract within a reasonable time period, LCDJFS reserves the right to terminate discussions. If this happens, LCDJFS, in its sole discretion, reserves the right to either 1. select another Bidder from the bid process with whom to negotiate the Contract, 2. cancel the RFP, or 3. reissue the RFP.**

2.10 Termination for Convenience

LCDJFS reserves the right to terminate the resulting Contract at its convenience during the Contract Period or any subsequent renewal period by giving the Contractor thirty (30) days written notice. Such terminations shall be subject to Board approval.

2.11 Termination for Default/Suspension of Referrals

LCDJFS shall terminate the Contract should a Contractor fail to carry out the terms and conditions of the Contract after issuance of a notice of required improvement (“cure notice”) authorized by a resolution of the Board. LCDJFS may also suspend referrals and/or payment to a Contractor pending the outcome of any investigations alleging breach of contract. A Contractor will have thirty (30) calendar days after the date of a cure notice to develop and submit to LCDJFS a Corrective Action Plan (“CAP”) that adequately addresses issues identified in the cure notice. Following the CAP’s approval by LCDJFS, a Contractor will have sixty (60) calendar days or other mutually-agreed upon timeframe, within which to implement the CAP and make any necessary corrections. If, after such notice, a Contractor fails to remedy the conditions, LCDJFS will issue an order to stop work immediately and terminate the Contract without obligation.

Section 3. Terms and Conditions

If a Contract ensues, the RFP and the commitments made in the selected proposal will become contractual obligations, including any information requested during Contract development by LCDJFS. Failure of the Selected Bidder to accept these obligations may result in cancellation of the award.

3.1 Type of Contract; Subcontracting

The Contract will incorporate the requirements of the RFP, the Selected Bidder’s proposal, and all other agreements that may be reached during Contract negotiation.

The Contractor is responsible for the execution of the project/program and Contract requirements. If the Contractor chooses to provide services via sub-contractor(s), the Contractor is fully responsible for all sub-contractor(s) delivery of service and payment thereof. The Contractor will not subcontract or assign the Contract nor shall any subcontractor commence performance of any part of the work included in the resulting Contract, without the previous written consent of LCDJFS. Acceptance or rejection of a proposed subcontract is at the sole discretion of LCDJFS. Proper procurement rules must be adhered to when obtaining a subcontractor.

3.2 Contract Period, Funding & Invoicing

The term of the Contract shall be for an approximate twelve (12) month period, commencing no sooner than July 1, 2011, and ending no later than June 30, 2012. Subject to the availability of funds and at the sole discretion of LCDJFS (with the approval of the Board), a Contract may be renewed for up to one additional twelve (12) month period. Any such Contract renewal will be based on Contractor’s performance as determined solely by LCDJFS.

A Contractor can claim payment only for services already provided and must submit invoices for payment on a monthly basis. Invoices must be submitted within thirty (30) days of the last day of the month of service delivery **(for example, invoices for services delivered in the month of August must be presented to LCDJFS no later than the immediately following September 30.)** Generally, **reimbursement by LCDJFS is made within thirty (30) days of receipt of an invoice for actual expenses.** Funds designated for the Contract Period are subject to funding requirements under Title XX funding allocations.

A Contractor may neither perform work nor submit an invoice for payment for work performed for this project for any time period prior to contract approval by all applicable parties. This includes any costs associated with proposal development.

3.3 Confidentiality & Security

A Selected Bidder/Contractor who has access to confidential information will be required to keep that information confidential. The Selected Bidder/Contractor must agree to comply with all Federal and State laws applicable to LCDJFS and/or clients of LCDJFS concerning confidentiality of LCDJFS clients. Any use or disclosure of information concerning LCDJFS clients for any purpose not directly related to the administration of the Contract is prohibited. If a Contractor subcontract(s), the subcontractor shall also be subject to the foregoing confidentiality requirements and shall be required to agree to said confidentiality requirements in writing whether under a contract with the Contractor or in a separate document.

3.4 Duplicate Billing

A Contractor shall warrant that claims made to LCDJFS for payment shall be the actual cost for authorized services rendered to eligible individuals and such claims shall not be made against other funding sources for the same services. Use of funds awarded through any contract with LCDJFS by the Contractor to supplant any other existing funding sources is strictly prohibited.

3.5 Additional Contract Information

- **Contractors will be subject to announced and unannounced monitoring by LCDJFS which is totally independent and distinct from the audit requirements described in Section 1.11, hereof. LCDJFS will also conduct a contract Risk Assessment in accordance with the Ohio Department of Job and Family Services (“ODJFS”) procurement rules.**
- LCDJFS reimburses for social services predominantly on a cost reimbursement basis. All invoices for services must be submitted monthly to LCDJFS (see Section 3.2, hereof). All amounts on the invoice are to be supported by documentation, as required by LCDJFS, attached to the invoice. All documentation for actual expenses of those services must be retained by the Contractor for three (3) years or until the completion of an audit. There are no exceptions to this requirement.
- LCDJFS will only reimburse for the agreed upon rates and/or costs incurred under the terms of the Contract.
- Payment of invoices will be contingent upon the Contractor’s use of mandated LCDJFS reporting mechanisms.
- Project deliverables must be clearly defined in the Contract and progress will be monitored throughout the duration of the Contract.
- Should future funding be available, Contract renewal will be based upon performance, compliance with all Contract terms, requirements of any future RFP(s) and continued local need, as determined solely by LCDJFS.
- **LCDJFS reserves the right to extend and/or amend the Contract based on the Contractor’s performance as determined solely by LCDJFS.**

Section 4. Requirements & Specifications for Social Services

4.1 Background

Title XX - A Comprehensive Title XX Social Services Plan (CTXXSP) is required of each state by Title XX of the Social Security Act. The Ohio Department of Job and Family Services, Ohio Department of Mental Health, and the Ohio Department of Mental Retardation and Developmental Disabilities have been designated as the Title XX agencies by the General Assembly of the State of Ohio through enactment of the ORC Section 5101.46(B). Under Ohio law, the Ohio Department of Job and Family Services is the state agency responsible for the Title XX Social Services Block Grant program which is directly administered locally by LCDJFS.

The services offered through this RFP are included in the Lucas County Title XX Comprehensive Services Plan (“CSSP”). The requested services are identified as Home Based Chore Services (included in the Comprehensive Plan category of Home Based Services). The provision of these services contributes to achieving the following Title XX Goals:

1. Preventing or remedying neglect, abuse or exploitation of children or adults unable to protect their own interests or preserving, rehabilitating or reuniting families.
2. Preventing or reducing institutional care by providing for community-based care, home based care or other forms of less intensive care.

4.2 Project Overview

This RFP is seeking proposals from Bidders that can provide all specified activities within the program area defined below. The service being sought is for Home Based Chore Services for the Senior and Disabled Adult Population.

1. Program Area Description:

Home Based Chore Services - Bids are requested to obtain a single provider for the provision of high quality, affordable personal care services to the area's low income (under 150% of the Federal Poverty Level) senior and adult disabled populations. The purpose of the service is to assist those populations to maintain a community based and independent life style. The service is to be provided to qualified applicants, referred by LCDJFS, who are in need of assistance with activities of daily living such as:

- Bathing
- Grooming
- general homemaking/light housekeeping
- meal preparation, and
- errands

Daily services are based on client need and may be as little as an hour or as much as eight hours per day.

Given the limited resources for this program it may be necessary at times to prioritize clients eligible for this service. Should the service demand exceed available resources, LCDJFS will consider the following subsets of the target population as having the highest priority for service:

1. LCDJFS Adult Protective Service clients.
2. Social Security Income (SSI) recipients over sixty (60) and requiring cooking and/or personal care.
3. SSI recipients under sixty (60) and requiring cooking and/or personal care.
4. Individuals over sixty (60) requiring cooking and/or personal care.

2. Program Expectations

Home Based Chore Services

Program expectations for the administration and delivery of Home Based Chore services have the intent of ensuring that the limited funds available are administered and used in a manner that ensures a high quality of care in a cost-effective manner. Bidders must meet or describe how they will meet the following minimum expectations:

1. Must have documented years of experience in providing home based chore services to Lucas County's low income elderly and disabled population. The documentation must include the population served, the type and length of service and the numbers served annually.
2. Have the ability, staff resources and qualifications necessary to recruit, hire, train and supervise qualified home based chore service providers. Screening for providers must include, at a minimum, background checks and a tuberculosis (TB) test.
3. Be able to describe in detail the services to be provided and the supervision and oversight of the home based chore providers.
4. Develop and implement a record keeping process that will enable the Contractor to communicate client progress to LCDJFS and support the LCDJFS billing process.
5. Have an efficient mechanism for accepting referrals from LCDJFS and a procedure for matching clients with home based chore providers in a timely and effective manner.

6. Be able to describe the home based chore provider training curriculum and the tools used to evaluate provider performance and program effectiveness.

Section 5.0 Technical Requirements

Bidder(s) must demonstrate the ability to meet the following requirements:

- Internet access with a minimum of 56K baud modem rate.
- The ability to import and export data from LCDJFS via various types of formats such as text files, Microsoft Excel, Microsoft Word, Microsoft Access, or other formats as agreed upon by LCDJFS and Bidder.
- Have database backup capabilities of LCDJFS data and have a disaster recovery plan in the event that LCDJFS data is corrupted or destroyed by system failure or acts of nature.
- In the event Bidder(s) would desire to enter into any subcontract involving the direct delivery of sharing of LCDJFS data, written notification would be given and prior approval to any subcontract would be sought by Bidder(s) by LCDJFS.
- Must maintain current technology updates as required by LCDJFS in regard to Internet browser versions.
- Comply with LCDJFS requirements for providing a secure environment for LCDJFS data.
- Supply LCDJFS with reports or statistics for proposed project.
- Have properly working hardware and software to retrieve, import, and export LCDJFS data.
- Maintain an up to date anti-virus software program.

Section 6. Application Format

6.1 Required Format Specifications

To be accepted and forwarded to the Review Committee, the proposal must be received on or before the deadline and include attachments 1-10 as provided by LCDJFS. Each document requiring a signature and/or notarization must be provided in the form of a scanned version of said document. All documents must be submitted via email with each document saved as the document names listed in the "Overall Application Checklist" preceded by the name of the bidding organization. I.E. "Non-collusion Affidavit-Company X".

Complete all sections of the RFP as instructed. Proposals not meeting the following format specifications will have up to a maximum of five (5) points deducted.

A 12-point "Times New Roman" font must be used. Page margins are to be 1" on all sides of the page.

- Page is to be numbered on the bottom right of each page.
- Pages are to be single sided.
- Lines must be single spaced.
- Must remain within the number of pages as instructed.

6.2 Application Components

This section provides additional information to be used when completing the electronic attachments:

A. RFP Cover Page

- Use form provided
- Must be completed and signed

B. Service Description Packet (Forms 1-5)

B1. Service Summary

- Use form provided
- Not to exceed one (1) page in length.
- Brief explanation of the proposed services.

B2. Organizational Capacity

- Use form provided

- Not to exceed two (2) pages in length.
- Suitable administrative, accounting and management information systems in place.
- Sufficient staff with experience working with this population.
- Adequate policies and procedures in place.
- A demonstrated ability to work with other organizations in meaningful collaborative and/or partnership manner.

B3. Prior Successful Experiences with Proposed Services and Target Population

- Use form provided
- Not to exceed three (3) pages in length.
- Describe the organization's experience in providing the proposed services to the target population.
- Include a description of the organization's record of program participants' successful attainment of program goals.

B4. Description of Program and Service Delivery

- Use form provided
- Not to exceed three (3) pages in length.
- The proposed program and service delivery model must respond to the requirements described in this RFP.
- The key components of the service delivery model must be clearly identified and described as well as the specific strategies employed to achieve the intended results.
- Partnerships, if used, should be described in detail.
- A timetable of program operations must be included.
- Bidder must have prior successful performance demonstrated in this service area.

B5. Internal Evaluation and Accountability

- Use form provided
- Not to exceed two (2) pages in length.
- The Bidder should be able to demonstrate the ability to document, track, analyze data, and submit weekly, monthly and quarterly reports to LCDJFS.
- Meaningful benchmarks, performance measures, and outcomes should be identified.
- The stated rationales for targeted performance measures should be sound.
- The organization should be able to demonstrate the ability to document, track, and analyze participant and program progress and have the systems in place to accomplish this.
- The organization should have the tools and methods in place to measure customer satisfaction.

C. Attachments 3-10

To be completed as indicated on each form.

6.3 Budget Narrative and Budget Form

Bidders should present a sound approach to budgeting for the various aspects of program management and implementation.

A. Budget Narrative

Provide a description of revenues and expenses ("Budget Narrative"). The Budget Narrative must not exceed two (2) pages. Describe necessity and reasonableness of each budget line item. Statements should be concise and clear and not simply a restatement of the information presented in the budget. The budget should be developed with advice and assistance of Bidder's fiscal officer (if applicable), or from an accounting professional knowledgeable in this type of program and funding source. Although there is no match requirement, provide a summary of other funding that Bidder receives and, specifically, reference funding that will contribute to overall funding for the proposed program. While not required, organizations that can leverage other sources of funding will be rated higher.

B. Budget Form (Attachment 11)

Complete LCDJFS Program Budget Form, which will be provided electronically upon request. The budget will be evaluated in accordance with standard accounting principles, clear support of proposed program components and cost effectiveness.

INSTRUCTIONS FOR COMPLETING THE CONTRACT BUDGET

The Contract Budget is to include all of the financial information regarding the Bidder's program. This includes all funding for the program, both federal and non-federal, and all related federal expenses. It is important that consideration be given to all projected program expenditures in preparation of the Contract Budget. The Contract Budget not only serves as a basis for Bidder's funding and reimbursement for the program expenses, but also represents the amounts that will initially be considered as allowable federal program expenses. Any expenditures that are not included in the initial budget may require renegotiation of the budget prior to the expenditure being allowable for the program. Amounts approved on the budget do not indicate the amounts that will be reimbursed but are estimates of the possible reimbursement. All amounts invoiced to LCDJFS will be based on actual expenditures of funds and only those actual expenditures are reimbursable.

The budget is broken down into the major areas of expense. Behind the Contract Budget, and an integral part of the budget process, are the detailed expenses determining the overall budget. The Contract Budget amounts are calculated based on the detail presented on the Estimated Cost of Delivery of Purchased Services pages. It is very important that these estimates are adequately developed to ensure the Contract Budget includes the funding needed to provide all program requirements.

Contract Budget Page

The basic information for Bidder's program needs to be entered in the top box of the Contract Budget page. No other information is needed.

- Provider Information: Insert Bidder's name, address, phone, fax, and e-mail in the left column of the box.
- Service Program: The name of Bidder's federally funded program
- Period: Will be approximately 7/1/2011 – 6/30/2012, unless contract is signed later in the fiscal year.
- Budget Prepared By: This should be the person who prepared the budget as well as the contact person for any questions on the budget.
- Date: This should be the date the budget was finalized.

No additional information needs to be input on this page but once all of the Estimated Cost of Delivery of Purchased Services pages are completed, the Contract Budget should be reviewed for accuracy.

Estimated Cost of Delivery of Purchased Services

These details support Bidder's Contract Budget. These amounts are to be based on estimated expenditures to provide the program services outlined in the bid. All related expenses required to provide these services need to be considered and included in these estimates. Reimbursement will be based on actual expenditures but are limited by the amounts included on these pages.

STAFF COSTS (SECTION I):

EMPLOYEE SALARIES: Include each position that will be directly charged to the program, the number of people in each position, and the position's annual salary. Indicate whether each position is filled or vacant (to be filled later). Filled positions should include the names of those employees filling them. Indicate the estimated total hours per week worked and hours to be worked on the proposed program. Indicate the number of months the position will be charged to the program if not a full year (for example a vacant position that will be filled for only 6 months of the program). Based on this input, the total annual salary for each position, percentage of time to the program and reimbursable salary will be calculated. Input the percentage of the program that may be funded through this RFP. For example, if this bid covers \$50,000 of a \$200,000 program, insert 25%.

PAYROLL RELATED EXPENSES: This section includes expenses related to payroll for the employees listed under employee salaries including all fringe benefits such as employer matching amounts, worker's compensation, retirement, insurance, etc. If a percentage is entered, the amount will be calculated based on the total reimbursable salaries from the Employee Salaries section. Amounts may also be entered directly into the "amount" column. If items are to be included that are not listed, these must be specified.

NON-EMPLOYEE SALARIES: This section covers any positions that will be directly charged to the program paid outside of the normal payroll system, including contract employees such as an outside accounting firm, teachers, or health care professionals that are paid on an hourly basis. Enter the same information in this section as entered for the Employee Salaries section above.

ADMINISTRATIVE COSTS AND PROFESSIONAL FEES: This section includes all personnel costs that have not been previously recorded. Examples include an accounting firm paid on a contractual monthly basis, audit costs, legal fees, and administrative charges allocated to the proposed program. Any allocated charges to the program are to be derived from an accurate, documented cost allocation plan.

PROGRAM COSTS (SECTION II):

TRAVEL & TRAINING

Travel Expenses: Include any projected travel costs related to the service delivery of the proposed program. This may include field trips, home visits, meetings, employee travel expenses, and necessities for vehicles utilized for the program. Purchased transportation would include transportation for a fee such as taxi or bus fare.

Agency Training Expenses: Include expenses related to training of staff to provide the proposed services. This may include registration fees, lodging, meals, transportation fees, conference materials, etc. If the training will benefit multiple programs or funding sources, only the portion directly applicable to the bid should be included.

CONSUMABLE SUPPLIES: Include any projected need for supplies to implement the proposed program including direct program supplies such as books and materials, and indirect supplies for managing the program such as office and cleaning supplies.

OCCUPANCY COSTS: Occupancy costs are to be based on three factors: (i) The square footage needed by the proposed program as a percentage of total facilities square footage; (ii) the annual rent or depreciation cost (if Bidder owns the building); and (iii) the percentage of the overall program funded through the bid to LCDJFS. Bidder must provide square footage for the program and the building; either the annual cost of rent per square foot or the annual depreciation figures, and the percentage of program funding provided through this RFP should the Bidder be awarded a contract. The charges to the Contract Budget will be calculated from these figures.

The expense for utilities and maintenance and repair should include the overall expenses which will then be prorated to the program based on building square footage and the portion of the proposed program to be funded through this RFP. If there are specific utilities related only to the portion of the program the Bidder proposes LCDJFS fund, list these separately and the amount chargeable to the Contract Budget will be calculated based on the percentage of the program for which the bid is seeking funding.

INSURANCE COSTS: Include all non-vehicle insurance costs in this section and the percentage of these costs directly related to the proposed program.

OTHER MISCELLANEOUS PROGRAM COSTS: Include in this section any projected expenses that are not listed under any other area of the Contract Budget.

EQUIPMENT COSTS (SECTION III):

EQUIPMENT SUBJECT TO DEPRECIATION: This section includes all equipment utilized by the program that exceeds Bidder's fixed asset threshold or \$5,000, whichever is lower. For example, if Bidder's fixed asset threshold is \$500, any piece of equipment over \$500 is to be included here. However, if Bidder's threshold is \$7,500, all individual items over \$5,000 are to be included here. The equipment costs listed here will be reimbursed based on the annual usage associated with the proposed program's portion of the equipment's usage. Please list each item of equipment separately with the required information in Part A. In Part B, include the useful life as determined by Bidder's fixed asset policy and the percentage the equipment will be utilized by the proposed program. This percentage should take into consideration both the percentage of use by the program and the percentage of the program that may be funded through this RFP. For example, if a vehicle is 50% to the program and your bid includes 50% of program funding from another source, the percentage would be 25% (50% of 50%).

SMALL EQUIPMENT PURCHASES: This section includes all purchased equipment utilized by the program that was not included above. This equipment will be reimbursed as purchased based on the proposed program's percentage of the equipment's use. To calculate the percentage to the Contract Budget, take the percentage to the program times the percentage of proposed LCDJFS funding of the program as noted above.

LEASED AND RENTED EQUIPMENT: Include those items of equipment to be utilized by the program that are leased or rented. Once again, to calculate the percentage to the Contract Budget, take the percentage of the equipment's usage to the program times the percentage of the program that may be funded through this RFP as noted above.

EQUIPMENT REPAIR AND MAINTENANCE: Include repairs and maintenance to equipment utilized by the program. Remember to calculate the percentage to the Contract Budget by taking the percentage to the program times the percentage of the proposed portion of LCDJFS funding of the program as noted above.

TUITION CHARGES (SECTION IV) (TUITION BASED PROGRAMS ONLY):

If the program is a tuition-based program, fill in the appropriate information for each type of program. "Total Program Units" will include all projected participants in the program. "Units Under Contract" will only include projected participants reimbursable by LCDJFS.

UNIT RATE CHARGES (SECTION V) (APPROVED PROGRAMS ONLY):

If the proposed program has been approved for unit rate charges, fill in the appropriate information for each type of service unit. "Total Program Units" will include all projected units in the program. "Units Under Contract" will only include projected units reimbursable by LCDJFS.

INCOME PAGE:

On this page Bidder must disclose all projected funding for the organization.

Part A: Include all funds for the program for which Bidder is seeking funding. For example, if Bidder is proposing that LCDJFS fund \$50,000 of a \$200,000 program, there should be \$50,000 listed under LCDJFS and another \$150,000 in other funding categories. For each type of federal, state, or county funding, please specify the source and type of funding received. As an example, Bidder may receive TANF monies through Lucas County Family Council or Title XX money through LCCSEA.

Part B: Include all projected funding for Bidder's organization. Once again please specify each source and type of federal, state, or county funding Bidder plans to receive. Please be aware that many federal and state funds are passed through local governments and other organizations. Bidder may need to contact the granting agency to find out the true source of these funds.

UNALLOWABLE COSTS:

Use of federal funds for prohibited purposes will result in the loss or recovery of those funds. Funds may not be utilized for the following:

- Advancement of political or religious points of view, fund raising or lobbying.
- Distribution of factually incorrect or deceitful information.
- Consulting fees for salaried program personnel to perform activities related to the program.
- Bad debts of any kind.
- Lump sum indirect or administrative costs.
- Contributions to a contingency fund.
- Entertainment (for example paying for entertainment for management).
- Fines and penalties.
- Interest or other financial payments.
- Contributions made on behalf of program personnel.
- Costs to rent equipment or space owned by the funded agency.
- Inpatient services.
- The purchase or improvement of land.
- The purchase, construction, or permanent improvement of any building.
- Satisfying non-federal fund matching requirements to receive any federal funding.
- Contracts for compensation with advisory board members.

6.4 Collaboration Letters

LCDJFS strongly encourages Bidders to demonstrate collaborations and service linkages that would assist in achieving the objectives stated in this RFP.

Those collaborative relationships that are integral to the program design should be described in the Program and Service Delivery section of the Bid Packet.

Each Collaboration Letter must include:

- Organization name
- Address
- Phone number and fax number
- Contact person
- Nature of relationship

(LCDJFS, at its sole discretion, may elect to contact references during the review process. If references cannot be provided, explain why.)

6.5 Personnel Qualifications

Please include the following information as it related to the services(s) contained in the bid:

- Table of Organization
- Resumes of key personnel who will be directly involved with the proposed services.
- Professional licenses
- Alternate signing letter-this letter, on company letterhead, indicating any other staff member(s) who is/are permitted to contractually obligate the selected bidder.

Cover Page: Bidders must use Attachment 1 (cover page) as provided in this RFP. Complete all sections of the Cover Page form. Bidder's authorized representative must sign the Cover Page which shall be scanned for submittal.

Bidders must include all required documents. The maximum number of points that can be awarded for each section of the Service Description Packet and overall formatting is provided (Selection Process - Rating Sheet). Total possible points = 150.

Section 7. Attachments & Application Checklist

7.1 Attachments:

The documents listed below are to be completed in their entirety by the Bidder. These documents will be sent upon request. Contact Michelle Niedermier via email at niedem@odjfs.state.oh.us and indicate the name of your organization, the contact person and the email address where the electronic documents should be sent (no hard copies or faxes shall be sent). The documents will be sent within two (2) business days. If you do not receive the documents within this timeframe, please contact Michelle Niedermier at 419-213-8871 to ensure receipt of the original email request. Please allow adequate time for receipt and completion of the documents prior to the 4:00 p.m., June 3, 2011 deadline. **NO REQUESTS FOR ATTACHMENTS WILL BE ACCEPTED AFTER 4:00 P.M., May 31, 2011.**

1. Attachment 1 -- RFP Cover Page
2. Attachment 2 -- Service Description Packet (Forms 1-5)
3. Attachment 3 -- Non-Discrimination and Equal Employment Opportunity Affidavit
4. Attachment 4 -- Non-Collusion Affidavit
5. Attachment 5 -- No Findings for Recovery Affidavit
6. Attachment 6 -- Delinquent Personal Property Tax Statement
7. Attachments 7 & 8 -- Ohio Homeland Security – Declaration of Material Assistance Form (Attachment 8) [Terrorist Exclusion List (Attachment 7) will be included with this form as a reference]
8. Attachment 9 -- Representations, Assurances and Certifications
9. Attachment 10 – LCDJFS Performance Measures Form (complete form through Line A)
10. Attachment 11 -- LCDJFS Budget Form (to be preceded by a 2-page budget narrative)

7.2 Application Checklist (all documents to be completed and scanned; delivered via email):

- RFP Cover Page (signed)
- Service Description Packet (Forms 1-5)
- Non-Discrimination and Equal Employment Opportunity Affidavit
- Non-Collusion Affidavit
- No Findings for Recovery Affidavit
- Delinquent Personal Property Tax Statement
- Ohio Homeland Security – Declaration of Material Assistance Form (Attachment 8) [Terrorist Exclusion List (Attachment 7) will be included with this form as a reference]
- Representations, Assurances and Certifications
- LCDJFS Performance Measures Form (complete form through Line A)
- LCDJFS Budget Form (to be preceded by a 2-page budget narrative)
- Collaboration Letters
- Personnel Qualifications (including Alternate Signing Letter, if applicable)