

BUTLER COUNTY COMMISSIONERS
Donald L. Dixon T.C. Rogers Cindy Carpenter

REQUEST FOR PROPOSAL (RFP)

DEVELOPMENT OF LIVING SKILLS

CONTRACT NO. 22-12-563

ISSUE DATE: November 3, 2022

Proposal Due Date: December 21, 2022 at 10:30 a.m.

Proposal Must Be Sealed, Delivered To
and Received By:

**BUTLER COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
BUTLER COUNTY GOVERNMENT SERVICES CENTER
315 HIGH STREET, 9TH FLOOR
HAMILTON, OHIO 45011
Attention: Rebecca Wade**

Table of Contents

1.0 Administrative and General Information

- 1.1 RFP Purpose
- 1.2 Purchase of Professional Services
- 1.3 Surety Bond
- 1.4 Availability of Funds
- 1.5 Proposal Cost and Duration
- 1.6 Proposer Disclosures
- 1.7 Prohibited Contacts
- 1.8 Contractual Obligations
- 1.9 Order of Precedence
- 1.10 Subcontracting
- 1.11 BCDJFS Employees
- 1.12 Proposal Rejection
- 1.13 Proposal Withdrawal
- 1.14 Contract Award

2.0 Scope of Services

- 2.1 Provider Requirements
- 2.2 Program Requirements
- 2.3 Staff Requirements
- 2.4 Proposal Requirements

3.0 RFP Information

- 3.1 BCDJFS Contact Person
- 3.2 RFP Registration
- 3.3 Proposer's Conference
- 3.4 RFP Clarification
- 3.5 Addenda to RFP
- 3.6 Proposal Opening
- 3.7 RFP Timeline

4.0 RFP Submission

- 4.1 Deadline for Submittal
- 4.2 Preparation and Number of Copies
- 4.3 Proposal Content

5.0 Proposal Evaluation

- 5.1 Proposal Evaluation Criteria
- 5.2 Evaluation Process
- 5.3 Contract Period, Funding & Invoicing

Table of Contents
Continued

Attachments

- Attachment A – Proposal Title/Signature Page
- Attachment B – Proposal Quotation Sheet
- Attachment C – Civil Rights Compliance Affidavit
- Attachment D – Delinquent Personal Property Tax Affidavit
- Attachment E – Non-Collusion Affidavit
- Attachment F – Form Sub W-9
- Attachment G – Certificate of Compliance
- Attachment H – Certification of No Findings for Recovery
- Attachment I – Proposer Requirements Checklist
- Attachment J – Unallowable Costs
- Attachment K – Subgrant Agreement

1.0 ADMINISTRATIVE AND GENERAL INFORMATION

1.1 RFP Purpose

The purpose of this Request for Proposal is to solicit competitive proposals for the purchase of contracted services for Development of Living Skills Program for three one-year budget terms. The initial funding period will begin approximately February 1st and run through January 31st beginning in 2023 and ending in 2026, contingent upon the availability of funds and successful provider performance as defined and/or negotiated with the Butler County Department of Job and Family Services (BCDJFS).

The purpose of the Development of Living Skills Program is to help families learn the basic skills needed to succeed in all areas of a family setting, including but not limited to, keeping a safe clean stable living environment, proper nutritional and healthy food preparation, how to build a budget, and lessons on how to raise children. People who have suffered generational poverty frequently grow up without the benefit of proper role models and fail to learn the basic skill sets required for a family to make healthy choices. The purpose of this Program is to help families learn these basic skills, thereby reducing the stress that can sometimes lead to child abuse and neglect through displacement.

Referrals for this Program shall come from Butler County Children Services and may be court ordered or voluntary. The majority of eligible participants for this Program should be TANF (Temporary Assistance to Needy Families) eligible, however non-TANF eligible families that need additional support and life skills training in order to provide a safe, secure, stable, and nurturing environment may receive services. Families will be taught ways to mitigate environmental factors, and thereby modify family dysfunctions, preserve the family unit, and improve family well-being.

1.2 Purchase of Professional Services

Whenever BCDJFS requires services rendered by persons or organizations that possess skills not available from employees of BCDJFS and the need to purchase such services arises, professional services will be procured through an alternative proposal process or through the issuance of a Request for Proposal (RFP). This RFP is issued to purchase professional services which are expected to cost **annually** in excess of twenty-five thousand dollars (\$25,000.00) but no more than **two hundred ninety-one thousand fifty-seven dollars and zero cents (\$291,057.00)**.

1.3 Surety Bond

An original Surety Bond in the amount of 5% of the annual proposed amount must be included with each proposal or proposal will be disqualified. The bond must be in the form of a surety bond, certified check, cashiers check or money order from a solvent bank or other financial institution with Butler County Job and Family Services identified as the obligee. Bonds will be returned to all parties within thirty (30) days of contract award except in the case where a contract is awarded and the Provider refuses to move forward with the contract.

1.4 Availability of Funds

This RFP is conditioned upon the availability of federal, state, or local funds which are appropriated or allocated for payment of the proposed services. If, during any stage of this RFP process, funds are not allocated and available for the proposed services, the RFP process will be canceled. BCDJFS will notify registered proposers at the earliest possible time if this occurs. If additional funding becomes available during the term of the contract, and at BCDJFS' discretion, BCDJFS reserves the right to amend Provider's contract to increase the contract value, to extend the contract term or both.

1.5 Proposal Cost and Duration

No costs will be paid to the proposer to cover the cost of preparing a proposal or procuring a contract for services or supplies pursuant to this RFP. The Proposer must certify that the proposal and pricing will remain in effect and unchanged for a minimum of ninety (90) days from the date of the proposal opening.

1.6 Proposer Disclosures

Proposer must disclose any pending or threatened court actions and/or claims against the Proposer, parent company or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may because to reject the proposal and/or contract.

1.7 Prohibited Contacts

The integrity of the RFP process is very important to BCDJFS in the administration of our business affairs, in our responsibility to the residents of Butler County, and to the Proposers who participate in the process in good faith. Behavior by any prospective Proposer that violates or attempts to manipulate the RFP process in any way is taken very seriously. Examples of unauthorized communications are:

- A. Telephone calls;
- B. Prior to the award being made, letters, emails, and faxes regarding the project or its evaluation made to anyone other than the **BCDJFS Contact Person** as listed in **Section 3.1**;
- C. Visits in person or through a third party attempting to obtain information regarding the RFP;

Neither prospective Proposers nor their representatives are authorized to communicate with individuals associated with this project during the RFP process. If the prospective Proposer attempts any unauthorized communication, BCDJFS will reject the Proposer's proposal. The definition of individuals associated with this project is further defined as:

- A. Butler County public officials;
- B. BCDJFS Contact Person as listed in Section 3.1; and
- C. BCDJFS staff involved with the RFP development, management and/or evaluation process.

1.8 Contractual Obligations

See the BCDJFS Subgrant Agreement (**Attachment L**) for minimum **contractual requirements of all BCDJFS providers**. BCDJFS reserves the right to add or delete contractual language to meet the agreement needs. The agreement shall be negotiated with the successful Proposer.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered contractual obligations if a contract ensues. Failure to accept these obligations may result in cancellation of the award.

Proposals submitted for funding consideration must be consistent with and, if funded, operated according to all applicable federal regulations, State of Ohio policies, and BCDJFS policies and procedures.

The contract award will not be final until BCDJFS and the successful Proposer have executed a mutually satisfactory contractual agreement. No contract activity may begin prior to the execution of a contractual agreement between the successful Proposer and BCDJFS.

If the successful Proposer refuses or fails to execute the contract, BCDJFS may award the contract to another Proposer whose proposal complies with all the requirements of the RFP and any addenda thereto.

BCDJFS reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the service purpose or content substantially or to prohibit such service.

1.9 Order of Precedence

The successful Proposer's proposal, this RFP and other applicable addenda will become part of the final contract. In the event of conflict or contradiction between the contract language and exhibits, the RFP and the Proposer's proposal the following order of precedence will be followed:

- The final contract (boilerplate contract and Exhibits)
- The RFP
- The Providers proposal and attachments

In the event of conflict or contradiction between the contract language and / or exhibits and attachments, the contract language and exhibits shall prevail.

1.10 Subcontracting

The hiring or use of outside services, subcontractors, or consultants in connection with the work presented within this RFP shall not be permitted without prior written approval by BCDJFS, and such hiring entered by Provider shall not be binding upon BCDJFS. The Provider must agree to seek and obtain written approval by BCDJFS for the use of any subcontractor prior to use of that subcontractor for services to be provided under any resulting contract.

1.11 BCDJFS Employees

The successful Proposer warrants that for the term of any contract with BCDJFS, Proposer shall not solicit BCDJFS employees to work for Provider.

1.12 Proposal Rejection

Ohio Revised Code 307.90 and 307.91 permits Butler County Job and Family Services to reject all proposals, waive technicalities and to amend the original estimate and to advertise for new proposals on the required items, products or services. BCDJFS reserves the right to reject any or all proposals on any basis without disclosure of a reason. The failure to make such a disclosure will not result in the accrual of any right, claim or cause of action by any unsuccessful Proposer against BCDJFS. Proposers failing to respond to all requirements specified in the RFP may result in the rejection of the proposal.

1.13 Proposal Withdrawal

Proposers may withdraw their proposals at any time before the proposal opening date by providing written notice to BCDJFS before the time and date set for the proposal opening. Withdrawal of a proposal after proposal opening exposes a Proposer to legal liability for sanctions, including costs for re-proposal, or may result in a proposal being awarded to the next lowest Proposer.

1.14 Contract Award

It is the intent of BCDJFS to award the contracted services to one proposer, but BCDJFS reserves the right to award to multiple vendors.

2.0 SCOPE OF SERVICES

2.1 Provider Requirements

The successful Proposer must agree to comply with all federal and state laws applicable to BCDJFS and guarantee that professional services be performed in accordance with all applicable specifications contained within this RFP.

The successful Proposer must agree to keep confidential all information conveyed by BCDJFS to Proposer in the course of work, which information is required to be kept confidential by law, including HIPAA, and all other federal laws and regulations. The successful Proposer, its agents, and its employees shall comply with all federal and state laws applicable to BCDJFS through terms of awarded agreement.

2.2 Program Requirements

The successful Proposer must be able to provide Monthly Program services to approximately 50 TANF and non-TANF clients resulting in approximately 215 hours per month of program services throughout Butler County. Referrals shall come from Butler County Children Services (BCCS) and may be court ordered or voluntary.

The successful Proposer shall conduct an Initial Visit in the client's home. The BCCS caseworker shall also attend this meeting to address with the client why they were referred to the Program and what results they are hoping to achieve through this Program.

The successful Proposer shall develop a written case management plan and curriculum based on the initial visit and family assessment which will provide training in skill sets that the family is currently lacking.

Each family's curriculum should be individualized to meet their needs. The curriculum needs to include, without limitation, the following topics: home safety and sanitation, food and nutrition, parenting, child development, money management, personal health and hygiene, conflict management, and development of personal resources. The curriculum should be intensive, and the average rate of completion should occur in five to seven months.

The successful Proposer shall meet weekly in the home of each participating family to present that week's topic. Each lesson should last for one hour and should include, without limitation, a review of the previous week's lesson, presentation of the new material, and a family activity to help clarify the new information. Periodic walk-throughs of the families' living quarters will be performed to evaluate their progress and determine which curriculums may need to be repeated or added to benefit the family. Topics may be presented more than once, or more in-depth training of a topic may be provided, if needed, to help the family understand and implement changes.

The successful Proposer shall support any requests from the courts regarding Program participants, including, without limitation, the preparation of reports detailing client participation and progress in the Program or supplying testimony at hearings.

In addition to the lessons, participating families will be counseled on community agencies and resources that they can utilize for support rather than relying on perpetual public assistance. The successful Proposer shall compile a list of local agencies that can provide services to clients and assist the families in contacting the appropriate agency representatives.

The successful Proposer will work closely with the BCCS caseworkers and keep them informed of the progress, or lack thereof, of each participating family through monthly progress reports. The successful Proposer shall develop a detailed attendance policy which is to be presented to each family during the initial visit. Caseworkers will work with the successful Proposer to evaluate families that are uncooperative or that have excessive absences to determine if they should be terminated from the Program.

The successful Proposer shall maintain suitable records for both individual families and for the aggregate population served under the contract, so as to allow monitoring and evaluation of the contract activity by BCDJFS personnel or other appropriate parties. A detailed evaluation plan will be developed and implemented by the successful Proposer to provide evidence that program goals and measurable outcomes are being met.

2.3 Staff Requirements

BCDJFS anticipates that the program will require educators, support workers, and management personnel. The tasks and responsibilities, as well as the minimal education levels and desired field of study for each position, are as follows:

Educators and Support Workers

Duties include performing family needs assessments; providing living skills training; tracking client progress; evaluating program effectiveness by tracking and reporting program goals and measurable outcomes; accessing and communicating with other community resource staff, as needed, to help clients bridge gaps in their family resources; preparing a written case management plan, communicating client's progress to the BCCS caseworkers; and appearing and testifying in court when needed.

The Proposer may employ and maintain through direct hire Educators and Support Workers and Proposer must certify that upon hire and during their service the Educators and Support Workers shall be fully trained and qualified for the position for which they are hired.

Knowledge, skills, and abilities include, without limitation, excellent oral and written communication skills, and the ability to intelligently and competently provide moderate to intensive case management and

educational services to clients.

Management Staff

Duties include coordinating with BCDJFS and all referral sources to assure continuity of Program services, tracking and invoicing of Program costs, including, but not limited to, ancillary and transportation service expenses, compiling and providing required program reports monthly to BCDJFS, providing direct and indirect supervision over Program personnel, managing staff schedules and assuring staff coverage for all work shifts, researching and responding to inquiries and complaints, consulting with staff regarding program/client issues and concerns of clients, staff, and BCDJFS staff, consulting with BCDJFS representatives regularly to assure compliance with Program requirements, and performing all other management duties that may be assigned.

The Proposer may employ and maintain through direct hire personnel to manage this Program and Proposer must certify that upon hire and during his/her service the management personnel shall be fully trained and qualified with a high school diploma or G.E.D., with a bachelor's Degree in education or other related field, and with a minimum of two (2) years supervisory experience required.

Knowledge, skills, and abilities of management personnel shall include, without limitation, a demonstrated ability to work both independently and in a collaborative manner with staff and outside agency providers, must possess excellent oral and written communication skills, have the ability to intelligently and competently provide direct and indirect supervision to staff, and the ability to intelligently and competently plan, direct, coordinate, and manage a social services program.

2.4 Proposal Requirements

Proposal Narrative/Proposal Amount

Each Proposer is required to furnish BCDJFS with a proposal which will address all specifications issued. Each page of the narrative must be numbered sequentially at the bottom of the page and each specification must contain a heading which clearly indicates the issue to be addressed.

Please address the following specifications and provide a narrative description when applicable. Proposer must:

1. Describe the organization's background, history, and experience providing similar services and how that experience can benefit this Program. (6 points)
2. State the organization's primary line of business, the date established, the number of employees and include a table of organization. (6 points)
3. Provide copies of the accreditations and certifications presently held by the organization or the timeline for any accreditations Proposer is in the process of obtaining. (3 points)
4. Provide the names of members of your governing or advisory board, if applicable. (3 points)
5. State the number of employees that will be assigned to this Program, job titles, responsibilities and expectations, and the number of eligible clients to be served. (8 points)
6. State the ongoing training requirements and qualifications of your staff which will help them to successfully deliver proposed Program services, including who provides the training and who will be supervising staff. (5 points)
7. State the location for Program services. (2 points)
8. State how services will be monitored to ensure guidelines are followed. (5 points)

9. Describe Proposer's plan for a systematic approach and follow up measures to be used to ensure timely responsive Program services and customer satisfaction. (9 points)
10. State how often and what methods will be used by Provider to communicate with eligible clients. (6 points)
11. State what classes will be held to educate clients on living skills. Include in detail what topics will be covered. (12 points)
12. Describe management and record-keeping procedure to include information that is regularly captured on each client. (6 points)
13. Describe how Provider will track individual client skills training and their progress. (6 points)
14. List any and all community agencies that you have an established relationship with that you may use as resources for this client base. (5 points)
15. Describe the attendance policy that you will utilize for this Program. (5 points)
16. Describe any other types of services that will be provided to eligible clients. (5 points)
17. Submit any forms that will be used during the course of this Program, including but not limited to, assessment forms, case management plans, and documentation to record client activities and progress. Attach copies. (8 points)
18. Submit **a line-item budget and a narrative** defining all costs associated with this Program for a one-year period, including, but not limited to, expenditures for salaries, benefits, operational and program costs. Reference Budget/Budget Narrative on next page. (10 points)
19. Provide a minimum of three (3) professional written references with contact information regarding Program services. (5 points)
20. Provide a copy of Organization's most recent independent audit. (5 points)

Budget/Budget Narrative

All Proposers shall furnish a **line-item budget** detailing all costs that will be charged for the proposed services for 12 months. BCDJFS does not require a specific budget format; however, the budget format should reflect all cost classifications. The Proposer shall also include a **budget narrative** containing a description of the cost and the calculations used to determine the amounts included in the line-item budget. Proposers must provide justification for all costs as the basis for determining if all proposed costs are reasonable and necessary.

Proposer's proposed expenditures included in the line-item budget must be allowable costs as defined by this RFP. Reimbursement per unit shall not exceed accumulative actual cost per unit.

Should the Proposer acknowledge that total costs for the Program shall include funds from other sources, Proposer's budget must include all proposed Program costs and indicate the funding source, whether or not paid by and through BCDJFS.

Definition of allowable costs:

Any line-item can be identified as a Direct or Indirect cost. There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service but indirect with respect to the program or service proposed or other final cost

objective. It is essential that each item of cost be treated consistently in like circumstances either as a direct or indirect cost. Some guidelines for determining direct and indirect costs charged to the program or service being proposed are provided as follows:

Direct costs are those allowable program expenses that are 100% identifiable to the program with a particular final cost objective. Typical direct costs are:

- Compensation of employees for the time devoted and identified specifically to the performance of the service or program.
- Cost of materials acquired, consumed, or expended specifically for the purpose of the service or program.
- Equipment and other approved capital expenditures.
- Travel expenses incurred specifically to carry out the services or program.

Indirect costs are those costs incurred for a common or joint purpose benefiting more than one service area or cost objective. After direct costs have been determined and assigned directly to the program or service as appropriate, indirect costs are those remaining to be allocated to benefited cost objectives. A cost may not be allocated to a program or service as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to the program or service as a direct cost. Allowable indirect costs include, but are not limited to, the accounting and budgeting functions, personnel & procurement functions, and other agency administration costs. Indirect costs may not include unallowable program costs. Please refer to the section titled "Unallowable Program Costs" contained within this document.

If indirect costs are included in the budget, the provider must attach a statement setting forth the proposed method of apportioning such costs between the proposed program and other activities of the agency. The methodology should reflect the overhead, general, and/or administrative percentage rate. A cost allocation plan, time studies, or other methods may be required to determine the percentage expensed to the program.

For all governmental agencies: As referenced in federal OMB Circular A-87, the cost of services provided by one agency to another within the governmental unit may include allowable direct costs of the service plus a pro rate share of indirect costs. A standard indirect cost allowance equal to 10% of the direct salary and wage cost of providing the service (excluding overtime and shift premiums) may be used in lieu of determining the actual indirect costs of the service. If the organization proposing services is a governmental unit, it may be beneficial to use this standard indirect cost allowance.

The maximum allowable percentage of indirect costs (admin fee) is ten percent (10%) of salaries and fringes.

The line-item budget shall include, but need not be limited to the following cost categories:

Salaries:

Salaries expense includes wages and salaries for which a W-2 will be issued. All others are contracted services for which a 1099 is issued. List all position titles and staff costs for all direct labor to be used in the program. Also indicate the number of staff that hold the title listed. All staff who work in any capacity in the program or programs to be contracted, plus all management and administrative staff, must be listed with the percentage of time dedicated to the program and specific amounts paid to each. When positions listed are less than full-time, a cost allocation plan, time study, or other methodology must accompany the budget. The budget narrative should include a break down of the hourly rate of pay, hours per week and number of weeks devoted to the program to support the salary or wages of each staff member listed on the budget.

Payroll Taxes:

Payroll taxes include employer contributions to social security, state and municipal retirement systems,

unemployment insurance, and worker compensation. Indicate the percentage used in calculating the amount withheld for each employee whose time is allocated to the program.

Unemployment %:

When computing unemployment taxes, the percentage of time the staff devotes to the contracted program is to be used to calculate the amount of unemployment taxes attributed to the contracted program for that staff person up to the first \$9,000 per employee wages, per year.

Fringe Benefits:

Fringe benefits include life and health insurance plans, employer contributions to pension plans, and benefit plans. Indicate the total Program staff benefits, charged by the percent of time to the contracted program.

Professional Fees & Contracted Services:

Professional fees are when Provider pay auditors, accountants, payroll processors, program consultants, computer support, etc. A contract service would also include maintenance costs on a building and/or equipment. These costs are used to pay for services from a company or individual who is not an employee of the Provider, but who performs a service for which he/she is paid. List each contracted purchase of service professional individually. Do not report these costs in the salaries section of the projected budget.

Administrative:

Costs associated with the overall administration of the program services and staff, including accounting procedures and fiscal control of program funds. (**Maximum ten percent (10%) of salaries and fringes**).

Occupancy Costs:

Occupancy costs include the rental of space and those costs associated with the rental of space (e.g., utility costs-heat, electricity, water). Indicate the program cost based on a proration of space used and the associated utility costs. It may be necessary to measure the space used by the programs to achieve a proper proration of these costs. When space is rented, indicate the unit amount per square foot (e.g., rent = \$1000 per mo ÷ 100 sq. feet = \$10.00 per sq. foot).

The budget narrative should describe how the rate per square foot is determined. It should also describe whether the facility is being used for purposes other than the BCDJFS related services and if so, how the costs will be apportioned to the proposed services. Indicate whether the costs of utilities and maintenance of the space are included in the rent or lease payment.

Indicate the dollar amount for the budget period, for the contracted program based on a cost allocation plan or other methodology which indicates an applicable percentage of total costs.

Utilities:

Costs not included with occupancy costs, such as gas heat and electricity may be listed as a separate line item.

Communications:

Program and other office telephone lines, including voice, fax, and data allocated to the program or calculated or prorated based on actual usage (i.e., the number of phone lines used and amount of long-distance calls). Cell phones costs are based on business use only. The narrative budget should indicate whether these costs are directly devoted to the proposed services or part of an overall organizational cost of which a portion is allocated.

Consumable Supplies:

Indicate the amounts for items used or consumed for the purchased Program. Generally, supplies are items such as stationary, paper, pens, file folders, envelopes, and specific program supplies such as assessment tools. Program and other types of supplies are items such as cleaning supplies, toilet paper, mops, brooms, paper towels and floor cleaner. The narrative budget should describe how these costs were determined and the procedures for acquisition (e.g., solicitation of three individual price quotes or use of a provider established by a competitive procurement process).

Travel Costs:

Indicate actual travel costs incurred directly under the activity of the contracted program. The budget narrative must estimate the total number of miles to be traveled by all program staff, utilizing historical data as necessary. Enter the mileage amount and the mileage reimbursement rate used to calculate

mileage cost. Mileage will be paid based on the Butler County Commissioner's allowable reimbursement for non-bargaining unit staff. This percentage is reviewed and established at the beginning of each calendar year, and if necessary, throughout the year. This amount is usually in line with the IRS mileage reimbursement rate. As of the date of this RFP, the amount is .625.

Insurance (when applicable):

Cost of automobile liability insurance (if the operation of an automobile occurs in the performance of the program), professional liability, and commercial general liability. Please refer to the BCDJFS Subgrant, Article IV.

Equipment Costs:

Cost of personal property purchased for the program services, such as computers and other equipment lease (e.g., copier). All purchases with a potential price or lease amount in excess of \$500 must be pre-authorized in writing by BCDJFS personnel. Equipment items purchased for this program with BCDJFS funds become the property of BCDJFS and must be surrendered at contract termination. If equipment is necessary for the effective operation of the program, the Proposer must provide an analysis of lease versus purchase alternatives to support the determination of the most economical approach. Computer software is to be reported under the supplies or equipment category depending on the amount. A percentage of the total equipment cost may apply when it is utilized by more than one program area. In any case, the budget narrative must identify and describe equipment having a general program use and must describe the procedures the Proposer utilized for all equipment acquired for the program.

Professional Fees and Contracted Services:

Professional fees are payments for/to auditors, accountants, payroll processors, program consultants, computer support, etc. A contract service would also include maintenance costs on a building and/or equipment. These costs are used to pay for services from a company or individual who is not an employee of the Proposer/Provider, but who performs a service for which he/she is paid. List each contracted purchase of service professional individually. Do not report these costs in the salaries section of the projected budget.

Miscellaneous:

Include any allowable costs not reported in any other category. Typical miscellaneous costs include, but are not limited to, items such as printing, advertising and postage. Advertisement costs include the cost of printing fliers and placing newspaper, cable, or newspaper ads for recruitment purposes. All costs included must be identified in the budget narrative along with justification for all costs included and requested by the proposal budget.

Unallowable Program Costs:

Budget shall not include any unallowable program cost as identified on Attachment K

If a Provider believes that some of the "unallowable" costs listed would be an appropriate expense for the program, then the Provider must explain the reasoning in detail and submit the justification to the Contract Evaluator. BCDJFS reserves the right to determine if the cost(s) will be allowable or unallowable for all contracts.

3.0 RFP INFORMATION

3.1 BCDJFS Contact Person

All questions related to this RFP and the proposal process must be sent via e-mail and should be directed to:

Rebecca Wade at Rebecca.Wade@jfs.ohio.gov

Requests for technical assistance will not be available by phone.

3.2 RFP Registration

In order to solicit information and / or register for the RFP, contact Rebecca Wade no later than **4:00 PM** Eastern Standard Time (EST) on **December 12, 2022** with the following information: company name, contact persons name, company address, telephone number, e-mail address and fax number.

Prospective Proposers that registered prior to the deadline will receive communications directly from BCDJFS regarding RFP questions, clarifications, and/or addenda.

Prospective Proposers are not required to register with the Butler County Department of Job and Family Services in order to submit a proposal on this Program. However, prospective Proposers who do not register by the date specified shall not be entitled to receive communications regarding answers to inquiries, clarifications, or addenda directly from BCDJFS.

3.3 Proposer's Conference

A Proposer's Conference has been scheduled for **November 15, 2022** at 2:00 p.m. EST, located in the Butler County Government Services Center, 315 High Street, **9th Floor Conference Room**, Hamilton, Ohio 45011. All prospective Proposers should plan to attend this conference. **Please bring your copy of the RFP.**

Please prepare as many questions as possible in writing, in advance of the meeting to allow staff adequate time to prepare responses that provide sufficient information to ensure understanding of services desired by BCDJFS. The deadline for submittal of all such questions prior to the Proposer's Conference is 4:00 P.M. EST on **November 14, 2022** and shall be submitted to the BCDJFS Contact Person. Butler County Department of Job and Family Services will conduct the Proposer's Conference and respond to all submitted questions regarding the specifications and requirements of the RFP.

BCDJFS will consider follow-up questions after the Proposer's Conference and will provide a reasoned response with the intent to reply to all attendees and registered parties in a timely manner. Follow-up questions may be submitted via e-mail until 4:00 P.M. EST on **December 12, 2022**. All follow-up questions and final responses will be available via e-mail no later than 4:00 P.M. EST on **December 14, 2022**.

BCDJFS will show no favoritism in responding to written questions or follow-up questions and will respond to all requests in the order in which they are received.

3.4 RFP Clarification

Any prospective Proposer desiring an explanation or interpretation of the RFP or specifications must submit a request in writing no later than seven (7) business days prior to the proposal opening date. Any information given a prospective Proposer concerning the RFP will be furnished promptly to all other prospective Proposers as an amendment if that information is deemed necessary for the submitting of proposals or if the lack of it would be prejudicial to other prospective Proposers.

3.5 Addenda to RFP

During the proposal process BCDJFS may modify this RFP by the issuance of one or more addenda, up to five (5) business days preceding the proposal opening date. Any modification or amendment will be issued as an addendum to the RFP and will become a part of the contract document. Any addenda issued for this RFP will be forwarded to all prospective Proposers who registered for the RFP as described in Section 3.2 RFP Registration.

3.6 Proposal Opening

The proposals will be opened and evaluated by an impartial panel. BCDJFS reserves the right to negotiate with Providers based upon the proposals submitted. For proposals to be considered they must be turned in to BCDJFS by **December 21, 2022 no later than 10:30 AM**. Vendors will be notified on or around December 30, 2022 of the outcome of the evaluations.

3.7 RFP Timeline

- RFP Advertisement Resolution – **October 31, 2022**
- RFP is Advertised – **November 3, 2022**
- RFP is Issued – **November 3, 2022**
- Proposers Conference – **November 15, 2022 at 2 p.m.**
- Final Date for Clarification Requests – **December 12, 2022**
- Final Date for RFP Modification – **December 14, 2022**

- Due Date for Proposals – **December 21, 2022 no later than 10:30 a.m.**
- RFP Evaluation – **December 22 through December 29, 2022**
- Vendor Notification – **December 30, 2022**
- Butler County Commission Execution of Contract – **upon contract completion and availability of scheduled commissioner's meetings.**
- Start Date of Contract – **February 1, 2023 (est.)**
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4.0 RFP SUBMISSION

By submitting a proposal, the Proposer will be held accountable to know the specifications and conditions under which the resulting contract will be accomplished, including, but not limited to the contents of all proposal documents, regulations and applicable laws.

Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to ORC 149.43. Any portion of the proposal to be held confidential should be marked "PROPRIETARY" in the upper right corner and will not be considered public record if it clearly falls within an exemption enumerated in ORC 149.43. Pricing pages of the proposal document shall be considered public information.

4.1 Deadline for Submittal:

In order to be considered a valid proposal the entire Proposal must be hand delivered, delivered via U.S. Postal Service or other mail delivery service no later than 10:30 A.M. EST on **December 21, 2022** to the following address:

Butler County Department of Job and Family Services
 Butler County Government Services Center
 315 High Street, 9th Floor
 Hamilton, Ohio 45011
 Attention: **Rebecca Wade**

Proposal packets are to be sealed and each packet shall bear on its face the **Name and Address of the Proposer** and shall be plainly marked "**BCDJFS – Proposal on Contract No. – 22-12-563.**" All proposal packets submitted will be time and date stamped upon receipt. Timely submission of proposals is the sole responsibility of the Proposer. **Late proposals will not be considered for contract award.**

4.2 Preparation and Number of Copies

Proposers must submit one (1) original proposal and **4 copies** of the proposal. The original proposal must be marked "Original" on the cover and must bear the actual original signature(s) of the person(s) authorized to sign the proposal.

Print all narratives on 8 ½" x 11" plain white paper with margins of 1" on each side. All narratives must be printed in single space with Arial (or similar) font, 12-point type. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content.

Each page of the proposal must be numbered sequentially at the bottom of the page and shall be divided into the categories listed in section 4.3 – Proposal Content. Any / all narrative must contain a heading which clearly indicates the subject matter. Prospective Proposers may use only paper clips or other removable fasteners to secure their proposal. **Do not use staples, specialized bindings or coverings of any type or form.**

4.3 Proposal Content

The entire set of proposal documents must be submitted in the following order:

Section 1 - Proposer Information and Quote: This section should contain the completed Proposal Certification / Signature Page, (Attachment A) and the Proposal Quotation Sheet, (Attachment B). Please identify the Proposal Quotation Sheet with a "TAB" for location at proposal opening.

Section 2 - This section should contain an item-by-item response to the items listed in Section 2.4, Specifications. Screen captures or other brief materials that may serve to assist in describing the functionality may be included in your response. Please be sure to answer and comply with all 20 items in this section.

Section 3 - Cost Proposal: This section should contain a line item budget that reflects all cost of doing business under this contract. **INCLUDE UNIT RATE LANGUAGE AS NEEDED.** Reference Section 2.4, Budget/Budget Narrative.

Section 4 – Certificates and Additional Required Forms: This section should include the original forms, completed as required. Only the original copy of the proposal is required to have content in this section. **Failure to include these forms/items with proposal may be reason for proposal disqualification.**

- Proposal Bond (Reference Section 1.3)
- Civil rights compliance affidavit (Attachment C)
- Delinquent personal property tax affidavit (Attachment D)
- Non-collusion affidavit (Attachment E)
- Form Sub W-9 (Attachment F)
- Certificate of Compliance (Attachment G)
- No Findings for Recovery Certification (Attachment H)
- Workers compensation insurance Certificate of Premium Payment
- Current certificate of professional insurance and commercial general liability insurance with limits of not less than one million dollars (\$1,000,000.00) per claim and three million dollars (\$3,000,000.00) in the annual aggregate per occurrence to cover loss, liability or damage committed by agency or agency's agents or employees
- Copy of valid business license or certificate of good standing as proof of incorporation and authorization to do business in Ohio (as issued by the Ohio Secretary of State)
- Copy of Proposer's most recent independent annual report or financial statements, year end balance sheet, and income statement
- Proposer disclosure as outlined in Section 1.6

Section 5 - Implementation Plan and Time frame: To be used as needed: This section should include an implementation plan outlining the significant tasks required of both organizations in order to implement the services listed and a timeline indicating the amount of calendar time such deployment typically requires.

5.0 PROPOSAL EVALUATION

5.1 Proposal Evaluation Criteria

Contract(s) will be awarded to the Lowest and Best Proposer(s) whose proposal meets the requirements and criteria set forth in the RFP. Factors that determine the lowest and best proposal include, but are not limited to (ranked in order of relative importance):

1. Capability of the Proposer to perform the contracted services / Proposer qualifications
2. Price
3. References and/or other indicators of satisfactory past performance of service delivery
4. Responsiveness to the proposal

5.2 Evaluation Process

Step 1: BCDJFS will conduct a preliminary review of all proposals received timely to ensure that the Proposer submitted all required documents and attachments as specified in the RFP (reference Proposal Checklist, Attachment I).

Step 2: Proposals will be evaluated and rated by a Review Committee using the Proposal Evaluation Scores as shown in Section 2.4. All Proposal Evaluation Scores completed by the Review Committee will be maintained on file by BCDJFS.

Step 3: The Review Committee may request for one or more of the Proposers to present their proposals orally, to the committee at 315 High Street, Hamilton, Ohio, 45011 at a date to be determined.

Though it is hoped and expected that the eventual Provider selection for the contract will be selected from this review process, BCDJFS reserves the right to discontinue the selection process at any time and begin the entire RFP process anew or to not make any awards based on this proposal. Upon final provider selection, BCDJFS shall first notify the successful Proposer(s) of their selection, then immediately notify other finalists of their non-selection. As per the RFP, BCDJFS reserves the right to award the contract to one (1) or more Proposers.

If the successful Proposer refuses or fails to execute the contract, BCDJFS may award the contract to another Proposer whose proposal complies with all the requirements of the RFP and any addenda thereto. The period of time within which such an award of the contract may be made shall be subject to written agreement between BCDJFS, the Proposer concerned, and the Proposer's surety, if any.