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**WIOA/CCMEP Youth Program Services Proposal Form**

**For**

**Delaware County Department of Job and Family Services (DCDJFS)**

**RFP # 01-CY20**

Date:

Provider Organization Name:

Provider Address:

Provider Phone #:

Provider Fax #:

Provider email:

Provider web site address:

Provider Authorized Representative Name:

**Provider Authorized Representative Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Proposal Section** | **Maximum # of Possible Points** |
| **Minimum Provider Requirements**We agree that as a Provider we (**please initial each to acknowledge each requirement**):

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| **Please****Initial** | **Requirement** |
|       | Will operate in compliance with all applicable federal, state and local laws; and |
|       | Are not on the federal, state, or local debarment list; and |
|       | Have a written statement supporting compliance with non-discrimination laws, federal wage and hour laws, Worker’s Compensation laws and the Americans with Disabilities Act (ADA) in the recruitment and employment of individuals; and |
|       | Have the ability to maintain all DCDJFS client files in a secure, locked file cabinet(s); and |
|       | Have no known Conflicts of Interest with Delaware County Department of Job and Family Services employees or Delaware County Board of County Commissioners.If there are possible conflicts, please list the names and/or circumstances.ANSWER:      |
|       | Are in compliance with **ORC § 3517.13, Campaign Finance, AND** we have included a signed and notarized affidavit with this proposal form attesting to our compliance. A blank copy of the affidavit can be viewed and downloaded from the Delaware County Public Notices and Bid Information section of the county website at the following URL**:** [**https://co.delaware.oh.us/media-room/bids/**](https://co.delaware.oh.us/media-room/bids/) |

 | Not scored but ALL minimum requirements must be satisfied for a proposal to be scored and considered. |
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| **References**Please provide contact information for three (3) references demonstrating similar service capabilities.ANSWER:     ANSWER:     ANSWER:      | 5 |
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| **Viability as an Organization**Please provide a brief summary of your organization including but not limited to:* History of your organization, when founded etc.
* Types of services your organization provides.
* What differentiates your services from your competitors?
* Number of full-time and part-time staff.

ANSWER:      | 10 |
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| **Youth Program Elements**Please provide detail how your organization will provide services to participants for the program elements identified as PROVIDER responsibilities:**# 1 Tutoring**ANSWER:     **# 2 Drop Out Recovery**ANSWER:     **# 3 Work Experience**ANSWER:     **# 6 Leadership**ANSWER:     **# 8 Mentoring**ANSWER:     **# 10 Comprehensive Guidance**ANSWER:     **# 11 Financial Literacy**ANSWER:     **# 12 Entrepreneurial Skills**ANSWER:     **# 14 Transition to Post-Secondary Education**ANSWER:      | 40 |
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| **Agreement to Adhere to DCDJFS Monthly Invoice Format and Process**A Sample Invoice is provided by DCDJFS to give potential providers advance visibility of content needed with the monthly invoice. The Sample Invoice can be viewed/downloaded at the following Delaware County Public Notice and Bids Information URL link: [**https://co.delaware.oh.us/media-room/bids/**](https://co.delaware.oh.us/media-room/bids/)Final format of the invoice will be dependent upon the budget submitted by the PROVIDER and mutually agreed upon between DCDJFS and PROVIDER. PROVIDER is informed that DCDJFS will submit a monthly participant roster to be used with each monthly invoice. All costs included in monthly invoices must be substantiated with supporting detail.We agree to adhere to the monthly process.ANSWER (yes/no):      | 15 |
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| **Agreement to Comply with Delaware County Standard Contract Terms****And RFP #01-CY20 Requirements**A Sample Contract is provided by DCDJFS to give potential providers advance visibility of terms to expect with the contract awarded as a result of this RFP.The Sample Contract can be viewed/downloaded at the following Delaware County Public Notice and Bids Information URL link: [**https://co.delaware.oh.us/media-room/bids/**](https://co.delaware.oh.us/media-room/bids/)We have reviewed and agree to the contract terms in the Sample Contract.ANSWER: (yes/no)     If “no”, please provide detail on terms where you desire negotiated adjustments.ANSWER:     We have reviewed the Insurance Clause in the Sample Contract and if awarded the contract, agree to provide DCDJFS a Certificate of Liability Insurance (Acord Form 25) and Workers Compensation Certificate compliant with the contract.ANSWER: (yes/no)     We have reviewed and agree to the requirements specified in Request for Proposal (RFP) #01-CY20.ANSWER: (yes/no)     We have reviewed and shall comply with State of Ohio Workforce Innovation and Opportunity Act Policy Letter WIOAPL 15-10, Youth Program Services, revised July 15, 2015.A copy of the Policy Letter can be viewed/downloaded at the following Delaware County Public Notice and Bids Information URL link: [**https://co.delaware.oh.us/media-room/bids/**](https://co.delaware.oh.us/media-room/bids/)ANSWER: (yes/no)     We have reviewed and shall comply with State of Ohio Workforce Innovation and Opportunity Act Policy Letter WIOAPL 15-13, Work Experience for Youth, revised July 15, 2015.A copy of the Policy Letter can be viewed/downloaded at the following Delaware County Public Notice and Bids Information URL link: [**https://co.delaware.oh.us/media-room/bids/**](https://co.delaware.oh.us/media-room/bids/)ANSWER: (yes/no)      | 15 |
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| **Youth Program Documentation**Sample Youth Program forms required to administer the program can be viewed/downloaded at the following Delaware County Public Notice and Bids Information URL link: [**https://co.delaware.oh.us/media-room/bids/**](https://co.delaware.oh.us/media-room/bids/)We agree to use the forms.ANSWER: (yes/no)      | 5 |
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| **Budget**PROVIDERS are required to submit a budget using **RFP #01-CY20 Budget Form.** Providers are informed that 20% of the maximum annual budget of $90,000 ($18,000) shall be earmarked for Work Experience and is fixed in the budget form.The form can be viewed/downloaded at the following Delaware County Public Notice and Bids Information URL link:[**https://co.delaware.oh.us/media-room/bids/**](https://co.delaware.oh.us/media-room/bids/) | 10 |
|  |  |
| **TOTAL POSSIBLE POINTS** | **100** |

**Final Checklist for Bidders for Proposals**

* The entire proposal is submitted by email not later than April 21, 2020.
* The proposal is signed by an authorized representative.
* Minimum requirements for the proposal are satisfied.
* All questions on the proposal form are answered.
* A **signed and notarized** copy of the Campaign Finance Affidavit is provided with the proposal.

A copy of the Affidavit Form can be viewed/downloaded at the following Delaware County Public Notice and Bids Information URL link:[**https://co.delaware.oh.us/media-room/bids/**](https://co.delaware.oh.us/media-room/bids/)

* A **signed copy** of the required budget form.

A blank copy of the RFP #01-CY20 Budget Form can be viewed/downloaded at the following Delaware County Public Notice and Bids Information URL link:[**https://co.delaware.oh.us/media-room/bids/**](https://co.delaware.oh.us/media-room/bids/)

* An **un-signed** completed copy of the required budget form (**Excel file format**).

A blank copy of the RFP #01-CY20 Budget Form can be viewed/downloaded at the following Delaware County Public Notice and Bids Information URL link:[**https://co.delaware.oh.us/media-room/bids/**](https://co.delaware.oh.us/media-room/bids/)