



Delaware County

A proud partner of the
American Job Center network

RFP # 01-CY20

**Request for Proposals (RFP)
For
Comprehensive Case Management Employment Program (CCMEP)
And
Workforce Innovation and Opportunity Act (WIOA)
Youth Program Services
For
Delaware County**

PROGRAM DATES:

Initial Service Period: July 1, 2020 – June 30, 2021

First Option Year: July 1, 2021 – June 30, 2022

OhioMeansJobs – Delaware shall have the option, upon thirty (30) days written notice to renew this agreement for one (1) option year thru June 30, 2022, based on successful performance outcomes and the availability of funds.

FUNDING AVAILABLE:

Up to \$ 90,000 Annually

PROPOSAL DUE DATE:

April 21, 2020

REQUESTS TO EXTEND DEADLINE WILL NOT BE GRANTED

Questions regarding this RFP may be directed to: Steve.Ehrle@jfs.ohio.gov

I. TABLE OF CONTENTS

Table of Contents

II.	GENERAL INFORMATION	
	INTRODUCTION	3
	PURPOSE	3
	PROGRAM DESIGN	3
	PROGRAM PROCESS FLOW	14
	ESTIMATED FUNDS AVAILABLE FOR THIS CONTRACT	15
	ESTIMATED NUMBER OF YOUTH TO BE SERVED	15
	YOUTH ELIGIBILITY REQUIREMENTS	16
	PRE-APPROVED PARTICIPANT INCENTIVES	17
	PROGRAM DOCUMENTATION	18
III.	PROPOSAL ADMINISTRATION	
	PROPOSAL SUBMISSION	18
	PUBLIC INFORMATION SESSION	19
	QUESTIONS	19
	ANTICIPATED PROCUREMENT TIMETABLE	20
	PROPOSAL EVALUATION CRITERIA	20
IV.	PROPOSAL GUIDELINES	21
V.	CONTRACT AWARD	22

II. GENERAL INFORMATION

INTRODUCTION

Delaware County Department of Job and Family Services (**DCDJFS**) is seeking proposals from qualified and innovative providers (**PROVIDER**) to partner with DCDJFS to run the CCMEP Youth Program funded through WIOA and Temporary Assistance for Needy Families (TANF). Prospective providers are invited to submit proposals to provide the services for in-school and out-of-school youth. Funds available, resources available, numbers of targeted youth to be served, and program and process responsibilities are enumerated in this RFP.

PURPOSE

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

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

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

PROGRAM DESIGN

The program shall be designed to include **Framework** responsibilities and **Program Elements**. DCDJFS shall be responsible for all Framework processes and activities. PROVIDER shall be responsible for some Program Elements. DCDJFS shall be responsible for other Program Elements. Table 1, Program Framework and Elements Responsibilities, summarizes DCDJFS and PROVIDER responsibilities. The PROVIDER awarded the contract must agree to coordinate ALL Program Elements designated as PROVIDER responsibilities.

**** PROVIDER must provide services to participants in the City of Delaware, Ohio. ****

Table 1 – Program Framework and Elements Responsibilities

Framework Or Program Element #	DESCRIPTION	DETAIL	DCDJFS	PROVIDER
Framework	Outreach	Program publicity in the community. Networking with community school systems and partners Participant recruitment.	Yes	
Framework	Eligibility	<p>Determination of participant program eligibility in accordance with Workforce Innovation and Opportunity Act Policy Letter 15-03.1, revised September 4, 2018.</p> <p>Potential participants shall be evaluated for program eligibility and suitability.</p>	Yes	
Framework	Assessment	<p>Per section 129 (c)(1)(A) of the WIOA, local areas are required to provide an objective assessment of the academic levels, skill levels, and service needs of each youth participant. The purpose of the objective assessment is to identify the appropriate services, including the identification of career pathways, for each youth participant. The objective assessment shall include a review of all the following information:</p> <ul style="list-style-type: none"> • Basic skills; • Occupational skills; • Prior work experience; • Employability; • Interests; • Aptitudes (including interests and aptitudes for nontraditional jobs); • Supportive service needs; and • Developmental needs. <p>All the information captured as part of the objective assessment must be contained within the participant's case file.</p>	Yes	
Framework	IOP / WIOA ISS	<p>Individual Service Strategies (ISS)</p> <p>Per section 129 (c)(1)(B) of the WIOA, local areas are required to develop service strategies for each participant that are directly linked to one or more performance measure and include the identification of a career pathway that includes education and employment goals, appropriate achievement objectives, and appropriate services for the participant. It is a personalized plan for each WIOA youth participant. As such, the ISS/IOP should be completed with the youth participant and periodically reviewed with the participant.</p>	Yes	
Framework	Case Management	Case Management shall include manual hard copy participant case file records and participant case administration records in the State of Ohio's Workforce Case Management System (OWCMS) application. Case	Yes	

		files shall contain documentation required for compliance specified in applicable State of Ohio Youth Program guidance letters.	
Framework	ITAs and OJTs	<p>An individual training account (ITA) is one of the primary methods through which training is financed and provided. ITAs are established on behalf of a WIOA participant to purchase a program of training services from eligible training providers. The use of an ITA is allowed for out-of-school youth, ages 18 to 24, using WIOA youth funds when appropriate.</p> <p>As part of the determination of the appropriateness for occupational skills training, a review of "family self-sufficiency" must be completed for those youth participants whose eligibility was not based upon being a low-income individual. In these cases, WIOA youth-funded ITAs may only be approved for those who have been determined to be below a locally defined standard of "family self-sufficiency." This requirement is intended to ensure that participants whose eligibility was not based upon being a low-income individual and who are seeking youth funded ITAs are those whose families lack or have limited ability to pay for training and supportive services needed in order to obtain or retain employment.</p> <p>Guidance and requirements pertaining to the use of ITAs are outlined in WIOAPL No. 15-11, Use of Individual Training Accounts (ITA).</p> <p>On-the-job training (OJT): training by an employer that is provided to a paid participant while engaged in productive work in a job that:</p> <ul style="list-style-type: none"> • Provides knowledge or skills essential to the full and adequate performance of the job; • Is made available through a program that provides reimbursement to the employer of a percentage of the wage rate of the participant; and • Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, prior work experience of the participant, and the service strategy for the participant. 	Yes
# 4	Occupational Skills Training	Occupational skills training shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with state and local in-demand industry sectors or occupations. Such training must:	Yes

		<ul style="list-style-type: none"> • Be outcome-oriented and focused on occupational goals specified in the ISS; • Be of sufficient duration to impart the skills need to meet the occupational goal; and • Result in the attainment of a recognized post-secondary credential. • An individual training account (ITA) is one of the primary methods through which training is financed and provided. ITAs are established on behalf of a WIOA participant to purchase a program of training services from eligible training providers. The use of an ITA is allowed for out-of-school youth, ages 18 to 24, using WIOA youth funds when appropriate. • As part of the determination of the appropriateness for occupational skills training, a review of "family self-sufficiency" must be completed for those youth participants whose eligibility was not based upon being a low-income individual. In these cases, WIOA youth funded ITAs may only be approved for those who have been determined to be below a locally defined standard of "family self-sufficiency." This requirement is intended to ensure that participants whose eligibility was not based upon being a low-income individual and who are seeking youth funded ITAs are those whose families lack or have limited ability to pay for training and supportive services needed in order to obtain or retain employment. 	
# 5	Education	<p>Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.</p> <p>This element requires integrated education and training to occur concurrently and contextually with workforce preparation activities and training for a specific occupation or occupational cluster for the purpose of educational and career advancement. This program element describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. Youth participants will not be required to master basic skills before moving on to learning career-specific technical skills.</p>	Yes
# 7	Supportive Services	<p>Supportive services for youth may include, but are not limited to:</p> <ul style="list-style-type: none"> • Linkages to community services; • Assistance with transportation; • Assistance with child care and dependent care; 	Yes

		<ul style="list-style-type: none"> • Assistance with housing; • Needs-related payments; • Assistance with educational testing; • Reasonable accommodations for youth with disabilities; • Referrals to health care; and • Assistance with uniforms or other appropriate work attire and work-related tool costs <p>Supportive services may be provided to youth both during participation and after program exit.</p> <p>DCDJFS shall be responsible for all participant transports.</p>	
# 9	Follow-up Services	<p>Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training.</p> <p>Follow-up services may include:</p> <ul style="list-style-type: none"> • Leadership development and supportive service activities; • Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; • Assistance in securing better paying jobs, career pathway development, and further education or training; • Work-related peer support groups; • Adult mentoring; and/or • Services necessary to ensure the success of youth participants in employment and/or post-secondary education <p>All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond the 12 months at the local board's discretion. The types of services provided and the duration of services must be determined based on the needs of the youth and therefore, the type and intensity of follow-up services may differ for each participant. However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.</p>	Yes
# 13	Labor Market Information	<p>Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.</p>	Yes

# 1	Tutoring	<p>Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies.</p> <p>These strategies must lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate or attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.</p>		Yes
# 2	Drop Out Recovery	<p>Alternative school: schools which offer specialized, structured curriculum inside or outside of the public-school system which may provide work/study and/or academic intervention for students with behavior problems, physical/mental disabilities, who are at-risk of dropping out, who are institutionalized or adjudicated youth and/or youth who are in the legal custody of the Ohio Department of Youth Services and are residing in an institution. An alternative school must be approved by the local education agency. Strategies may include services that lead to earning a General Educational Development (GED) High School Equivalency Certification, earning a high school diploma at participant's home high school, or earning a high school diploma at an online high school recognized by the Ohio Department of Education.</p> <p>PROVIDER shall be responsible for establishing linkages with the Delaware County Aspire Program, linkages with all public high schools in Delaware County, and linkages with a State of Ohio recognized in-class or online high school provider.</p>		Yes
# 3	Work Experience	<p>Paid and unpaid work experiences.</p> <p>Work experience helps youth understand proper workplace behavior and what is necessary in order to attain and retain employment. They are designed to enable youth to gain exposure to the working world and its requirements. Work experiences can serve as a stepping stone to unsubsidized employment and is an important step in the process of developing a career pathway for youth. This is particularly important for youth with disabilities.</p> <p>A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employer/employee relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and skill development.</p>		Yes

		<p>Work experiences must include academic and occupational education. The types of work experiences include the following categories:</p> <ul style="list-style-type: none"> • Summer employment opportunities and other employment opportunities available throughout the year; • Pre-apprenticeship programs; • Internships and job shadowing; and • On-the-job training (OJT) opportunities. <p>Not less than 20% of the youth program funds shall be used to provide in-school and out-of-school youth with work experience activities. WIOA youth programs must track program funds spent on paid and unpaid work experiences, including wages and staff costs for the development and management of work experiences, and report such expenditures as part of the local WIOA youth financial reporting. The percentage of funds spent of work experience is calculated based on the total local area youth funds expended for work experience rather than calculated separately for in-school and out-of-school. Local administrative costs are not subject to the 20% minimum work experience expenditure requirement.</p> <p>Guidance and requirements pertaining to paid and unpaid work experiences for youth participants are outlined in Workforce Innovation and Opportunity Act Policy Letter (WIOAPL) No. 15-13, <u>Work Experience for Youth</u>.</p> <p>PROVIDER AND DCDJFS will collaborate to match Work Experience participants with suitable work sites.</p> <p>PROVIDER shall be required to administer subsidized work experience with the ability to pay participant wages and/or stipends. Participant wages and stipends shall be pre-approved by DCDJFS. PROVIDER may utilize a third-party payroll provider to administer participant wages. Payroll mark-up rates used by a third-party payroll provider must be pre-approved by DCDJFS.</p> <p>PROVIDER shall match Work Experience participant's career goals and work readiness needs with appropriate work sites. PROVIDER shall limit placement of participants with the PROVIDER as the work site.</p>		
# 6	Leadership	<p>Leadership development opportunities include:</p> <ul style="list-style-type: none"> • Exposure to post-secondary education opportunities; • Community and services learning projects; 		Yes

		<ul style="list-style-type: none"> • Peer-centered activities, including peer mentoring and tutoring; • Organizational and team work training, including team leadership training; • Training in decision-making, including determining priorities and problem solving; • Citizenship training, including life skills training such as parenting and work behavior training; • Civic engagement activities which promote the quality of life in a community; and • Other leadership activities that place youth in a leadership role such as serving on youth leadership committees. <p>The purpose of leadership development activities is to develop skills and attitudes that are important in all areas of life. It provides encouragement and support to youth, developing skills, and instilling confidence as they transition to adulthood.</p>		
# 8	Mentoring	<p>Adult mentoring for youth must:</p> <ul style="list-style-type: none"> • Last at least 12 months and may take place both during the program and following exit from the program; • Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee; • Include a mentor who is an adult other than the assigned youth case manager; and • While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis. <p>Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.</p>		Yes
# 10	Comprehensive Guidance	<p>Comprehensive guidance and counseling provides individualized counseling to participants. This includes career and academic counseling, drug and alcohol counseling, mental health counseling, and referral to partner programs.</p> <p>When referring participants to necessary counseling that cannot be provided by the youth program or its service providers, the local youth program must coordinate, including obtaining releases of information to obtain</p>		Yes

		information regarding appropriateness of WIOA services, with the organization it refers to in order to ensure continuity of service.	
# 11	Financial Literacy	<p>Financial literacy includes activities which:</p> <ul style="list-style-type: none"> • Support the ability of youth participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals; • Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards; • Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit; • Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed decisions; • Educate participants about identity theft, ways to protect themselves from identity theft, and how to resolve cases of identity theft and in other ways under their rights and protection related to personal identity and financial data; and • Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials. • Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and • Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including where possible, timely and customized information, guidance, tools, and instructions. <p>Content of PROVIDER'S Financial Literacy Program shall be mutually agreed upon by PROVIDER and DCDJFS.</p>	Yes

		All participants who receive financial assistance through this program (Supportive Services, PRC Assistance, Subsidized Employment, Incentives, etc.) shall be required to have Financial Literacy included in their Individual Opportunity Plan (IOP) and/or Individual Service Strategy (ISS).	
# 12	Entrepreneurial Skills	<p>Entrepreneurial skills training must develop skills associated with entrepreneurship. Such skills include, but are not limited to the ability to:</p> <ul style="list-style-type: none"> • Take initiative; • Creatively seek out and identify business opportunities; • Develop budgets and forecast resource needs; • Understand various options for acquiring capital and the trade-offs associated with each option; and • Communicate effectively and market oneself and one's ideas. <p>Approaches to teaching youth entrepreneurial skills include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Entrepreneurship education that provides an introduction to the values and basics of starting and running a business; • Enterprise development which provides supports and services that incubate and help youth development their own business; and • Experiential programs that provide youth with experience in the day-to-day operation of a business. • 	Yes
# 14	Transition to Post-Secondary Education	<p>Activities that help youth prepare for and transition to postsecondary education and training including:</p> <p>Any schooling that follows graduation from high school or completion of high school equivalency, including community colleges, four-year colleges and universities, and technical and trade schools.</p>	Yes

Program design and execution shall comply with the following federal and state guidelines and policies:

[WIOA - The Law](#)

[WIOA - General Information U.S. Department of Labor](#)

[WIOA - General Information State of Ohio](#)

[State of Ohio Policy Letter WIOAPL 15-10 Youth Program Services](#)

[State of Ohio Policy Letter WIOAPL 15-03 Youth Program Eligibility](#)

[State of Ohio Policy Letter WIOAPL 15-13 Work Experience for Youth](#)

[State of Ohio Policy Letter WIOAPL 15-07 Source Documentation for WIOA Eligibility](#)

[OMB Circular A-122 Allowable Costs](#)

[5101:14-1-01 Comprehensive Case Management and Employment Program: Definitions](#)

[5101:14-1-04 Comprehensive Case Management and Employment Program: Referral, Comprehensive Assessment, Individual Service Strategy and Individual Opportunity Plan](#)

[5101:14-1-05 Comprehensive Case Management and Employment Program: Case Management](#)

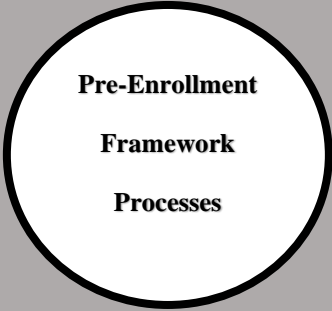
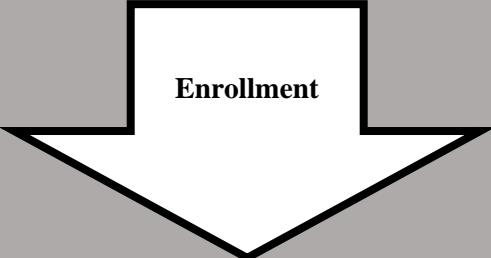
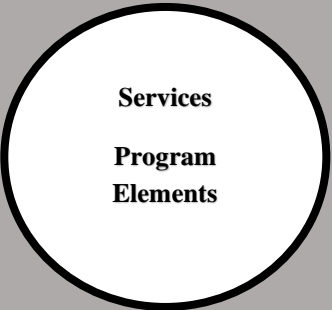
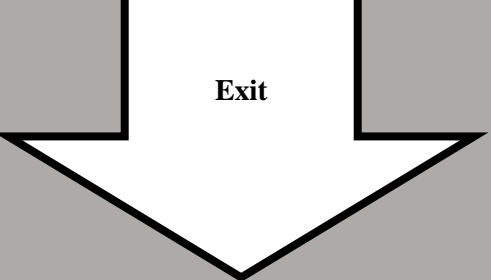
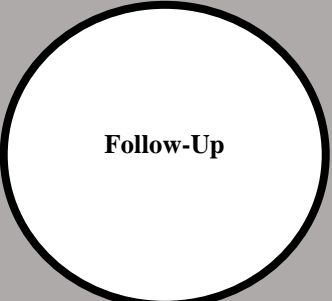
[5101:14-1-06 Comprehensive Case Management and Employment Program: Program Exit and Follow-Up Services](#)

[5101:14-1-07 Comprehensive Case Management and Employment Program: Primary Performance Measures](#)

**** Request for Proposal Continued on Next Page ****

PROGRAM PROCESS FLOW

Table 2 – Youth Program Process Flow

 <p>Pre-Enrollment Framework Processes</p>	<p>DCDJFS completes all Pre-Enrollment responsibilities. Conduct Outreach Complete Application Complete Assessments Applicant Case File Established Applicant Eligibility and Suitability Determined Enrollment Determination – Yes (Go Forward) or No (Stop) DCDJFS has Final Say Regarding Participant Enrollment</p>
 <p>Enrollment</p>	<p>DCDJFS enrolls participant in OWCMS Application</p> <p>DCDJFS and Participant collaborate to:</p> <p>Agree upon Participant needs Complete Objective Assessment Complete Individual Opportunity Plan Complete Individual Service Strategy</p>
 <p>Services Program Elements</p>	<p>PROVIDER and DCDJFS provide Program Element Services to Participant DCDJFS provides services for Program Elements # 4, # 5, # 7, # 9, and # 13 PROVIDER provides services for Program Elements # 1, # 2, # 3, # 6, # 8, # 10, # 11, # 12, # 14 DCDJFS, PROVIDER, and Participant collaborate on Participant progress and element completion PROVIDER submits monthly invoices, monthly participant case notes, and weekly timesheets for work experience engagements. DCDJFS updates participant case file in OWCMS Application</p>
 <p>Exit</p>	<p>DCDJFS, PROVIDER, and Participant collaborate on program progress and element completion.</p> <p>Exit Determination – Yes (Participant transitioned to Follow-up) or No (Program Services Continue)</p> <p>DCDJFS exits Participant in OWCMS Application DCDJFS has Final Say Regarding Participant Exits</p>
 <p>Follow-Up</p>	<p>DCDJFS conducts Follow-up Services for 12 Months</p> <p>DCDJFS updates Participant case files in OWCMS Application</p> <p>DCDJFS provides Supportive Services to Participant as Needed</p>

ESTIMATED FUNDS AVAILABLE FOR THIS CONTRACT

Table 3 – Estimated Funds Available	
Initial Service Period July 1, 2020 – June 30, 2021	Option Year (if Exercised) July 1, 2021 – June 30, 2022
\$ 90,000	\$ 90,000

Delaware County will be utilizing Workforce Innovation and Opportunity Act and Temporary Assistance for Needy Family Funds.

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

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

ESTIMATED NUMBER OF YOUTH TO BE SERVED

The table below summarizes the targeted number of youth and young adults to be served.

Table 4 – Estimated Number of Participants to be Served			
Participant Type	Service Period Prior to Start of Contract (estimated number of carry over participants)	Initial Service Period July 1, 2020 – June 30, 2021 (carry over + newly enrolled active participants)	Option Year (if Exercised) July 1, 2021 – June 30, 2022 (carry over + newly enrolled active participants)
In-School Youth ISY	15	17	20
Out-of-School Youth OSY	35	45	60
Total	50	62	80

Estimated number of participants served shall include carry over participants from prior service period and new enrollments from current service period.

Estimated number of participants served shall include “active” participants only for the period of time participants are receiving services for the Youth Program Elements from the time of program enrollment to program exit and shall exclude participants being served in Follow-Up.

YOUTH ELIGIBILITY REQUIREMENTS

In-School Youth Eligibility Requirements

Eligibility for in-school youth, who at the time of enrollment, is:

- a. Attending school;
- b. Not younger than 14 or (unless an individual with a disability who is attending school under state law) older than age 21;
- c. Is a low-income individual; and
- d. Has one or more of the following barriers:
 - Basic skills deficient;
 - An English language learner;
 - An offender;
 - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement;
 - Pregnant or parenting;
 - An individual with a disability; or
 - An individual who requires additional assistance to complete an education program or to secure or hold employment as defined by the local area.

Out-of-School Youth Eligibility Requirements

Eligibility for out-of-school youth, who at the time of enrollment, is:

- a. Not attending any school;
- b. Not younger than 16 or older than age 24; and
- c. Has one or more of the following barriers:
 - A school dropout;
 - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is basic skills deficient or an English language learner;
 - An individual who is subject to the juvenile or adult justice system;
 - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement;
 - An individual who is pregnant or parenting;
 - A youth who is an individual with a disability; or
 - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment as defined by the local area.

PRE-APPROVED PARTICIPANT INCENTIVES

Incentives may be made available to participants to encourage accomplishments and positive behaviors. All incentives and requirements to earn incentives must be documented in the participant's Individual Opportunity Plan. Documentation verifying incentive was earned and payment was received by the participant must be retained in the participant's case file. Incentives not included in Table 5 – Pre-Approved Incentives, must be approved by DCDJFS prior to commitment and issuance to the participant.

Table 5 – Pre-Approved Participant Incentives		
Incentive	Maximum Frequency	Maximum Payout Amount
Receipt of Grade Card 2 calendar weeks after quarter/ semester ends	4 x per year	\$25
Perfect school Attendance (secondary school only)	Per grade period/ 4x per year	\$50
Secondary & Post-secondary: Deans List/ Honor Roll	1 x per grading period/ 4 x per school year	\$100
Participation in leadership activity and/or community service	2x per year	\$50
Basic Skills Deficient: Attained score increase by one (1) whole grade level - If achieve Grade 12.9+ (at 2 nd attempt or more)	One Time One Time	\$50 \$75
Enrollment in college or Military (four-year degree) (pre-closure) (request for case closure signed prior to payment authorization)	One Time	\$200
Enrollment in College (still in need of services and case remains open)	One Time	\$100
Job start (unsubsidized)	One Time	\$100
Receive a promotion within current employment	One Time	\$500
Maintain job (unsubsidized) with same employer for 30 days (available while in CCMEP)	One Time	\$200
Maintain job (unsubsidized) with same employer for 60 days (available while in CCMEP)	One Time	\$300
Maintain job (unsubsidized) with same employer for 90 days (available while in CCMEP)	One Time	\$500
Maintain job (unsubsidized) with same employer for 12 months	One Time	\$1000
High School Graduation or completion of GED program	One Time	\$200
Completed secondary vocation program	One Time	\$200
Open a savings account	One Time	\$25

Maintain a balance of \$300 or more for a year	One Time	\$100
Save a minimum of \$1000 (in saving account) by case closure	One Time	\$500
Driver's License	One Time	\$50
Completion of Driver's Education Program	One Time	\$50
Credential Attainment (Post-secondary Certificate)	One Time	\$100
Life Skills classes or job readiness classes (broken down into sessions) (provide verification)	Up to 4 courses	\$25
Paperwork for TANF redetermination (03002) within 1 week of request	Every 6 Months	\$25
Industry recognized course completions determined appropriate by DCDJFS	One Time	\$25

PROGRAM DOCUMENTATION

Table 6 – Program Forms and Documentation, summarizes the forms or documentation the PROVIDER is required to use to administer the Youth Program. Samples of the Worksite Agreement and Work Experience Time Sheet can be viewed/downloaded at the following Delaware County Public Notice and Bids Information URL link:

<https://co.delaware.oh.us/media-room/bids/>

Table 6 – Program Forms and Documentation	
Form Purpose	Form Frequency and Comments (when used)
Invoice	Monthly Exact format of invoice will be determined and negotiated once budget has been approved
Work Experience Worksite Agreement	When work experience participants are placed at the Work Experienced work site
Work Experience Time Sheet	Weekly or Bi-Weekly dependent upon frequency of payroll processing
Participant Case Notes	Monthly Case notes must be provided by PROVIDER to DCDJFS in an electronic format that can be copied and pasted electronically into the DCDJFS OWCMS application

III. PROPOSAL ADMINISTRATION

Proposal Submission

Proposals are due not later than 11:59pm, local time, April 21, 2020 . No exceptions

Proposals are to be submitted by email to steve.ehrle@jfs.ohio.gov

***** Proposals are to be submitted as electronic documents attached to the email address referenced above. *****

***** Printed, hard copy proposals mailed or hand delivered to DCDJFS will not be accepted *****

***** Proposers (bidders) must use the WIOA/CCMEP Youth Program Services Proposal Form for RFP #01-CY20 *****

A copy of the Proposal 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/>

***** Please do not provide additional information that was not requested *****

Public Information Session

A Public Information Session to discuss the RFP is scheduled for the following location, date, and time.

Delaware County Department of Job and Family Services
Hayes Administration Building, 2nd Floor, Reilly Room
145 North Union Street
Delaware, Ohio 43015

March 25, 2020, 1:30pm local time.

Questions

Questions regarding clarification of the RFP must be submitted by **email only**. No phone calls please.

All questions must be submitted not later than April 10, 2020, 9:00am local time.

Email: steve.ehrle@jfs.ohio.gov

Questions and answers regarding clarification of the RFP will be posted anonymously and publicly on 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/>

IMPORTANT: Requests from Providers for copies of previous RFPs, past Provider proposals, score sheets or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFP.

Anticipated Procurement Timetable

<u>Date</u>	<u>Event/Activity</u>
March 16, 2020	DCDJFS releases RFP to potential Providers; Q&A period opens <ul style="list-style-type: none">- RFP becomes active.- Proposers may submit inquiries for RFP clarification.
March 25, 2020	Public Information Session
April 10, 2020	Proposer Q&A Period Closes 9 a.m. local time (for inquiries for RFP clarification). <ul style="list-style-type: none">- No further inquiries for RFP clarification will be accepted.
April 15, 2020	DCDJFS provides Final Proposer Question & Answer document.
April 21, 2020	Deadline for Proposers to Submit Proposals to DCDJFS (11:59 p.m. local time). <ul style="list-style-type: none">- This is the proposal opening date, beginning of the DCDJFS process of proposal review.
April 23, 2020	Letter of intent to award contract issued by DCDJFS. <ul style="list-style-type: none">- All applicants notified.
June 15, 2020	Contract submitted to County Commission for approval.
July 1, 2020	Contract begins

The County reserves the right to revise this schedule in the best interest of the DCDJFS and/or to comply with the County procurement procedures and regulations and after providing reasonable notice. Only the Delaware County Board of Commissioners (hereinafter, “Board”), has the authority to bind the County into a contract. The letter of intent to award is not binding. Since the letter of intent to award is not binding, any costs incurred by the bidder prior to the Board’s award shall not be recovered from County.

PROPOSAL EVALUATION CRITERIA

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

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

Proposal Section	Maximum # of Possible Points
Minimum Provider Requirements	Not scored but ALL minimum requirements must be satisfied for a proposal to be scored and considered.
References	5
Viability as an Organization	10
Youth Program Elements	40
Agreement to Adhere to DCDJFS Monthly Invoice Format and Process	15
Agreement to Comply with Delaware County Standard Contract Terms and RFP #01-CY20 Requirements	15
Youth Program Documentation	5
Budget	10
TOTAL	100

IV. PROPOSAL GUIDELINES

All proposals must satisfy the following requirements:

- The entire proposal (including required supporting documentation) is submitted by email on time (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/>
- 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/>
- 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/>

V. CONTRACT AWARD

CONTRACT AWARD

Based upon the aforementioned criteria in the PROPOSAL EVALUATION CRITERIA section of this RFP, the proposal with the highest total number of points will be recommended for approval. Once the selection has been approved, **DCDJFS** will notify the **Proposer(s)** (with the winning proposal) officially in writing. A contract negotiation process will follow the notification, in order to begin services no later than July 1, 2020.

PROTESTS

Any potential or actual proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract or any other matter relating to the process of soliciting the proposals. Protests must include the name, address, and telephone number of the protestor along with a detailed statement of legal and factual grounds for the protest, including copies of any relevant documents. Protests must be filed no later than 12:00 noon on May 11, 2020. All protests must be filed with:

Steve Ehrle
Contracts Administrator
Delaware County Department of Job and Family Services
Delaware, Ohio 43015
Steve.ehrle@jfs.ohio.gov