

# **Request for Proposals (RFP)**

Richland County Youth and Family Council

For Service Provision

January 1, 2014 through December 31, 2014

**Deadline for Submission**

**December 2nd, 2013 at 4:00 P.M.**

## **Section I. General Information**

### **1.0 Background**

Richland County Youth and Family Council is an Ohio Family and Children First Council per Ohio Revised Code 121.37. Richland County is a supportive community where children and families achieve their fullest potential, build upon their strengths, and fulfill their rights, responsibilities, and needs. The purpose of the Council is to provide leadership to assure an effective system of collaborative, coordinated, and efficient community services which assist each family and child to meet their individual needs and responsibilities. The Council began as a Council of Governments in 1990 as local social service leaders identified a need to establish a mechanism for communication, collaboration, and coordination. This was three years before the structure was established in the Ohio Revised Code. Richland County has always been progressive in its social service delivery system and its desire to improve outcomes for children and families.

The Council embraces the values of Ohio's commitment to child well being, which are:

- expectant parents and newborns thrive,
- infants and toddlers thrive,
- children are ready for school,
- children and youth succeed in school,
- youth choose healthy behaviors, and
- youth successfully transition into adulthood.

### **2.0 Purpose/Overview**

In 2011, the Council established a pooled fund in which they could contract with service providers to provide evidenced based services to improve the well being of children, maintain children safely at home, or if not at home, in the most family like setting within the community.

In October, 2012, the Council released an RFP which resulted in approximately \$165,000 in awards. At this time, the Council has approximately \$120,000 available for awards, contingent on available funding.

Services to be provided within the scope of this Request for Proposal must address at least one of the following purposes or goals:

- maintain children safely at home or in the most family like setting within the community
- expectant parents and newborns thrive,
- infants and toddlers thrive,
- children are ready for school,
- children and youth succeed in school (for example, after school activities for teens or programs to enhance pro social behavior),
- youth choose healthy behaviors (for example, violence prevention and education), and
- youth successfully transition into adulthood.

Additionally, the services proposed must be utilized for families or children meeting the following criteria:

- Residents of Richland County
- A family with a minor child living in the household
- A non-custodial parent

### 3.0 Funding Restrictions

Prohibited use of funds:

- Supplanting of other programs
- Child Care- funds cannot be used for child care needs
- Medical services – No Medicaid covered services are allowable
- Capital Improvement – Funding cannot be used for capital improvements
- Equipment – Funding cannot be used to purchase equipment

### 4.0 Applicant Assistance

#### 4.1 RFP Schedule

November 1 <sup>st</sup> , 2013	Date RFP released
November 8 <sup>th</sup> at 9:00 a.m.	Technical Assistance Conference
November 15 <sup>th</sup> , 2013	Letter of Intent to Apply due
Monday December 2 <sup>nd</sup> at 4:00 P.M.	Deadline for submitting Proposals
Week of December 9 <sup>th</sup> , 2013	Proposal Review
December 20 <sup>th</sup> , 2013	Successful Applicant Notification
December 20-23, 2013	Contract Negotiations
January 1, 2014- December 31, 2014	Program Implementation Dates
January 31 <sup>st</sup> , 2015	All final reports and deliverables

**4.2 Letter of Intent** – Any applicant who plans to submit a response to this RFP is required to submit a letter of intent by November 15th, 2013. The Council will notify all potential applicants of any changes in this solicitation only if a letter of intent is on file. The letter of intent should not exceed one typed page and must state:

- Organization's name
- Mailing address and email address
- Telephone number
- Statement of intent to apply to provide services as described in RFP

Letters of Intent must be sent to Teresa Alt, Executive Director, Richland County Youth and Family Council, 445 Bowman Street, PO Box 1986, Mansfield, Ohio 44901.

#### 4.3 Contact Person

Teresa Alt, Executive Director, Richland County Youth and Family Council, 445 Bowman Street, PO Box 1986, Mansfield, Ohio 44901; phone: 419-522-8213; fax: 419-522-4908; email: [altt@odifs.state.oh.us](mailto:altt@odifs.state.oh.us)

#### **4.4 Written Questions**

All questions must be submitted in writing via fax or email to Teresa Alt, Executive Director. Applicants who contact any other employee of Council member or Richland County Commissioner and/or staff of the Richland County Board of Commissioners seeking information regarding the RFP, risk elimination of their proposal from further consideration.

#### **4.5 Technical Assistance Conference**

A meeting of any and all interested parties shall be held at **9:00 A.M. on Friday, November 8, 2013** at the Richland County Youth and Family Council, 445 Bowman Street, Suite 138, Mansfield, Ohio. Attendance is strictly voluntary.

Minutes will be recorded during the Technical Assistance Conference. These minutes will be emailed to those who request them and posted on the website.

#### **4.6 Addendum to RFP**

At the discretion of the Council, if it becomes necessary to revise any part of this RFP, an addendum will be provided to all applicants who have submitted letters of intent to apply. All requested clarifications will become an addendum.

#### **4.7 Right to Cancel**

The Council reserves the right to cancel all or any part of this RFP at any time without prior notice. Additionally, the Council reserves the right to modify the proposal process and timeline as deemed necessary.

#### **4.8 Contract Award and Funding Available**

Final selection of the successful applicant(s) will be made no later than December 20, 2013. The successful applicant(s) will be notified no later than December 20, 2013. Applicant(s) should prepare to meet with Richland County Youth and Family Council and Richland County Job and Family Services which serves as the Administrative Agent to the Council for contract negotiations beginning in June, 2013.

A contract will be negotiated for the period of January 1, 2014 through December 31, 2014. The Council reserves the right to award additional contracts for programs deemed to be beneficial to the child well being indicators. Funding being made available is one time only funding. However, the contract may be renewed for an additional year at the discretion of the Council.

### **5.0 Submittal of Proposals**

#### **5.1 Applicant Evaluation**

Applicants are expected to be familiar with the entire RFP and respond in a clear and thorough manner.

## **5.2 Proposal Cost**

All costs incurred in the creation of the proposal are the responsibility of the Applicant. The Applicant will be fully responsible for costs associated with proposal development and submission. The Council assumes no contractual or financial obligation as a result of the issuance of the RFP, the preparation and submission of a proposal by an Applicant, the evaluation of an accepted proposal, or the selection of finalists.

## **5.3 Conflict of Interest**

No applicant will promise or give to any employee of the Council or its member agencies anything of value that could influence that employee in his/her decision on awarding contracts. No applicant will attempt, by any means, to influence any employee of the Council or member agencies to violate any policies of the agency, the Ohio Revised Code or Federal Procurement Regulations.

## **5.4 Ownership of Proposals**

All proposals and associated materials become the property of Richland County Youth and Family Council. All proposals will be considered public information.

## **5.5 Applicant Representative's Signature**

The proposal must be signed by an authorized representative of the organization applying. The signature must indicate the title or position the individual holds in the organization. Any and all unsigned proposals will be rejected.

## **5.6 Proposal Acceptance/Rejection**

Richland County Youth and Family Council reserves the right to reject any or all proposals, to accept or reject any or all of the items in a proposal, to waive any informality in the proposals received, and to award the contract in whole or in part, if it is deemed to be in the best interest of Richland County Youth and Family Council. Richland County Youth and Family Council reserve the right to negotiate with any Applicant after proposals are reviewed, if such action is deemed to be in the best interest of Richland County Youth and Family Council.

## **5.7 Delivery of Proposals**

For consideration, Applicants must hand-deliver one (1) signed, unbound original proposal and four (4) unbound copies of the entire written proposal by **4:00 PM on December 2nd, 2013** or send one (1) signed, unbound original proposal and four (4) unbound copies of the entire proposal via certified or registered mail (US Postal Service, United Postal Service, or Federal Express) postmarked no later than **December 2nd, 2013** to:

Teresa Alt  
445 Bowman Street, Suite 138  
PO Box 1986  
Mansfield, OH 44901

The outside of the envelope must be clearly marked **Youth and Family Council RFP**.

Proposals that are hand-delivered must be in sealed envelope. All proposals will be date-stamped when received and the time of receipt will be logged. Receipts will be issued upon request. Proposals received after the deadline will not be considered. If mailed, Applicants must use certified or registered mail – United States Postal Services (USPS), United Postal Service (UPS) or Federal Express – with return receipt requested.

Applicants should carefully review their final proposals. Once opened, proposals cannot be changed. However, Richland County Youth and Family Council may request additional information or clarification of any or all items in a proposal.

## **6.0 Proposal Qualifications**

Richland County Youth and Family Council is requesting applications from governmental units, private for profit or non-profit agencies, corporations or local educational agencies. To be eligible, the Applicant must demonstrate the administrative capability to operate the program. Priority will be given to programs that have demonstrated effectiveness.

Only agencies and organizations, not individuals, are eligible to apply under this RFP. All jointly developed applications must identify a single organization as the official Applicant. Participating agencies and organizations can be included as co-participants, sub-grantees, or subcontractors.

Applicants claiming non-profit status must submit evidence of legal status as a non-profit organization. All applicants must submit their most recent audited financial statements.

## **7.0 Evaluation Criteria**

The review process will be conducted in two (2) parts. The preliminary review will insure the proposal meets the minimum requirements and mandatory conditions specified in the RFP. Proposals not meeting the minimum requirements and mandatory conditions will be rejected.

### **7.1 Initial Review**

Proposals must meet the following requirements:

- Proposals must be received via mail service at Richland County Youth and Family Council, PO Box 1986, Mansfield, OH 44901 or in person at The Ocie Hill Neighborhood Center, Suite 138, 445 Bowman Street, Mansfield, OH 44903, no later than **4:00 PM on December 2nd, 2013**. Proposals not received at the designated address by the specified date (or post-marked by the specified date) will be rejected.
- The required number of copies must be submitted.
- All assurances must be signed and submitted with the proposal.
- Evidence of the Applicant's legal status as a non-profit entity must accompany the proposal, if applicable.
- The Proposal must be signed by the Applicant's authorized representative.

Proposals that pass this initial review will be considered valid proposals and will move to the final review. Those that do not pass the initial review will be filed as rejected. Applicants whose proposals have been rejected during the initial review of proposals will be informed in writing no later than December 20th, 2013.

## 7.2 Final Review

- All valid proposals will be reviewed, evaluated and rated by a review committee. The review committee will be comprised of Richland County Youth and Family Council members and may include but, not limited to, the Agency Director and/or her designee, a member of the fiscal department.
- The review committee will evaluate each proposal against the criteria in the RFP. During the review, the committee may request additional information from the Applicant.
- All qualified proposals shall be reviewed by the review committee using a standard proposal rating sheet tailored specifically for this RFP (Attachment IV).

The review committee members may request additional information in an effort to evaluate an Applicant's proposal. This may include an oral presentation by the Applicant, written clarification of specific items in the proposal, and evidence of the Applicant's history/experience in providing similar services.

**7.3 Selection** – Each proposal will be reviewed according to the rating system below. Scores will be used as a guide for discussion and selection of the contractor. The maximum possible points for each criterion are based on the following scale:

	Criteria Factors	Points
A.	Organizational Qualifications and Experience	25 points
B.	Program Design/Strategies	50 points
C.	Program Outcomes and Deliverables	15 points
D.	Financial Accountability	10 points

Additionally, the evaluation may take into consideration the following:

- strength and stability of the Applicant to provide the requested services;
- ability to meet the program timelines;
- demonstrated responsiveness and completeness regarding the RFP specifications;
- scope of services being proposed;
- Applicant references;
- cost of proposed services;
- experience with a similar program of comparable size and scope; and other factors considered relevant by Richland County Youth and Family Council.

## 8.0 Funding Decisions

Based on the information in the previous sections, points awarded and funding decisions, the review committee may allocate less or more than the funding amount requested. Applicants should indicate whether partial funding will be accepted and explain how the program would be modified, yet achieve program goals, if partial funding is granted.

Proposals containing false or misleading statements will be rejected.

Written notification will be made to all Applicants who submit a proposal.

Richland County Youth and Family Council reserve the right to reject any or all proposals. The recommendation of the review committee shall be final.

## **9.0 Contract Terms**

### **9.1 Type of Contract**

The Applicant is responsible for the execution of the program and contract requirements. If the Applicant proposes a multi-applicant or subcontract approach, full responsibility for all contract agreements will remain with the Applicant who is awarded the contract with Richland County Youth and Family Council; this includes audit findings. Applicants proposing a multi-applicant approach must adhere to Richland County procurement procedures (Attachment VI).

Richland County Youth and Family Council will negotiate a contract with the successful Applicant(s). The contract will define the terms and conditions and will form the basis for contractual negotiations. The successful proposal will be incorporated into the resulting contract and will become public record.

Richland County Youth and Family Council are not responsible for oversights in this RFP that are not brought to the attention of Richland County Youth and Family Council prior to starting contract negotiations. Contract terms, if any, required by the Applicant must be included or attached to the Applicant's proposal.

### **9.2 Right to Terminate Negotiations**

If Richland County Youth and Family Council determines that the Applicant is unable to successfully come to terms regarding the contract, Richland County Youth and Family Council reserves the right to terminate contract discussions with the Applicant. Richland County Youth and Family Council reserve the right to select another Applicant from the RFP process, cancel the RFP or reissue the RFP, if it is deemed necessary.

### **9.3 Contract Highlights**

- All contracts negotiated will be on a cost reimbursement basis.
- Profit is allowable. Profit earned by a non-profit or governmental agency is considered program income and must be applied to the program operations. For-profit Applicants must identify the amount of profit expected from the program.
- Cost limitations – Administrative costs are negotiable. Under no circumstances will administrative costs exceed 10% of the overall budget.
- Equipment – Not allowable (i.e., computer, printers, software, desks, chairs, digital cameras, video cameras, file cabinets, storage cabinets, bookcases, fax machines, telephones, cell phones, etc.).
- Monitoring – Contracts will be subject to announced and unannounced monitoring by Richland County Youth and Family Council.



- Subcontracting – All subcontracts proposed under this program must have prior approval by Richland County Youth and Family Council and must adhere to the Richland County Youth and Family Council procurement process (Attachment VI).
- Participants – The target population must be eligible as defined in the RFP.
- Assurances – Must be signed by an authorizing representative (Attachment III).
- Payment – Invoices will be submitted each month to Richland County Youth and Family Council within five (5) working days of the month for which services have been rendered. The Contractor shall make all reasonable efforts to include all services provided during the service month on the invoice. Richland County Youth and Family Council will review the invoice for completeness and accuracy and make payment within 45 days of receipt of an accurate invoice. An invoice that contains errors, incorrect rates or non-covered services is subject to adjustment prior to issuance of payment. The final invoice for services must be received within three (3) months of the end of the contract period to ensure payment. Richland County Youth and Family Council will make payment for all invoices received in accordance with the terms of the contract. Richland County Youth and Family Council will only pay for those services authorized. The contractor will indicate the contract number and federal I.D. number on all invoices submitted for payment (Attachment IX). A Roster of Clients Served (Attachment VII) in the service month must be attached to the monthly invoice.
- Contractors must provide quarterly progress reports of program performance in comparison to the deliverables agreed upon in the contract (Attachment VIII).

Funding being made available is one time only funding; however, the contract may be renewed for an additional year. Contract renewal will be based on the availability of funds and will be at the discretion of Richland County Youth and Family Council.

#### **9.4 Reference Checks**

Richland County Youth and Family Council reserves the right to verify information and contact references regarding subcontractors, officers, directors, and managerial and supervisory personnel retained by the Applicant in an effort to determine the Applicant's ability to perform under the terms of the contract. Such information may be used in determining contract awards.

#### **9.5 Reporting Requirements**

The successful Applicant will provide program and expenditure updates quarterly. The updates shall indicate the progress made on identified program outcomes. The successful Applicant will be expected to evaluate the effectiveness of the program quarterly throughout the contract period. The final report and deliverables will include the following:

##### **A. Progress Report**

1. List achievements which relate to the program stated in child well-being indicators
2. Provide details of program milestone to date
3. Overall results to date
4. Program modifications
  - a. Made to date
  - b. Proposed

B. Fiscal Report

1. Total expenditures for the quarter
2. Total expenditures year to date
3. Balance of contract amount

C. Technical Assistance Request – Specific technical assistance requests for the next quarter.

All quarterly reports/updates are to be submitted to Teresa Alt, Youth and Family Council Executive Director, by the following dates:

- April 30, 2014
- July 31, 2014
- October 31, 2014
- January 31, 2015

**Every effort should be made to adhere to these deadlines as late invoices may jeopardize payments and additional funding opportunities.**

## **Section II. Scope of Services**

### **1.0 Provision of Services**

The services being addressed in the RFP will assist families of Richland County in achieving their fullest potential, build upon their strengths, and fulfill their rights, responsibilities, and needs. Children will be able to remain safely at home or if not at home, in the most home like setting in the community.

Services are targeted to families meeting the following eligibility criteria:

- Residents of Richland County
- A family with a minor child living in the household
- A non-custodial parent

Note: Priority for services will be given to those families who have children who are at risk of out of home placement. (Priority services will be given to those families being referred by an Agency that is part of the Youth and Family Council.)

### **2.0 Framework of Activities/Services**

Service programs proposed should address one or more of the following categories and should be an evidence based program:

- **In home intensive support to parents, kinship caregivers, or foster parents with multi-system youth**

- **Family stabilization services (respite) for multi-system youth and their families**
- **In home, high quality mentoring for high need, multi-system youth and their families**

## **Section III. Required Format Specifications**

### **1.0 Submittal of Proposals/Proposal Format**

Applicants are required to respond to the information requests in the order listed in this section so that Richland County Youth and Family Council may evaluate all proposals on an equal and timely basis. In order to facilitate the Applicant's development of a properly formatted response, the Applicant shall arrange the response in the order specified in Section III.

- A. Cover Page – Required.** The cover page shall include the organization name, address, phone, fax, email, title of project, type of entity (i.e., for profit, not for profit, governmental), contact person(s) for application, total participants planned, cost per participant, total amount requested, cite the Goal(s) and the category(ies) to which outcomes relate, and signature and title of authorizing representative.
- B. Program Executive Summary – Required.** The summary shall be no more than one (1) page in length.
- C. Narrative –**The narrative shall be no more than ten (10) pages in length (not including the Program Executive Summary). Briefly describe the project and include the following:

#### **1. Description of Organizational Qualification and Experience (25 Points):**

- a. Describe the organizations past experience in providing similar services to a similar population and demonstrated performance; describe the organization's ability to measure performance outcomes.
- b. Provide a summary of agency personnel directly involved in the provision of services – qualifications and abilities to perform the required services.
- c. Include job descriptions for all positions related to the project; include resumes for all personnel related to the project; include a table of organization.
- d. If the proposal includes the services of a subcontractor, provide a summary of the subcontractor's qualifications (include job descriptions and resumes for all personnel involved in the project).

#### **2. Program Design/Strategies (50 Points)**

- a. Identify the problems/needs to be addressed and the target population to be served; describe the barriers the population to be served may face.
- b. Describe the services being proposed and explain how the services will be implemented (start-up and on-going); include a description of outreach and recruitment activities.

- c. Describe innovative and evidence-based strategies to be used to develop and/or provide services.
- d. Describe how the program being proposed utilizes available community resources; describe efforts to collaborate with existing community programs in an effort to expand and enhance services and service delivery.
- e. Describe how services will be coordinated if services will be provided by another entity through a subcontract (or multiple entities through subcontracts).

### **3. Program Outcomes and Deliverables (15 Points)**

- a. Develop a plan for service levels and deliverables; provide an implementation timeline that includes target dates for delivery of services and a reasonable schedule to achieve goals/outcomes.
- b. Develop goals and objectives that address the stated goal principles being addressed and services being proposed; describe how data will be collected to measure achievement of goals and outcomes.
- c. Describe client assessment methods and evaluation tools to be used to assess the needs of the participants; include samples of the evaluation/assessment tools to be used.
- d. Include a description of methods to be used to insure timely and accurate reporting.

### **4. Financial Accountability (10 Points)**

- a. Describe the organization's accounting experience (ability to assume fiscal responsibility for the funding).
- b. Describe the organization's internal control system (including fiscal tracking, information gathering and reporting, and performance tracking).
- c. Include a budget narrative which details the proposed budget and line item amounts; include a rationale for each line item.
- d. Provide a description of additional resources being committed to support the program (cost allocation plan); include amounts and sources of additional resources.
- e. Include a detailed budget (Attachment II) which is reasonable for the services being proposed; administrative costs must not exceed 10% of the budget; include a cost per participant amount and the methodology used to determine the cost per participant.

**D. Budget** – Not longer than four (4) pages (two (2) pages for budget worksheets, two (2) pages for the budget narrative)

### E. Checklist

- ☐ Cover Page (one (1) page)
- ☐ Executive Summary (one (1) page)
- ☐ Narrative (no more than ten (10) pages)
- ☐ Budget Worksheet (two (2) pages)
- ☐ Budget Narrative (two (2) pages)
- ☐ Verification of non-profit status (if applicable))
- ☐ Latest audited financial statement

### Budget Worksheet

#### Administration

Wages & Fringes	Amount
Wages (Provide detail of positions, FTEs and responsibilities to grant)	\$
Fringes (List all fringes and benefits including fringe rates)	\$
Total Wages & Fringes	\$
<b>Operating Expenses</b>	
Consumable Goods	
Occupancy Costs	
Total Operating Costs	\$
<b>Other</b>	
Other (specify)	
Total Other	\$
<b>Total Administration (Limited to 10% of total request)</b>	<b>\$</b>

#### Program Costs

Wages & Fringes	Amount
Wages (Provide detail of positions, FTEs and responsibilities to grant)	\$

Fringes (List all fringes and benefits including fringe rates)	\$
Total Wages & Fringes	\$
<b>Operating Expenses</b>	
Travel	\$
Communications	\$
Total Operating Expenses	\$
Total Wages & Fringes & Operating Expenses	\$
<b>Direct Client Costs</b>	
Subcontracts: (List all contracts with amounts)	\$ \$ \$ \$
Total Direct Client Costs	\$
<b>Total Program Costs</b>	\$
<b>Grand Total All Categories</b>	\$

**Budget Narrative:** Detail must be provided for every item requested by itemizing the costs that comprise each cost item. Costs which are prorated must be supported by a cost allocation plan showing RCJFS paying only its fair share of costs for that item. Contracted services must be able to be documented by a copy of the agreement (i.e., leases, audit, accounting fees, etc.)

**Add and/or revise budget line items as needed.**