



Department of
Job and Family Services

John R. Kasich, Governor
Michael B. Colbert, Director

April 1, 2013

Dear Vendor:

This letter is to announce the release of the Ohio Department of Job and Family Services (ODJFS) Request for Proposals (RFP) number JFSR1415118045, to competitively select one vendor, experienced and qualified in child welfare research, theory, and practice; training needs assessments; curriculum development; and the management and evaluation of in-service training systems, that will serve as the State Training Coordinator for the Ohio Child Welfare Training Project (OCWTP) and the Ohio Human Services Training System (OHSTS).

The OCWTP is mandated by Ohio Revised Code (ORC) Section 5103.30 to provide training for child welfare caseworkers, casework supervisors, adoptive parents, prospective and current foster caregivers, for students enrolled in the University Partnership Program, and others. The vendor selected through this RFP will manage, coordinate, and enhance Ohio's comprehensive, competency-based statewide in-service training program, as well as to provide services vital to the operation of the ODJFS Adult Services Program. Contractor responsibilities will include researching and reviewing existing curricula and other training materials, and developing, field-testing, implementing, and evaluating new curricula to meet the program needs of Ohio's child welfare professionals and other populations identified by ODJFS and the OCWTP Statewide Steering Committee.

If you are interested in submitting a proposal in response to the RFP for this important project, please obtain the RFP through the ODJFS web site at <http://www.jfs.ohio.gov/rfp/>. If you experience problems opening this ODJFS URL, please contact the RFP/RLB Unit at the following telephone number:

ODJFS, Office of Contracts and Acquisitions
30 East Broad Street, 31st Floor, Suite 3150
Columbus, Ohio 43215-3414
PH: (614) 728-5693

Responses must be prepared and submitted in strict accordance with the requirements and time frames given in the RFP. Thank you for your attention to this request.

Sincerely,

(Signature on file)

Jay Easterling
Deputy Director
Contracts and Acquisitions

30 East Broad Street
Columbus, Ohio 43215
jfs.ohio.gov

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**The Ohio Department of Job and Family Services
REQUEST FOR PROPOSALS**

***Ohio Child Welfare Training Program
State Training Coordinator***

RFP: JFSR1415068058

The Ohio Department of Job and Family Services

OHIO CHILD WELFARE TRAINING PROGRAM
 STATE TRAINING COORDINATOR
 RFP number JFSR1415068058

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**Ohio Department of Job and Family Services
REQUEST FOR PROPOSALS (RFP):**

***OHIO CHILD WELFARE TRAINING PROGRAM
STATE TRAINING COORDINATOR
RFP number JFSR1415068058***

SECTION I. GENERAL PURPOSE

1.1 Purpose

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Proposals (RFP) to solicit competitive proposals from vendors experienced in child welfare research, theory, practice; curriculum development; training needs assessment; evaluation of in-service training systems; and the uses of technology and data in the field of child welfare. These vendors must be able to develop a comprehensive, culturally diverse trainer recruitment pool that meets the needs of populations served by Ohio's statewide Child Welfare Training Program (OCWTP) and the Ohio Human Services Training System (OHSTS), and to use today's technology to assist in the development and delivery of a statewide training program. Through this RFP, as required by Ohio Revised Code [ORC] Section 5103.35, ODJFS intends to select one contractor to serve as the State Training Coordinator for the OCWTP and other programs and initiatives specified by the ODJFS Office of Families and Children (OFC). The resulting contract will be an agreement between ODJFS and the selected vendor.

The OCWTP, mandated by ORC Section 5103.30, provides training for child welfare caseworkers, casework supervisors, adoption assessors, prospective adoptive parents, prospective and current foster caregivers, and for students enrolled in the University Partnership Program (ORC Section 5101.141). The selected contractor will be required to manage, coordinate, build upon, and enhance Ohio's prior investments in its comprehensive, competency-based, family-centered, statewide in-service training program, as well as to provide services vital to the operation of the ODJFS Adult Services Program. Contractor responsibilities will include researching and reviewing existing curricula and other training materials that may be acquired, and developing, field-testing, implementing, and evaluating new curricula to meet the program needs of Ohio's child welfare professionals and other populations identified by ODJFS and the OCWTP Statewide Steering Committee.

The State Training Coordinator will serve on the OCWTP Statewide Steering Committee, as per ORC Section 5103.39, and will work with the eight regional training centers (RTCs), as defined in ORC Section 5103.42, to ensure the training requirements described in the ORC and Ohio Administrative Code (OAC) are met. ODJFS, the Statewide Steering Committee, and the State Training Coordinator will work together to prioritize future training strategies for the continued development of the training system. As the State Training Coordinator, the selected contractor will be responsible for managing the day-to-day activities of the OCWTP and other initiatives; and for the coordination and development of training program resources, workshops, and activities for child welfare staff training, adoption, adoption assessor, and foster care training, and for the University Partnership Program.

Where the term “vendor” might be found in this RFP, it is in reference to any qualified organization interested in this opportunity. The terms “bid” and “proposal” may be used interchangeably to indicate materials submitted to ODJFS by a vendor in order to be considered for award of a contract for the services (or, “the work”) described in this RFP. The terms “contractor” and “selected vendor,” as well as “State Training Coordinator,” may be used interchangeably in reference to the vendor to be selected by ODJFS through this RFP process for contract award.

1.2 Background

Recognizing the critical need for consistent, standardized, in-service training for child welfare professionals, ODJFS, in collaboration with the Public Children Services Association of Ohio (PCSAO), initiated the OCWTP in late 1985. The continued mission of this program is to: “Promote the delivery of high quality, culturally responsive, family-centered services to children who have experienced or are at risk of abuse, neglect, or dependency and their families. The OCWTP provides competency-based training primarily to public child welfare professionals, caregivers, and adoptive parents. The OCWTP collaborates with other service providers to promote the delivery of competency-based training, and advocates for public policy and practice standards that reflect best child welfare practice.” To help accomplish this mission, the county Public Children Services Agency (PCSA) directors agreed to utilize a percentage of their federal Titles IV-B and IV-E funding to support the OCWTP. The OCWTP is governed by a steering committee comprised of members from ODJFS, the PCSAO, representatives from each of the eight regional training centers (RTCs), the State Training Coordinator, public agency foster parents and representatives from the public children services agencies. With the assistance of the steering committee, priorities and focus are developed each year during an implementation and strategic planning retreat.

The OCWTP offers over 4,000 workshops to approximately 70,000 training participants each year. The reduction in Ohio public children services agency (PCSA) staff has had an impact on the number of staff attending OCWTP workshops. Even with these reductions, the program continues to provide the needed workshops for staff to meet the legislative training mandates outlined for child welfare professionals. Whenever possible, RTC staff has attempted to reduce travel for staff in their respective regions by bringing training to trainees. The OCWTP has also begun to provide more online training to help meet the needs of county agency child welfare professionals.

The OCWTP is a model program with six essential elements:

Universe of Competencies

A comprehensive listing of all the knowledge and skills required for staff to do their jobs drives the OCWTP competency-based training system. This list of competencies is the criteria used to assess individual training needs, and to guide the development of all training courses and curriculum content. The universe of competencies guides curricula development, ensuring course content areas represent the content needed by staff to do their jobs, and includes only training essential to job performance.

Cultural Competence

The State Training Coordinator for the OCWTP develops and provides culturally responsive curricula, maintains a pool of trainers that is culturally diverse, and values the importance of integrating cultural concepts into all training opportunities. The OCWTP defines cultural competence as, “the understanding of how values, beliefs, attitudes, and traditions influence one’s own and other people’s behaviors; and the understanding of the content and dynamics of specific cultures, and the ability to use this knowledge to work productively with persons.”

Individual Training Needs Assessment (ITNA)

An Individual Training Needs Assessment (ITNA) identifies each worker’s training needs. Completed jointly with one’s supervisor, the training needs assessment is performed at least every two years (ORC 5153.125) and provides the RTCs with the information needed to schedule training that meets each worker’s highest priority training needs in that region.

Certification of Competent Trainers

OCWTP trainers are carefully screened, trained, and certified. They must have the appropriate course content knowledge, the necessary adult training skills, and the ability to promote culturally-competent practice. Trainers must maintain a minimum average performance score to continue training for the OCWTP.

Transfer of Learning

“Transfer of learning” refers to the utilization of knowledge and skills learned by trainees in training and used on their jobs. Research suggests that without system-wide strategies that promote transfer, much of what is learned in training will never be used in the work place. Strategies to promote transfer are incorporated into activities that prepare the worker to attend training; that occur during the training itself; and that support the worker in utilizing new skills on their jobs after training. The continued development of county agency supervisors through in-county coaching on leadership development will help workers and supervisors in the area of transfer.

Computerized System for Administration, Monitoring and Quality Control

The OCWTP used a computerized software program (which became operational in 1988), for the administration and tracking of comprehensive, competency-based in-service training. The system maintained training records for staff, tracked trainer performance, and generated reports necessary for training program administration and monitoring. This helped to assure accountability and high quality training. This system has been replaced by an online learning management system (branded as E-Track) that provides up-to-date information and instant access for workers to obtain all their training information. Implementation of this system was done systematically, first with the regional training centers, then trainers for the OCWTP, then caseworkers, supervisors, and foster parents for the public children services agencies. Full implementation of the system was completed in August of 2012.

1.3 Overview of the Project

The scope of the work will be provided in Section four of this document. This section gives only a summary of the work. If there is any inconsistency between this summary and the description of the work in Sections 4.1 thru 4.5, those sections will govern.

Through this competitive RFP process, ODJFS is seeking one vendor to serve as the State Training Coordinator for the OCWTP, to manage the ongoing coordination, implementation, and continued development and enhancement of a comprehensive, competency-based, family-centered, statewide, in-service training program. This work includes reviewing existing curricula for potential purchase or acquisition or developing custom curricula to meet the needs of the trainee population, which includes, but is not limited to, child welfare caseworkers and supervisors, adoption assessors, foster caregivers, and adoptive parents. This training program is financed and administered by ODJFS.

ODJFS is committed to working with Ohio's public children services agencies to ensure that professionals who work with families and children have the necessary knowledge and skills to perform their jobs effectively, and that foster parents and adoptive parents have the skills needed to provide nurturing, stable homes for children.

The societal and legal context of child welfare practice today presents challenges of a magnitude and complexity that have not previously existed. Daily, child welfare staff participate in making difficult decisions that seriously impact the lives of children and families. These decisions are made in the context of community life that is plagued by escalating rates of chemical dependency and parental substance abuse, domestic violence, poverty, discrimination, and homelessness. Currently in Ohio, there is a value shift occurring from a "child-focused" to a "family-focused" service delivery system to meet these new challenges. As Ohio develops and integrates this strategic shift, services are becoming more family-centered, neighborhood-based, and outcome-oriented, emphasizing the use of the family's neighborhood and stressing involvement of both biological parents, as well as utilization of formal community supports. This presents new challenges to child welfare staff, and birth, foster and adoptive parents.

All new and existing curricula/products of the OCWTP must clearly reflect pro-family practices and values, including:

Children have the right to live with their own family.

Children have the right to be nurtured, safe, and protected in a stable family environment, whether it is in their birth parent's home, in the home of kin, or in another substitute placement.

Children have a right to have their educational and medical needs met.

When children are at risk of harm, the community has the responsibility to intervene.

Families are our community's most important resource and must be respected, valued, and encouraged to build upon their strengths.

The community must support families in rearing and caring for their children.

Families have the right to resources that meet their needs for food, clothing, shelter, health care, and individualized services, and must be encouraged and supported to work toward self-sufficiency.

Families and children have the right and responsibility to participate in identifying their concerns, priorities, and needed resources.

Additionally, all new and existing curricula/products developed for the OCWTP must clearly demonstrate inclusion of information that supports achievement of the United States Department of Health and Human Services outcomes, as follows:

Safety

- Children are, first and foremost, protected from abuse and neglect.
- Children are safely maintained in their own homes whenever possible and appropriate.

Permanency

- Children have permanency and stability in their living situations.
- The continuity of family relationships and connections is preserved for children.

Family and Child Well-Being

- Families have enhanced capacity to provide for their children's needs.
- Children receive appropriate services to meet their educational needs.
- Children receive adequate services to meet their physical and mental health needs.

The selected vendor will be expected to manage and coordinate an already-existing training program, along with the addition of other programs and initiatives. The contractor will work with ODJFS, other

state agencies, county agencies, and the regional training center staff to continue to update competencies and curricula based on assessment data and changes in practice, law and policy.

Additionally, the selected contractor will develop new products for the OCWTP that incorporate the outcome measures defined by the U.S. Department of Health and Human Services (HHS) and expand the available training options.

1.4 **Objectives of the Project**

The primary objective of the project is to provide, through multiple methodologies, a comprehensive, competency-based, family-centered, statewide, in-service training program for child welfare staff, foster caregivers, and adoptive parents from public children services agencies and for adoption assessors. This project builds on a strong foundation that has been developed and continually improved and enhanced over the past 25 years.

SECTION II. **PROCUREMENT PROCESS INFORMATION**

2.1 **Anticipated Procurement Timetable**

DATE	EVENT/ACTIVITY
April 1, 2013	ODJFS releases RFP on ODJFS and DAS Web Sites; Q&A period opens. - RFP becomes active; vendors may submit inquiries for RFP clarification.
April 15, 2013	Vendor Q&A period for vendor questions closes, 8 a.m. - No further inquiries for RFP clarification will be accepted.
April 17, 2013	ODJFS provides final answers to vendor questions (estimated).
1:00 PM, Monday, April 29, 2013	Deadline for vendors to submit proposals to ODJFS (1:00 p.m.). - This is the beginning the ODJFS process of proposal review. LATE PROPOSALS WILL NOT BE CONSIDERED. NO EXCEPTIONS WILL BE MADE.
May 06, 2013	ODJFS issues contract award notification letter (estimated). - Vendors that submitted proposals in response to this RFP will be sent letters stating whether their proposal was selected for award of the contract.
June 10, 2013	Controlling Board review of contract (<i>estimated</i>). - Contract with the selected vendor may require review and approval.
July 01, 2013	Implementation* (estimated—following notification of all contractual and funding approvals). - ODJFS contracts are not valid and effective until the state Office of Budget Management approves the purchase order.

July 01, 2015 through June 30, 2021	Possible contract renewals. Any renewal contracts may be for a period of not more than two state fiscal years each, with the final renewal expiring no later than June 30, 2021. **
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ODJFS reserves the right to revise this schedule in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations.

* According to requirements of ORC 126.07, ODJFS contracts are not valid and enforceable until the Office of Budget and Management (OBM) certifies the availability of appropriate funding, as indicated by the approval of the Purchase Order (P.O.). The selected vendor may neither perform work nor submit an invoice for payment for work performed for this project for any time period prior to the P.O. approval date. The ODJFS Contract Manager will notify the contractor when the requirements of ORC Section 126.07 have been met.

* * Subject to approval by the Controlling Board, the contract period is expected to run from approximately July 1, 2013 through June 30, 2015, with renewal contracts to be in effect, contingent upon satisfactory performance, continued availability of funding, and all required approvals, from July 1, 2015 through June 30, 2017; July 1, 2017 through June 30, 2019; and July 1, 2019 through June 30, 2021. Since state law prohibits ODJFS from making financial commitments beyond the fiscal biennium (e.g., July 1, 2013 through June 30, 2015), the contract with the selected vendor will be subject to renewal for each the final three biennia of the project. Renewal is subject to approval by the State Controlling Board.

2.2 Internet Question and Answer Period; RFP Clarification Opportunity

Potential vendors may ask clarifying questions about this RFP or the ODJFS RFP process via the Internet during the Question and Answer (Q&A) Period as outlined in Section 2.1, Anticipated Procurement Timetable. To ask a question, potential vendors must use the following Internet process:

- * **Access the ODJFS Web Page at <http://jfs.ohio.gov/>**
- * **Select "About Us" on the front page;**
- * **Select "Doing Business with ODJFS;"**
- * **Select "Requests for Proposals, Letterhead Solicitations, and Other Invitations;"**
- * **Select RFP Number [JFSR1415068058](#);**
- * **Click the "Submit an Inquiry" Button to ask a question about the RFP; and,**
- * **Follow the instructions to send an e-mail question.**

Questions about this RFP must reference the relevant part of this RFP, the heading for the provision under question, and the RFP page number where the provision can be found. The submitted question must also include the name of a representative of the vendor, the company name and business phone number. ODJFS will not respond to any questions submitted after **8:00 a.m.** on the date the Q&A period closes. Only questions pertaining to issues of RFP or RFP process clarity, and which are not requests for public information will be answered. ODJFS is under no obligation to answer or acknowledge questions submitted through the Q&A process if those questions are not in accordance

with these instructions. **ODJFS reserves the right to determine whether questions comply with these Q&A process requirements.**

Questions submitted may be no more than 4,000 characters in length, but there is no limit on the number of questions submitted. **ODJFS strongly encourages vendors to ask questions early in the Q&A period so that answers can be posted with sufficient time for any possible follow-up questions.**

ODJFS responses to all questions asked via the Internet will be posted on the Internet website dedicated to this RFP, for reference by all potential vendors. Vendors' questions shall only be answered within this public forum. Answers provided by ODJFS may be accessed by following the instructions for asking questions, above, but rather than selecting "Submit Inquiry," vendors and others should select "View Q and A."

It is the responsibility of all potential vendors to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding this RFP. Vendor proposals in response to this RFP are to take into account any information communicated by ODJFS in the Q&A process for this RFP.

IMPORTANT: Requests from potential vendors for copies of previous RFPs, past vendor 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. PRRs submitted in accordance with directions provided in Section 2.3, Communication Prohibitions, will be honored, but the posted time frames for ODJFS responses to Internet questions for RFP clarification do not apply to PRRs.

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

* Should vendors experience technical difficulties accessing the ODJFS website where the RFP and its related documents are published, they may contact ODJFS Contracts and Acquisitions, RFP/RLB Unit, at (614) 728-5693 for guidance.

2.3 Communication Prohibitions

From the issuance date of this RFP until a contract is awarded to a vendor, there may be no communications concerning the RFP between any vendor that expects to submit a proposal and any employee of ODJFS in the issuing office, or any other ODJFS employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of the contractor.

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 2.2, Internet Question and Answer Period; RFP Clarification Opportunity;
2. As necessary in any pre-existing or on-going business relationship between ODJFS and any vendor that could submit a proposal in response to this RFP;
3. As part of any vendor interview process or proposal clarification process initiated by ODJFS, which ODJFS deems necessary in order to make a final selection;
4. If it becomes necessary to revise any part of this RFP, ODJFS will post those revisions, amendments, etc., to the website dedicated to this RFP;* and
5. Any Public Records Request (PRR) made through the ODJFS Office of Legal and Acquisition Services.

*** Important Note:** Amendments to the RFP or to any documents related to it will be accessible to interested vendors through the original web page established for the RFP. All interested vendors must refer to that web page regularly for amendments or other announcements. ODJFS may not specifically notify any vendor of changes or announcements related to this RFP except through the website posting. It is the affirmative responsibility of interested vendors to be aware of and to fully respond to all updated information posted on this web page.

ODJFS is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source other than the Q&A process described in this RFP. Any attempts at prohibited communications by vendors may result in the disqualification of those vendors' proposals.

If interested vendors have a need to communicate regarding this RFP, they must contact ODJFS using one of the mechanisms provided for in Section 2.2, Internet Question and Answer Period; RFP Clarification Opportunity, or 2.3, Communication Prohibitions, of this RFP. Vendors are cautioned that communication attempts which do not comply with these instructions will not be answered, and that ODJFS will not consider any proposals submitted to any address other than the one provided in Section 5.1 of this RFP. Vendor proposals must be submitted to ODJFS in strict accordance with proposal submission instructions provided in Section 5.1, Proposal Submission Information.

2.4 Program Resource Library

ODJFS recognizes that the vendors may not be familiar with some of the documents referenced in this RFP. Many of the documents are available on the OCWTP web site, <http://www.ocwtp.net>. A map of the OCWTP training regions and training centers is available at the same website. In addition, ODJFS will create a Vendor Library of documents that may be helpful for vendors to review in the completion of their proposals. The Vendor Library can be reviewed at the ODJFS, Office of Families and Children website, under the publications tab. The website can be accessed at <http://www.jfs.ohio.gov>. Under the protective services heading, click on child protective services, then on the publications tab located

on the far left side of the page. The following documents are examples of information available for vendors to review related to this request for proposal:

- A. The OCWTP statewide automated information system (E-Track).
- B. Differential Response Information.
- C. Comprehensive Assessment Planning Model Interim Solution (CAPMIS).
- D. Statewide Automated Child Welfare Information System (SACWIS).
- E. Ohio Human Services Training System (OHSTS).

SECTION III. VENDOR EXPERIENCE AND QUALIFICATIONS

Vendors’ proposals must fully demonstrate the degree to which the vendor and its staff and/or subcontractors meet the qualifications, experience, education, and capabilities requirements (collectively referred to as ‘criteria’) listed below. Proposals are to include information on the specified criteria for the vendor as an organization and for persons proposed for key positions. For the vendor as an organization and for specified key staff positions, certain criteria are identified as mandatory (*i.e.*, required, and the failure of which results in a proposal’s disqualification), and other criteria are identified as additional desirable qualifications.

One of the avenues for vendors to demonstrate their professional expertise is through their assignment of appropriately qualified staff to key leadership roles for this project. At a minimum, the vendor must include resumes or vitae as well as narrative summaries that provide information on education, experience, professional credentials, and any published works of the proposed key personnel. The listing of key personnel must include each of the positions listed below and may include additional personnel or subcontractors the vendor believes would be critical to the success of this project. The Project Manager is the individual who would be the contractor’s primary contact person for the ODJFS contract manager: this individual must also have the authority to negotiate for and commit the organization to changes in work plans and priorities.

3.1 Mandatory Vendor Qualifications

In order to be considered for the contract expected to result from this RFP, ODJFS requires that vendors **MUST** meet, at minimum, **ALL** the following qualification requirements:

Vendor or Position Criteria	Mandatory Criteria	Documentation or Evidence to be Provided in Proposal
3.1 A – General Vendor Criteria		
3.1 A, 1	A brief objective description of the firm and its major area of business, including information on any subcontractors to be part of this project, and any prior experience of the	A narrative description of the organization, including details such as the size and primary location of the vendor and subcontractor(s), length of time in

	vendor and subcontractors that is relevant to this RFP.	this type of work, level of responsibility, significant accomplishments, and a thorough description of relevant experience will be required.
3.1 A, 2	Three professional references for the vendor as an organization, including at least one from a customer for which the vendor began and/or completed a project similar in size and scope within the past five years.	<p>a.) Letters of reference from past or current customers OR current contact details (or a combination totaling three) for management representatives of customers who are able to provide and/or confirm information on vendor responsibility and performance;</p> <p>AND</p> <p>b.) For EACH of those references, the vendor must provide a brief narrative outlining work performed and describing how it is similar to the OCWTP work.</p>
3.1 B – Project Manager		
3.1 B, 1	At least four years experience as the project manager for a large-scale project involving child welfare or a related human services field and the coordination of multiple staff, activities, and stakeholders.	<p>a.) The resume or curriculum vitae (containing no sensitive personal information) of the individual proposed for the project manager role;</p> <p>AND</p> <p>b.) A narrative summary explaining how this individual’s experience comports with the project manager requirements.</p>
3.1 B, 2	A minimum of three years of experience working in the field of child welfare services, foster care, kinship, and/or adoption services.	Same documentation as stated above.
3.1 C- Curriculum Developer		
3.1 C, 1	A minimum of three years (cumulative) experience in any of the following: researching available and developing new curricula for child welfare, adoption, kinship, and/or foster care workers and supervisors, covering a variety of topic areas (e.g., sexual and physical abuse, placement, kinship, and foster care); and developing and writing curricula which promote services that are responsive to the needs of children and families (biological, adoptive, foster, and kin).	<p>a.) The resume or curriculum vitae (containing no sensitive personal information) of the individual proposed for the curriculum developer role;</p> <p>AND</p> <p>b.) A narrative summary explaining how this individual’s experience comports with the curriculum developer requirements.</p> <p>{Samples of this individual’s previous work may, at vendor’s discretion, be included but may not be used as a substitute for either item a.) or b.).}</p>
3.1 C, 2	A minimum of three years professional experience developing and writing curriculum utilizing adult learning principles;	Same documentation as stated above.

	incorporating transfer of learning strategies; and developing or employing competencies and training needs assessment instruments.	
3.1 C, 3	At minimum, a Bachelor's degree in Education, Social Services, Human Services, or other related applicable degree.	Same documentation as stated above.
3.1 C, 4	Experience developing competencies, training needs assessment instruments; or competency-based training.	Same documentation as stated above.
3.1 D Curriculum Editor		
3.1 D	A minimum of three years experience editing complex and/or technical manuscripts and/or curricula.	<p>a.) The resume or curriculum vitae (containing no sensitive personal information) of the individual proposed for the curriculum editor role;</p> <p>AND</p> <p>b.) A narrative summary explaining how this individual's experience comports with the curriculum editor requirements. {Samples of this individual's previous work may, at vendor's discretion, be included but may not be used as a substitute for either item a.) or b.)}</p>
3.1 E IT Manager		
3.1 E, 1	A minimum of three years experience in providing technical assistance and support to a non-technical population in the use of hardware and software packages (such as Microsoft Office Tools).	<p>a.) The resume or curriculum vitae (containing no sensitive personal information) of the individual proposed for the IT manager role;</p> <p>AND</p> <p>b.) A narrative summary explaining how this individual's experience comports with the IT manager requirements.</p>
3.1 E, 2	At minimum, an Associate's degree in Computer Science, or other related applicable degree.	Same documentation as stated above.
3.1 F Other Mandatory Staff Criteria		
3.1 F, 1	At least one individual in the positions listed above must have an advanced degree in social work.	The vendor must clearly indicate in its narratives on any of the proposed key staff as described above which of those individuals has earned an advanced degree in Social Work.
3.1 F, 2	Specifically identify which staff would be responsible for seeking and maintaining the OCWTP's approved provider status for awarding continuing education units for both	The vendor must identify the person or persons who would hold responsibility for this task, and include resume(s)

	social work and counselor licensure with the Ohio Counselor, Social Work, and Marriage and Family Therapist Boards.	(unless already provided in reference to other positions).
3.1 F, 3	The vendor must have a contingency plan in the event that a critical staff person is unable to complete this project. Provide information on the nature of this contingency plan.	A narrative description of the vendor's contingency plan regarding critical staff replacements will be required in the proposal.

Vendors that do not meet **ALL** the above mandatory experience and qualification requirements will be disqualified from further consideration for contract award. Additionally, the Technical Proposal Score Sheet (Attachment C) identifies other mandatory criteria, all of which must be met in Phase I. for the proposal to be accepted for full detailed scoring.

3.2 Organizational Experience and Capabilities

As part of the evaluation process, vendors are to provide the following information to be scored by ODJFS:

Vendor or Position Criteria	Desirable Criteria	Documentation or Evidence to be Provided in Proposal
3.2 – Vendor Criteria		
3.2 A	An office within the Columbus metropolitan area.	A description either of a current central Ohio location and of the work done there or of concrete plans for establishing a Cos. Metropolitan area office where the OCWTP work would be performed.
3.2 B	Samples of at least two (2), but no more than four (4), similar-sized projects completed in the past five (5) years that demonstrate expertise in project management, curriculum development, and employee development.	Samples should provide sufficient details to establish that the size and scope of the projects are sufficiently comparable to the OCWTP work. Proposals should also include a narrative summary of the projects, expressly identifying how they are similar to the OCWTP work and how they would indicate the vendor's ability to be successful as the State Training Coordinator.
3.2 C	<u>If</u> the organization is an Encouraging Diversity, Growth and Equity (EDGE) or an Ohio-certified Minority Business Enterprise (MBE), Attachment C, Technical Proposal Score Sheet, describes scoring consideration.	Include a copy (or other independently verifiable evidence) of the current certification in the proposal.

3.3 Staff Experience and Capabilities

One avenue vendors may use to demonstrate their expertise and comprehension of this project is by assigning qualified individuals for this project. For each of those individuals a vendor proposes for the roles identified below, the vendor is to discuss the degree to which those individuals possess additional qualifications, including, at minimum, those specified in the following table. **IMPORTANT:** Only one copy of the resume, curriculum vitae, narrative summary of qualifications and experience, or other documents will be required for each key staff, but those materials will be used to evaluate the proposed individuals for both MANDATORY criteria (as in Section 3.1, Mandatory Vendor Qualifications) and DESIRABLE criteria (as in this Section 3.3, Staff Experience and Capabilities) from the table below.

Key Staff Position Criteria	Additional Desirable Criteria	Documentation or Evidence to be Provided in Proposal
3.3 A – Project Manager		
3.3 A, 1	At least four years experience as the project manager for a large-scale project involving child welfare or a related human services field and the coordination of multiple staff, activities, and stakeholders.	<p>a.) The resume or curriculum vitae (containing no sensitive personal information) of the individual proposed for the project manager role;</p> <p>AND</p> <p>b.) A narrative summary explaining how this individual’s experience comports with the project manager requirements and additional desired criteria.</p>
3.3 A, 2	A minimum of three years of experience working in the field of child welfare services, foster care, kinship, and/or adoption services.	
3.3 A, 3	Experience in performing marketing and public relations functions related to training activities; experience in managing a comprehensive in-service training program; managing a training program utilizing adult learning principles; development of transfer of learning strategies; developing competencies and training needs assessment instruments; development of curriculum for a comprehensive in-service training program; developing material or conducting training sessions that promote services that are responsive to the needs of children and families.	
3.3 A, 4	Professional experience and / or knowledge of social services systems that team with public children services agencies to serve abandoned, abused, neglected and/or dependent children, and their families (biological, adoptive, kin or foster).	
3.3 A, 5	Professional experience with Ohio	

	resources related to child welfare, adoption, kinship, and foster care services.	
3.3 A, 6	Mediation and negotiation skills.	
3.3 B - Curriculum Developer		
3.3 B, 1	A minimum of three years (cumulative) experience in any of the following: researching available and developing new curricula for child welfare, adoption, kinship, and/or foster care workers and supervisors, covering a variety of topic areas (<i>e.g.</i> , sexual and physical abuse, placement, kinship, and foster care); and developing and writing curricula which promote services that are responsive to the needs of children and families (biological, adoptive, foster, and kin).	<p>a.) The resume or curriculum vitae (containing no sensitive personal information) of the individual proposed for the curriculum editor role;</p> <p>AND</p> <p>b.) A narrative summary explaining how this individual's experience comports with the curriculum editor requirements and desirable criteria.</p>
3.3 B, 2	A minimum of three years professional experience developing and writing curriculum utilizing adult learning principles; incorporating transfer of learning strategies; and developing or employing competencies and training needs assessment instruments.	
3.3 B, 3	At minimum, a Bachelor's degree in Education, Social Services, Human Services, or other related applicable degree.	
3.3 B, 4	Provide three (3) references, at least one of which demonstrates the curriculum developer's experience managing curriculum acquisition and development for a statewide project within the past five (5) years. Knowledge about Ohio resources relevant to child welfare, adoption, kinship, and/or foster care services. Ability to manage several tasks concurrently. Experience developing web-based learning activities. Experience developing competency-based training.	
3.3 C - IT Manager		
3.3 C, 1	A minimum of three years experience in providing technical assistance and support to a non-technical population in the use of hardware and software packages (such as	a.) The resume or curriculum vitae (containing no sensitive personal information) of the individual proposed for the IT manager role;

	Microsoft Office Tools)	AND b.) A narrative summary explaining how this individual's experience comports with the IT manager requirements and desirable criteria.
3.3 C, 2	At minimum, an Associate's degree in Computer Science, or other related applicable degree.	
3.3 C, 3	A description of experience within the past five years in which the proposed IT manager was responsible for the management of a large IT project, including responsibility for coordinating the work of other development staff, and for planning tasks, assigning work, and monitoring progress.	
3.3 C, 4	Experience interfacing with users in the definition and documentation of business processes, and experience using and providing assistance on the use of desktop productivity tools (e.g., word processor, spreadsheet, database administration, presentation software).	
3.3 C, 5	Design and development of Web applications, including eliciting user requirements, performing analysis and design, developing content, and preparing documentation. Designing relational database applications, including identifying business entities, their attributes and relationships. Design of client/server and/or web-based systems. Computer programming using high-level object-oriented language of client/server and/or web-based systems.	

Important: It is the affirmative responsibility of the vendor submitting a proposal to remove all personal confidential information (such as home addresses and social security numbers) of vendor staff and/or of any subcontractor and subcontractor staff from resumes or any other part of the proposal package. Following submission to ODJFS, all proposals submitted may become part of the public record. **ODJFS reserves the right to disqualify any vendor whose proposal is found to contain such prohibited personal information.**

SECTION IV. SCOPE OF WORK AND SPECIFICATIONS OF DELIVERABLES

The following information is a summary of the duties and responsibilities of the selected contractor; further details are provided in Section 4.4, Specifications of Deliverables. In order to receive consideration for contract award, all aspects of the requirements described in this section must be addressed in the vendor's technical proposal.

4.1 Scope of Work

The vendor selected for this project will manage the day-to-day operations of the Ohio Child Welfare Training Program, and will coordinate and develop training/program activities for: child welfare training; adoption/foster caregiver training, including post-adoptive and pre-service training for adoptive applicants; adoption assessors training; and the University Partnership Program. The selected vendor will be responsible for the deliverables as described in Section 4.4, including all preparatory and intervening steps, whether or not ODJFS has explicitly specified or delineated them within the RFP. In developing their proposals, all vendors must fully and appropriately plan and cost out their proposed projects, including all necessary preparatory and intervening steps. It is critical for potential vendors to understand the different aspects of this project in order to appreciate the full scope of the project. Additionally, the actual due dates for completion of some deliverables may be negotiated after the contract has commenced to reflect priorities set during the strategic planning process.

Because the OCWTP has a long history, it also has in place many policies and practices that are described in the OCWTP Policy Manual for PCSA Staff Training, which can be located on the OCWTP website (OCWTP.com). However, the program is continually evolving, and policy changes are made by the State Steering Committee, with input from the PCSAs and program participants and approval from ODJFS. In the coming biennium, the program has identified some areas for continued development of curricula described in Section 4.4 below. It will also be necessary to work on developing policy related to the ongoing implementation of training for foster caregivers, the continued implementation of the University Partnership Program and now the Ohio Human Services Training System.

Potential vendors are encouraged to consider developing partnerships with technical vendors and/or other subject matter experts to develop innovative strategies to incorporate SACWIS, as well as other potential technical alternatives to meet the needs of Ohio's child welfare staff.

4.2 Number of Participants

The OCWTP offers training to all caseworkers and casework supervisors from the 88 county public children services and the foster caregivers and adoptive parents affiliated with these agencies, as well as to adoption assessors. In 2011, 3,799 days of training were provided and 65,823 people received training through the program. Each PCSA caseworker is required to have 102 hours of core training within their first year of employment as a caseworker and 36 hours of training annually. Casework supervisors are required to have 72 hours of core training within their first year of employment (12 hours of domestic violence) as a casework supervisor, and 30 hours of training annually. Foster caregivers are required to have 40 hours of training biannually and thirty-six (36) hours of pre-service training (number of hours may vary, based on type of license). While not all training is provided through the OCWTP, the majority of the required training is provided through the program. As a result, training takes place in at least one RTC almost every day of the year, including many evenings and Saturdays.

Additionally, a number of students (fewer than 100) from public universities with social work programs participate in the University Partnership Program (UPP) and receive training through the university and the OCWTP.

4.3 Administrative Structures—Proposed Work Plan

Vendors are to include, at minimum, the following administrative structures and technical approach for the proposed work plan. The vendor shall:

- A. Provide a technical approach and work plan to be implemented, including a proposed timeline for the project showing how all proposed deliverables will be completed over the maximum potential life of the contract.

In their work plans, vendors must provide a detailed description of how the vendor would, if awarded the contract, complete the general administrative and management work, including methods and process that will be used, and specific steps that will be taken to ensure the work is completed and a quality product is presented. Vendor proposals must clearly demonstrate to ODJFS their understanding of the general administrative and management work, and their recognition of the need for flexibility in this area, as all needs cannot be foreseen. If subcontractors are used, the plan must describe how subcontractors will be managed to ensure the timeliness and quality of the deliverables. The plan must include procedures to identify and report potential problems that could affect the completion of deliverables outlined in this project.

- B. Provide a status reporting procedure for reporting work completed, and resolution of unanticipated problems;
- C. Provide a current organizational chart (including any subcontractors). Specify the key management and administrative personnel who will be assigned to this project, and provide the percentage of time each key management person will devote to the project. Provide a staffing plan for this project and indicate if the positions are the vendor's staff or subcontractors.

4.4 Specifications of Deliverables

The Deliverables Table below reflects, as completely as possible at the time of this writing, the activities that must be performed to manage the day-to-day operation of the OCWTP. The table also includes developmental deliverables that have been identified as priorities for the program. The deliverables are divided into competitive and 'non-competitive' activities. The contractor will be expected to complete all activities, however, the cost of and funding for some activities (those defined for purposes of this RFP as 'non-competitive') will be determined by ODJFS, and vendors competing for contract award are not to propose competitive pricing for them as part of their cost proposals.

Vendors submitting proposals for the work described in this RFP must identify a cost for providing the ongoing administrative and management services for the delivery of the training programs, as well as a separate cost for each developmental aspect of the program as part of their cost proposal. The deliverable table specifies which items are to be included in the general administrative line and which are to be addressed separately in the vendor's proposal The cost for the overall management of the training programs is not to include the cost of paying the trainers for the core and ongoing training activities. For these line items, ODJFS will allocate funds that will be made available to the selected vendor. The activities for which ODJFS will make an allocation are described in the 2013-2015 Non-Competitive Deliverables Table that follows the OCWTP Deliverables Table in Section 4.4. Additionally, the deliverables for curriculum development may not include the cost of printing copies of the curriculum and handouts that will be used in training.

Expanding the curricula and training resources available to the RTCs to meet the needs of its various customer groups is a critical component of the work of the OCWTP State Training Coordinator. Curricula and other training resources may be developed, purchased, or acquired to meet these needs. The program purchases, acquires, and develops new standardized curricula, based on priorities set by the OCWTP Statewide Steering Committee and ODJFS.

The curriculum development process is to include an assessment of the intended customer group if that information is not available in the Statewide Needs Assessment, accessible from the OCWTP website. Based on this assessment, a comprehensive content outline is to be developed with input from the steering committee, ODJFS program staff, and PCSA staff. The curriculum process must also include field testing and evaluation before a final curriculum is developed and standardized for use throughout the state. Final standardization includes development of a 'Training on Content' workshop for trainers who want to be approved to offer the standardized workshop, and development of a Standardized Workshop Questionnaire that is used to monitor trainers to ensure that they are following the prescribed curricula. Standardized curricula that are developed by the OCWTP State Training Coordinator become the property of ODJFS. One hard copy and an electronic version of each curriculum project are to be delivered to ODJFS in a binder and must include the curriculum and all related handouts and activities, the TOC outline, and the Standardized Workshop Questionnaire.

In addition to standardized curricula, RTCs may request development of specialized curricula to meet specific needs. These curricula must meet the criteria below, but are not used statewide, so a TOC and Standardization Questionnaire are not developed. If the development of the curricula is paid for using OCWTP funds, the curricula become the property of ODJFS. If the curriculum development is done independently of OCWTP, the curriculum is the property of the developer and may not be used by other trainers without the express written permission of the developer.

Each curriculum, regardless of whether it is developed, revised, adapted, purchased, or acquired, must:

- ▶ Be competency-based;
- ▶ Be aligned with child welfare policies as defined in federal law and the Ohio Revised Code and Ohio Administrative Code;
- ▶ Promote evidence-based practice;

- ▶ Support family-centered practice;
- ▶ Support the attainment of the Department of Health and Human Services outcomes for children and families;
- ▶ Integrate Transfer of Learning Strategies that occur before and after training, as well as in the classroom;
- ▶ Utilize a variety of training methodologies that meet the needs of adult learners and meet the needs of a diverse group of learners with varying levels of skills and backgrounds; and,
- ▶ Include handouts, desk aids, or other teaching tools that will support continued skill development.

Additionally:

- ▶ All core and standardized curricula must be reviewed by the OCWTP Steering Committee and/or the adoption subcommittee and approved by ODJFS before they are used. ODJFS must be given one hard copy and an electronic version of each curriculum with handouts, overheads, etc., at least 45 days before the curriculum will be used.
- ▶ All specialized curricula must be approved by the State Training Coordinator and/or the RTC coordinators before workshops are presented.
- ▶ Some specialized and/or standardized curricula may require specific approval in addition to those noted above, (e.g. approval of legal counsel or the U.S. DHHS).

The contracted services shall include, but not be limited to, the following areas:

The OCWTP Deliverables Table includes revisions to caseworker and casework supervisor core and ongoing training (revisions will include the addition of differential response as part of the core curriculum), adoption assessor training, pre-service and on-going foster caregiver training, adoptive parent training (possible integration of trauma informed care and practice), and the University Partnership Program. It includes items that will be developed over the potential life of the contract, not solely in the first biennium. The cost specifications column provides direction on what items to include in each deliverable in the cost proposal. Vendors that include any prohibited cost information in their technical proposals will be disqualified from consideration. Prohibited cost information is to be included only in the separate cost proposal.

The contracted services shall include, but may not be limited to, the following areas:

Category and Number	Deliverable	Due	Measure	Desired Outcome and General Requirements	Cost Specification
1. Administration and Management					
1. Ongoing administration and management of the OCWTP	The content of this major deliverable are detailed in the information below. It also includes all of the day-to-day work of managing a project that changes with the needs of its	Ongoing	Quarterly reports and meetings between the vendor and the contract manager.	A smoothly operating training program that meets the needs of child welfare caseworkers and supervisors, adoption assessors, foster caregivers, adoptive	General Administration/ Management Cost Item

	stakeholders, that must meet federal and state legal requirements, and that strives for continuous improvement.			parents, and other stakeholders. The program must be responsive to changes in federal and state law and state policy and priorities.	
2. Planning					
A.	Strategic Planning- Coordinate the completion of a strategic plan for the OCWTP State Steering Committee.	11/13	Publication of the strategic plan	In a focused retreat, develop a strategic plan that sets the direction of the OCWTP for the next eight years (Three renewals equaling a total of six years included).	This is a separate cost item#2.A
B.	Operational Planning- Develop work plans for the State Steering Committee and each of its subcommittees that will lead to achievement of the strategic plan.	12/13	Publication of the work plan	Develop action steps for each work group. Work with each group to ensure they can meet the objectives outlined in the strategic plan.	This is a separate cost item #2.B
3. Curriculum and other training products/resources					
A.	Revise the current caseworker core curriculum offered by the OCWTP to incorporate the Differential Response two-day primer training and training on the Statewide Automated Child Welfare Information System (SACWIS). Revise the curriculum for core casework training to incorporate electronic processing/SACWIS functionality for mandated functions. The selected vendor will be given all information necessary to incorporate this information into the	12/13	Finalize curriculum to comply with the requirements of ORC and OAC.	As a part of the core curriculum, this training will introduce agency staff to the protocols and procedures of the alternative response pathway. It will present differential response as an opportunity for agency staff to enhance their practice, integrating a model that ensures an extremely effective and meaningful response to each family's needs. Provide up to date training on the SACWIS using the	This is a separate cost item #3.A

	appropriate core modules.			most knowledgeable resources.	
B.	B. Make revisions to each module to reflect changes needed as a result of the incorporation of differential response and SACWIS into the core curriculum.	12/13	Finalize curriculum to comply with the requirements of ORC and OAC.	The OCWTP wants a curriculum that will provide training on all necessary competencies in the order in which they are needed to assist caseworkers and casework supervisors to do their jobs.	This is a separate cost item #3.B
C.	C. Coordinate and manage the provision of the competency-based, in-service training to county child welfare caseworkers, casework supervisors, adoption assessors, foster caregivers, prospective adoptive parents, and other populations as identified by ODJFS to meet needs identified through the Individual Training Needs Assessments (ITNAs) and other needs assessment methods.	Ongoing	Quarterly training schedules and website listing of available courses	The OCWTP to make ongoing, competency based training available to the populations it serves. The program has developed many standardized workshops. A list of current workshops is available on the OCWTP website at www.ocwtp.com . All curricula developed, revised, adapted, and/or purchased for the OCWTP become the property of ODJFS.	Include cost for this deliverable in cost item GA/M
D.	D. Research the availability of curricula that may be purchased or acquired to meet needs identified in ITNAs, by the regional training centers, or by the statewide steering committee.	Ongoing	Monthly meetings with ODJFS, quarterly reports, copy of recommended curricula	Continued development of curricula to meet the needs of child welfare caseworkers, casework supervisors, adoption assessors, foster parents and prospective adoptive parents.	Include cost for this deliverable in cost item GA/M
E.	E. Review and revise or update core and standardized curricula to maintain currency with practice and federal and	Ongoing	Quarterly meeting with ODJFS, quarterly reports, copy	Continue to build on the training investment made during the history of the program;	Include cost for this deliverable in cost item GA/M

	<p>state policy, including, but not limited to: incorporating the tenets, philosophies, and constructs of CAPMIS throughout core; ensuring that it contains the provisions of the case plan and visitation rules; ensuring that training includes information on non-discrimination based on race, color, or national origin throughout the continuum of child welfare services; ensuring that it contains needed information on the Indian Child Welfare Act and how it impacts other child welfare policies, including the purpose and requirements of the Interstate Compact on the Placement of Children (ICPC) in core; and ensuring that it supports: a) the engagement of families in case planning; b) strengthening family visitation; and c) concurrent planning throughout the life of a case as best practices.</p>		<p>of recommended revisions</p>	<p>therefore, core training for caseworkers, casework supervisors, foster parents, adoption assessors, and prospective adoption parents must continue to evolve to comply with the mandates outlined in the ORC and the OAC related to this program.</p>	
F.	<p>F. Develop and implement a schedule for systematic review of all standardized curricula every three years and make recommendations to the OCWTP Steering Committee to determine which curricula will be revised.</p>	<p>January 31, 2014</p>	<p>Submission of schedule by January 31, 2014; Implementation reports in quarterly report to ODJFS</p>	<p>All identified OCWTP standardized curricula will be current with child welfare best practice</p>	<p>This is a separate cost item #3.F</p>
G.	<p>G. Develop a one day</p>	<p>March 31,</p>	<p>Finalize</p>	<p>This will reinforce the</p>	<p>This is a</p>

	<p>training session on Screening. The training curriculum should minimally include: Engagement and interviewing techniques; Prompting information regarding safety factors and child vulnerability by asking safety focused questions; Completing a screening decision based on the safety and risk information received; Prioritizing screened in reports based on the safety and risk information received; Determining the type of assessment/investigation to be completed based on the information received.</p>	2014	<p>curriculum to comply with the requirements of ORC and OAC</p>	<p>philosophical concepts of the model which will enhance a caseworker's understanding of the application of the model throughout the child welfare continuum. This training will benefit seasoned and inexperienced caseworkers alike.</p>	<p>separate cost item #3.G</p>
H.	<p>H. Develop a two day session on the conceptual differences between Safety and Risk as applied within CAPMIS to include: Identification of what the two different assessments inform in terms of case decision making, case plan development, case plan services, placement, removal, and reunification; Identify how the assessment of safety is applied throughout the continuum of child welfare; Illustrate how protective capacities and the inter-relationship to family strengths and resources impact the safety response and the</p>	<p>March 31, 2014</p>	<p>Finalize curriculum to comply with the requirements of ORC and OAC</p>	<p>This will reinforce the philosophical concepts of the model which will enhance a caseworker's understanding of the application of the model throughout the child welfare continuum. This training will benefit seasoned and inexperienced caseworkers alike.</p>	<p>This is a separate cost item #3.H</p>

	<p>development and application of the CAPMIS safety plan; Address the concepts behind the actuarial risk assessment, application of risk assessment throughout the continuum of child welfare, the connection between the actuarial risk assessment and the strengths and needs assessment, and the impact of risk on case plan development and service provision; Identify the connection between safety and risk assessment in relation to the development of safety plans and case plans.</p>				
I.	<p>I. Develop a two day training on the role of Risk and Safety in the provision of services, Case Planning, and Case Review including, but not limited to: Identifying how safety assessment and risk assessment impacts safety plan development and case plan development; The training should identify the interrelationship of the family assessment, case plan, and case review; Include how the family assessment and case review incorporate the actuarial risk ratings with the strengths and needs of the family; Identify the correlation between the family</p>	<p>March 31, 2014</p>	<p>Finalize the curriculum to comply with the requirements of ORC and OAC</p>	<p>This will reinforce the philosophical concepts of the model which will enhance a caseworker's understanding of the application of the model throughout the child welfare continuum. This training will benefit seasoned and inexperienced caseworkers alike</p>	<p>This is a separate cost item #3.I</p>

	assessment, case plan and case review; Identify that a significant reduction in safety threats and/or risk level within the family should prompt the caseworker to review reunification readiness.				
J.	J. Research and develop a comprehensive content outline or purchase/acquire a standardized curriculum for a minimum of 18 hours of skill-building workshops for foster care caseworkers and adoption assessors and supervisors. Field-test and evaluate the workshops and make changes needed for standardization and full implementation in June of 2014.	Dates for completion of each step in the process are to be negotiated with ODJFS and the final product to ODJFS by June 15, 2014	Provide updates on the implementation, through quarterly reports to ODJFS	Provide up to date information through the OCWTP for adoption assessors and staff working with children who are being prepared for adoption.	This is a separate cost item #3.J
K.	K. Research the availability of curricula that may be purchased or acquired to teach caseworkers and supervisors about the Indian Child Welfare Act. If no such curricula are available, develop a comprehensive content outline. When purchased, acquired, or developed, field-test and evaluate the workshop and make changes to prepare for standardization and full implementation.	Dates for completion of each step in the process are to be negotiated with ODJFS and the final product to ODJFS by June 15, 2014	Provide updated information regarding the completion of the product through a quarterly report to ODJFS.	The OCWTP desires to have a workshop available for caseworkers and casework supervisors to take when they begin working with a family of Indian heritage in order to appropriately apply the provisions of the Indian Child Welfare Act. This workshop may be one that is well suited to be offered as a web-based training.	This is a separate cost item #3.k
L.	L. Research the availability of curricula that may be purchased or acquired to teach	Dates for completion of each step in the process	Provide updated information regarding the	This workshop should include tools and guidelines for searching for kin with	This is a separate cost item #3.L

	<p>caseworkers and supervisors about working with and supporting kin involvement with children served in the child welfare system. If no such curricula are available, develop a comprehensive content outline.</p> <p>When purchased, acquired, or developed, field-test and evaluate the workshop and make changes to prepare for standardization and implementation.</p>	<p>are to be negotiated with ODJFS and the final product to ODJFS by June 15, 2014.</p>	<p>completion of the product through a quarterly report to ODJFS</p>	<p>an emphasis on searching for paternal relatives; addressing the needs of kin and supporting kin involvement; and working with kin and biological families together to make permanency decisions.</p>	
M.	<p>M. Research the availability of curricula that may be purchased or acquired to build the collaboration skills of caseworkers and supervisors. If no such curricula are available, develop a comprehensive content outline.</p> <p>Whether purchased, acquired, or developed, field-test and evaluate the workshop and make changes to prepare for standardization and implementation.</p>	<p>Dates for completion of each step in the process are to be negotiated with ODJFS and the final product to ODJFS by June 15, 2014</p>	<p>Provide updated information regarding the completion of the product through a quarterly report to ODJFS</p>	<p>Effective case work includes collaborative planning and service delivery with individuals from many other systems. Caseworkers and casework supervisors continually need to build their skills in understanding other systems and in working effectively within them.</p>	<p>This is a separate cost item #3.M</p>
N.	<p>N. Research the availability of curricula that may be purchased or acquired to enhance family engagement, case planning and concurrent planning skills for caseworkers and supervisors. If no such</p>	<p>Dates for completion of each step in the process are to be negotiated with ODJFS and the final product to</p>	<p>Provide updated information regarding the completion of the product through a quarterly report to</p>	<p>Foster caregivers who are licensed as treatment caregivers need specialized skills to address the needs of the children they foster. The OCWTP wants to have a range of</p>	<p>This is a separate cost item #3.N</p>

	<p>curricula are available, develop comprehensive content outlines for workshops on these topics.</p> <p>Whether purchased, acquired, or developed, field-test and evaluate the workshop and make changes to prepare for standardization and implementation.</p>	ODJFS by August 4, 2014	ODJFS	training options available to them.	
O.	O. Research the availability of purchasing, acquiring or developing videos, dvds, and other supplemental training materials to replace outdated materials currently being used for caseworker and foster care standardized workshops.	Dates for completion and approval will be negotiated with ODJFS.	Provide updates of product development to ODJFS through quarterly reports.	Update training materials to make them relevant with today's child welfare practice.	This is a separate cost item #3.O
4. Core Implementation					
A.	A. Complete revisions and sequencing of the core modules with the inclusion of the DR primer for caseworkers and casework supervisors.	12/13	Availability of workshops	Curriculum will be available for use as new counties become differential response counties.	Include cost for this deliverable in cost item GA/M
B.	B. Develop a statewide scheduling strategy for core modules.	Ongoing	Information for workshops to be included in the E-Track system.	The OCWTP strongly encourages caseworkers and casework supervisors to attend core workshops in the correct sequence in order to enhance the learning experience and eliminate unnecessary content repetition. The statewide coordinator must	Include cost for this deliverable in cost item GA/M

				work with the RTCs to ensure that scheduling occurs in a manner in which staff could attend the training in sequence, even if they had to leave their region to do so.	
C.	C. Provide written plans for developing technical competency to deliver “as needed” training in multiple venues (e.g. webinars) and/or online resources (knowledge-base, existing webinars etc.) for child welfare professionals and other populations.	3/31/14	Provide updated information regarding the completion of the product through a quarterly report to ODJFS.	Standardized training on the functionality of SACWIS for all populations entering information into this system. Increase the knowledge base of SACWIS users.	This is separate cost item #4.C
5. Trainers and Trainer Pool Management					
A.	A. Develop and implement a plan to recruit qualified trainers, coaches and facilitators (TCF) to conduct workshops and other training activities offered by the OCWTP, including core and on-going, foster caregivers and adoptive parent, adoption assessor, and all workshops developed as a result of this RFP. Indicate what activities will be performed to establish and maintain a culturally diverse trainer pool.	Initial submission by 12/31/13	List of trainer applicants	The OCWTP wants to maintain a pool of qualified motivated, culturally diverse trainers, coaches and facilitators (TCF) with appropriate child welfare experience, who are available to do training throughout the state. The training pool will contain trainers for caseworker, supervisor, adoption assessor, foster and adoptive parent core, differential response, CAPMIS, adult protective services and the Statewide Automated Child Welfare Information System (SACWIS). Coaches will be able to work with PCSA directors, staff and	This is a separate cost item #5.A

				caregivers to develop skills identified through the needs assessment process.	
B.	B. Develop and implement a certified trainer development and monitoring plan for core, specialized, foster caregiver, adoptive parent and adoption assessors. The plan should provide leadership to support and leverage county SACWIS training resources to ensure child welfare practice to reinforce SACWIS mandates.	Initial plan submission by 12/31/13	Quality of plan Completion of TOC workshops by trainers	The plan must identify different requirements, if any, for different groups of trainers (e.g., adoption assessor trainers, foster caregiver trainers, SACWIS trainers) and must include: <ul style="list-style-type: none"> ▶ A recruitment strategy (See 4.A above.) ▶ Training on content (TOC) for core and standardized workshops ▶ Formal monitoring and observation ▶ Require a field placement and/or update on current policy practice, and legal issues if child welfare experience is not recent (i.e. within the past three years) ▶ Training on Power Point, and other emerging technologies the program opts to utilize The plan needs to be developed with input from the OCWTP Steering Committee and have final approval from ODJFS before implementation.	This is a separate cost item #5.B
C.	C. Maintain a comprehensive trainer	Ongoing	File review	At a minimum, each trainer file must	Include cost for this deliverable

	<p>file that is available to RTC and ODJFS staff as needed.</p>		<p>include:</p> <ul style="list-style-type: none"> ▶ Date of application ▶ Demographic data (name, home/ mailing address, home/work phone numbers, email address, Social Security number, and social work license number if applicable) ▶ Educational history (name and location of educational institutions attended, dates attended, degrees/certification attained, continuing education activities) ▶ Employment history (each position held; employer names, address, and phone number, title of position held; name of supervisor and duties performed) ▶ Training experience (experience in planning, developing and implementing in-service training activities; name of organization for which training was done; name, address, and phone numbers of three individuals who can provide references regarding the applicant's training activities) ▶ A self-assessment of the applicant's current level of knowledge regarding cultural differences 	<p>in cost item GA/M above.</p>
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				<p>and cultural issues in child welfare practice, and training the applicant has had in cultural diversity</p> <ul style="list-style-type: none">▶ A listing of workshops the applicant has presented and specific topic areas in child welfare practice or management for which the applicant has developed curricula;▶ A signed form indicating that the applicant understands that all OCWTP records are considered public records;▶ A copy of a letter to the trainer that includes a decision about whether the applicant meets the requirement to be a trainer (either certified or approved) for OCWTP. <p>Applicant must complete:</p> <ul style="list-style-type: none">▶ An OCWTP application;▶ An interview to determine qualifications, strengths, weaknesses, and areas of training interest;▶ Three Training of Trainer (TOT) sessions; and	
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				<p>► The Training on Content (TOC) and updates for the curricula for which they are certified to train.</p> <p>Certification is given for trainers who teach caseworker and supervisor core, Tier I and 2 of adoption assessor programs, core for foster and adoptive parents and standardized training workshops. Other trainers may be approved to train non-standardized curricula.</p>	
D.	<p>D. Update trainer files quarterly to include workshops they have delivered for OCWTP; evaluations completed by workshop participants, the RTCs and ODJFS; Completed Workshop Standardization Questionnaires, copies of commendations or complaints received about the trainer, and copies of notification to trainers if they need remediation or are being decertified.</p>	Ongoing	Files reviews	<p>The OCWTP wants to ensure that information on trainers is complete and current in order to ensure that effective trainers are available and utilized, that ineffective trainers or trainers who do not follow program policies are remediated and/or removed from the trainer pool.</p>	<p>Include cost for this deliverable in cost item GA/M above</p>
E.	<p>E. Provide notifications to RTCs of any changes in trainer status.</p>	<p>Include information in Quarterly Report</p>	<p>Copies of and timeliness of notifications</p>	<p>The OCWTP wants to ensure that effective trainers are available and utilized, and assistance is provided to trainers needing help to improve</p>	<p>Include cost for this deliverable in cost item GA/M above</p>

				performance is available.	
F.	F. Unless otherwise agreed to by the OCWTP Steering Committee and ODJFS, three TOT sessions must be delivered at least once per quarter.	Quarterly	Workshop schedule	<p>The Training of Trainers (TOT) must include the following workshops:</p> <p>Presentation skills, presently a three day workshop and Training on Content (TOC) and all trainers must be provided information on Cultural Diversity. As they work toward this goal, trainers need an awareness and acceptance of cultural differences, an awareness of their own cultural values, an understanding of the “dynamics of difference” in the helping process, basic knowledge about the cultures of the trainees and the clients they serve, and the ability to adapt training workshops to fit trainees’ and clients’ cultural contexts.</p>	Include cost for this deliverable in cost item GA/M above.
G.	G. Provide Training on Content for all standardized curricula of the OCWTP and all curricula that are developed, purchased, and/or adapted as a result of this RFP. Trainers must receive a copy of the finalized curriculum, and access to other training resources at least 15 days prior to	Ongoing	Training schedules	The OCWTP wants to ensure that trainers are familiar with the content of workshops that they wish to be approved to train and that the same information is provided in standardized workshops, regardless of who provided the	Include cost for this deliverable in cost item GA/M above.

	any Training on Content workshops.			training.	
H.	H. By October 1, 2013, and for the duration of this contract, establish and maintain a pool of trainers certified to train TOTs.	Ongoing	Trainer certification in statewide automated system (E-Track).	A list of trainers who currently present this workshop will be provided.	Include cost for this deliverable in cost item GA/M above.
I.	I. Review and update, as needed, the standardized OCWTP Trainer Orientation Handbook. The Trainer Orientation Handbook must be maintained, updated, and distributed as needed. Note: A copy of the current Trainer Orientation Handbook is available.	Annually by 12/31 of each year.	Timeliness of updates	Contractor will need to communicate with a representative group of trainers to determine what information may need to be updated. The orientation handbook must then be submitted to the OCWTP Statewide Steering Committee for review. Prior to finalization, the information must be reviewed and approved by ODJFS.	Include cost for this deliverable in cost item GA/M above.
J.	J. In consultation with the OCWTP Steering Committee, review and revise as needed the current procedures to notify trainers of new and/or additional training opportunities that are available.	12/31/13	OCWTP Steering Committee meeting minutes	The OCWTP wishes to have all of its policies and procedures current to ensure that the program is managed efficiently.	Include cost for this deliverable in cost item GA/M above.
K.	K. Maintain a trainer newsletter for distribution to OCWTP trainers, agency directors, ODJFS and the OCWTP Steering Committee. The content of the newsletter is to be posted on the website also. Copies of the current newsletter are available on the OCWTP website.	For distribution in February, June, and October of each year, beginning in October 2013.	Newsletter and its content. Comments and feedback from trainers and other stakeholders.	The newsletter may include the following types of information: ▶ Key laws and administrative rules affecting child welfare practice ▶ Introduction of new trainers, RTC and state staff ▶ Training tips ▶ Transfer of learning information; OCWTP updates	Include cost for this deliverable in cost item GA/M above.

				<ul style="list-style-type: none"> ▶ State of Ohio/ODJFS initiatives; OCWTP statistics ▶ Articles from trainers, RTC and state staff, etc. 	
L.	L. Plan and coordinate an annual day of trainer development opportunities.	March 2013 and March 2014	Meeting agenda to be set	The state training coordinator is responsible for securing a location for the events, distributing notices of the events, performing registration activities, securing and paying presenters and other vendors, and other activities as needed.	Include cost for this deliverable in cost item GA/M above.
M.	M. Provide technical assistance to trainers as needed or as determined by the RTCs.	Ongoing	OCWTP Newsletter	The OCWTP wants to continually improve its workshops and activities and to resolve issues before they become serious problems.	Include cost for this deliverable in cost item GA/M above.
N.	N. Train and Mentor coaches with SACWIS expertise in case, intake, administration, provider and finance knowledge that can provide county over views/assistance to SACWIS users based upon specific county needs.	Ongoing	Quarterly reporting to ODJFS	Develop a pool of qualified trainers to train SACWIS to child welfare professionals and other populations.	Include cost for this deliverable in cost item GA/M above.
6. Fiscal					
A.	A. Disburse payment to trainers for training/ training related activities each year of the contract.	Ongoing	Payment disbursement records	Training days must include, but are not limited to: caseworker and supervisor core; specialized and related training for caseworkers, supervisors, and adoption assessors;	Include cost for this deliverable (i.e., the bookkeeping and accounting functions) in cost item GA/M above. The trainer cost

				field test tests; nontraditional skill-building activities (e.g., mentoring/coaching); training requested by ODJFS, including at least 120 days of training for federal and state legislation training and training on ODJFS or statewide initiatives. Training payments are to be disbursed in accordance with the policy of the OCWTP. Prior to paying trainers, the state coordinator must receive verification of workshop completion and approval of payment from the appropriate RTC coordinator.	is included in the non-competitive portion of the RFP.
B.	B. Provide ODJFS and the RTCs with a breakdown of the training money allocation for each RTC for each year of the contract, following the formula described in the OCWTP policy.	First-year allocations by 8/6/13 Second-year allocations by 7/8/14	Timeliness and accuracy of allocation table	The OCWTP wants to ensure that RTCs have allocations in a timely manner to assist planning efforts.	Include cost for this deliverable in cost item GA/M above.
C.	C. Provide ODJFS with documentation reflecting payment for services.	Monthly	Accuracy and completeness of invoices and back-up documentation	Documentation report will include the following information for each trainer paid: ▶ Trainer's name ▶ RTC conducting the workshop ▶ Workshop name and title ▶ Dates presented ▶ Amount paid for	Include cost for this deliverable in cost item GA/M above.

				<p>each workshop</p> <p>► Total amount paid to each trainer for each workshop conducted</p> <p>A copy of this report must be attached to the invoice in order to document payment of trainers for the month being invoiced.</p>	
7. Program Maintenance and Management					
A.	A. Collaborate with ODJFS and RTC staff on ways to resolve issues that may impede an RTC's ability to perform contractual duties. As needed, attend meeting with ODJFS and RTC staff, agency directors, and other appropriate staff.	Ongoing	Attendance at and participation in meetings Meeting minutes	The OCWTP has been a collaborative program with RTC, State Training Coordinator, and ODJFS staff working together to address issues and resolve problems. We wish to continue to build on this approach to program development and management.	Include cost for this deliverable in cost item GA/M above.
B.	B. Meet with ODJFS for program updates and to discuss progress toward completion of deliverables.	Meetings to be held in October, January, April, and June of each year	Agendas and meeting minutes	Ensure effective communication between ODJFS and the state training coordinator	Include cost for this deliverable in cost item GA/M above.
C.	C. Review and update, as needed, the Standardization Workshop Questionnaire for Supervisory and Caseworker Core.	Review by January 15, of each year	Quarterly report	Maintain the accuracy and currency of the questionnaires	Include cost for this deliverable in cost item GA/M above.
D.	D. Conduct visits to the RTCs as requested to provide technical assistance for all training related activities.	Ongoing with visits conducted each quarter	Quarterly reports Completed trainer evaluations Completed workshop standardiza-	Maintain the quality of training and ensure that trainers are training the standardized curriculum and following program policy. This is the	Include cost for this deliverable in cost item GA/M above.

			tion questionnaires	primary quality assurance tool for trainer competency and performance.	
E.	E. Provide, as needed, ongoing coordination, consultation, and technical assistance to staff of the RTCs.	Ongoing	Quarterly report	Coordination, consultation, and technical assistance to include such topics as: maintenance of computer system and software upgrades; information on availability of trainers for core and standardized workshops; information regarding the OCWTP; and ways to work with county agency staff to assist in addressing the training needs of agency staff.	Include cost for this deliverable in cost item GA/M above.
F.	F. Coordinate monthly State Steering Committee meetings for the OCWTP by performing the following activities: Schedule RTC Coordinator and State Steering Committee meetings. Secure location for the RTC Coordinator and State Steering Committee meetings and notify all participants of the time, date, and place of meetings. Staff all State Steering Committee meetings for the OCWTP. Take, prepare, and distribute meeting minutes for State Steering Committee meetings. Prior to	Monthly Meetings are currently held on the 2 nd Wed of each month but may be changed by a vote of the Steering Committee	Meeting agendas, Meeting minutes, Timeliness of agendas and minutes	The OCWTP uses the Steering Committee to maintain communication among the stakeholders and to address issues as they arise. The Steering Committee actively reviews all new products, proposed policy and work plans. We want to maintain and enhance the commitment of committee members by ensuring that their time is effectively used in committee and workgroup meetings.	Include cost for this deliverable in cost item GA/M above.

	dissemination of the finalized minutes to the State Steering Committee, ODJFS must have at least seven working days to review and approve the minutes. Develop agenda in collaboration with ODJFS, RTCs, and PCSAO for State Steering Committee meetings. Disseminate minutes (from previous month's meeting) to committee members at least ten (10) working days prior to the next scheduled meeting. Maintain an ongoing record of meetings, minutes, and agendas of the State Steering Committee.			The Steering Committee meets monthly in Columbus unless the committee selects an alternate location.	
G.	G. Maintain the OCWTP Policy Manual to record adopted policies.	Ongoing	Policy Manual review	The OCWTP wants to have clearly understood policies that are followed when decisions need to be made. It also wants stakeholders to be aware of the policy and procedures the program follows.	Include cost for this deliverable in cost item GA/M above.
H.	H. Maintain an ongoing record of all meetings, minutes, and agendas of all OCWTP subcommittees and workgroups.	Meeting record provided within 20 days of meeting and included in quarterly reports.	Timeliness and completeness of meeting records	To maintain a complete history of OCWTP activities.	Include cost for this deliverable in cost item GA/M above.
I.	I. Provide the required documentation to the State of Ohio Counselor Social Worker, and Marriage and Family	Monthly	Quarterly report Review of documentation	To ensure that OCWTP trainees have accurate and appropriate records for license renewal.	Include cost for this deliverable in cost item GA/M above.

	Therapist Board so trainees in the OCWTP can obtain approval for social work and counselor continuing education credit through that board.				
8. Data and Technology					
A.	A. Develop a minimum of three web-based training workshops with Steering Committee input on topics and content.	Complete one by 3/31/14 and two additional by 3/31/15		The OCWTP is looking to develop training in a web-based format for caseworkers and supervisors who need training updates or who cannot travel to a classroom-based workshop. Web-based training may also be the most appropriate way to get training that is needed immediately to respond to a particular assignment (e.g., Indian Child Welfare Act training). The three workshops selected may be new ones developed under this RFP or ones that already have standardized curricula.	This is a separate cost item #8.A
B.	B. Ensure that all certified trainers can effectively use workshop-specific required technology which may include PowerPoint, Classroom Performance System Go-to-Meeting, Webinars and any additional technology that may be available.	Ongoing	Monitoring of trainers	The OCWTP wants to use technology that will enhance the learning experience for workshop participants and reflect best practice in working with adult learners.	Include cost for this deliverable in cost item GA/M above
C.	C. Maintain the current	Ongoing	Review of	The current OCWTP	Include cost for

	statewide automated information system (E-Track) that captures trainer and trainee records, trainee registration, individual development plans and online learning opportunities for caseworkers, casework supervisors, foster and adoptive parents.		information in system	statewide automated information system is referred to as E-Track. Continue to enhance this system to provide greater learning opportunities for all child welfare professionals and foster and adoptive parents.	this deliverable in cost item GA/M above.
D.	D. Maintain the information in E-Track to produce management reports for program planning and evaluation, and to track program operations and services.	Ongoing	Review of reports and system information	<p>The OCWTP desires to have a database that can be used to: produce management reports at the agency, RTC, and state levels; monitor compliance with training requirements; and gather program statistics. The following information is currently maintained in E-Track:</p> <ul style="list-style-type: none"> ➤ Name and numbers of trainers ➤ Trainers' specific areas of training expertise ➤ Amount paid to trainers and check numbers ➤ Name of RTC conducting workshop ➤ Workshop title and number ➤ Name of trainer conducting workshop ➤ Dates workshop presented 	Include cost for this deliverable in cost item GA/M above.

				<ul style="list-style-type: none"> ➤ Number of hours for each workshop ➤ Evaluation score for each workshop ➤ Names of trainees ➤ County of employment and hire date of trainees ➤ Training attended by each trainee <p>Needs assessment date for each trainee</p>	
<p>E.</p>	<p>E. Provide a quarterly report to ODJFS electronically that details the operations of the program in the previous quarter.</p>	<p>Quarterly due by Oct. 15, Jan. 15, Apr. 15, and July 15 of each year of the contract</p>	<p>Completeness and timeliness of report</p>	<p>The quarterly report is one of the major communication tools with ODJFS to document completion of deliverables, program successes, and potential challenges. Quarterly reports are to be submitted electronically. The report will include the following for each portion of the program (e.g., core training, foster parent, adoption assessor) sections and information:</p> <ul style="list-style-type: none"> ➤ Technical Assistance Report, including the names of RTCs and county agencies to which assistance was provided 	

				<p>about implementation of completing individual training needs assessments for caseworkers and supervisors; names of RTCs receiving other types of consultation and technical assistance; identification of the areas where assistance was provided; name of staff persons providing the assistance; and outcome of technical assistance.</p> <p>A deliverables report including a summary of all deliverables completed; a progress report on deliverables started but not completed; and a list of contract issues that require additional information or a policy decision.</p> <p>Professional Development activities completed by staff of the vendor or subcontractor that keeps them current in the field. The report should include such information as the following for each portion of the</p>	
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				<p>program (e.g., core training, foster parent, adoption assessor, etc.):</p> <ul style="list-style-type: none"> ➤ Number of workshops/hours presented ➤ Number of participants ➤ New program initiatives ➤ Information on program effectiveness <p>This report should be formatted so that it is relevant to and addresses the needs of a variety of stakeholders, such as the OCWTP Steering Committee, OCWTP consumers, legislators, ODJFS administrators, agency directors, and Ohio taxpayers.</p>	
<p>F.</p>	<p>F. Develop and distribute an annual report for each calendar year to key stakeholders. Make the report available on the OCWTP website.</p>	<p>By March 31st of each year for the preceding calendar year</p>	<p>Quality and timeliness of the report</p>	<p>The report should include such information as the following for each portion of the program (e.g., core training, foster parent, adoption assessor, etc.):</p> <ul style="list-style-type: none"> ➤ Number of workshops/hours presented ➤ Number of participants 	<p>Include cost for this deliverable in cost item GA/M above.</p>

				<ul style="list-style-type: none"> ➤ New program initiatives ➤ Information on program effectiveness <p>This report should be formatted so that it is relevant to and addresses the needs of a variety of stakeholders, such as the OCWTP Steering Committee, OCWTP consumers, legislators, ODJFS administrators, agency directors, and Ohio taxpayers.</p>	
9. University Partnership Program					
A.	A. Coordinate with universities to ensure that the required child welfare courses are content-equivalent to the core training for new caseworkers.	Annually	Quarterly report	To ensure that graduates of the University Partnership program have received training that is equivalent to that received by new PCSA caseworkers.	Include cost for this deliverable in cost item GA/M above.
B.	B. Report UPP outcomes quarterly to ODJFS.	Quarterly	Quarterly report	To ensure the program is effectively operated in each university and to maintain records of program successes and challenges	Include cost for this deliverable in cost item GA/M above.
C.	C. Develop and implement evaluation methodology and tools to continue to improve the effectiveness of the UPP.	6/31/14	Completed evaluation	To have the information to continue to improve the university partnership program	This is a separate cost item #9.C
10. Evaluation					
A.	A. Develop and implement an evaluation plan for all activities	Initial plan submission by January	Timeliness and completeness	Continue to improve the OCWTP through evaluation of the	This is a separate cost item #10.A

	(caseworker core, supervisor core, adoption assessor, foster parent training, etc.) sponsored by the OCWTP that assesses application of knowledge and skills on the job and works to improve the effectiveness of the training program.	31, 2014	of plan	targeted populations served by the program and growth.	
2013-2015 Noncompetitive Activities					
These activities must be performed by the contractor. The contractor may charge no more than the amount allocated for each of the following deliverables.					
Category and number	Deliverable	Due	Measure	Desired Outcomes and General Requirements	Allocated Amount per FY
11. Training Activities					
A.	A. Pay trainers for all training activities except foster parent, adoption assessor, and adoptive parent training.	Monthly or within 20 days of receipt of payment from ODJFS	Payment disbursement records	Trainer payments follow the policy set by the Steering Committee. Funds allocated to this deliverable may be used for multiregional and statewide training events with the approval of the Steering Committee and ODJFS.	ODJFS will allocate an amount for this deliverable
B.	B. Pay trainers for adoption assessor and public sector adoptive parent training.	Monthly or within 20 days of receipt of payment from ODJFS	Payment disbursement records	Trainer payments follow the policy set by the Steering Committee. Funds allocated to this deliverable may be used for multiregional and statewide training events with the approval of the Steering Committee and ODJFS.	ODJFS will allocate an amount for this deliverable.

12. Special and Emerging Issues and Initiatives					
	As requested by ODJFS, collaborate, plan, develop, and implement program development/expansion activities necessary for the effective implementation of training workshops that may result from federal, state, or ODJFS initiatives.	To be negotiated as issues arise	To be negotiated as issues arise	Funds allocated to this deliverable may be used in the second year of the contract for multiregional or statewide activities or additional training days with prior approval of the Steering Committee and ODJFS.	\$50,000 This allocation is contingent on emerging needs.
13. Foster/ Adoptive Parent Training Activities					
	Pay trainers for public sector foster parent training.	Monthly or within 20 days of receipt of payment from ODJFS	Payment disbursement records	Trainer payments follow the policy set by the Steering Committee. Funds allocated to this deliverable may not be reprogrammed to other areas within the contract.	ODJFS will allocate an amount for this deliverable
14. Planning and Management of Statewide Training Events and Special Programs					
	Coordinate the planning and implementation of statewide training events and special programs as identified and requested by ODJFS.	Ongoing	Agendas, brochures, minutes, and evaluations from participants	Activities and items in this deliverable include, but are not be limited to, the following: <ul style="list-style-type: none"> ➤ Secure location for statewide training events and activities ➤ Develop and distribute brochures and registration materials for statewide events and activities ➤ Perform registration activities at statewide training events and activities 	\$86,000 This allocation is contingent on emerging needs.

				<ul style="list-style-type: none"> ➤ Pay presenters and other vendors required for the successful implementation of statewide events and activities ➤ Handle other program components as needed ➤ Pay fees for multi-regional training events based on the recommendation of the Steering Committee ➤ Purchase three-ring binders for handouts for Supervisor and Caseworker Core. RTC coordinators will provide the contractor with the number of binders needed. <p>Funds allocated for this deliverable may be used for additional training days with prior approval of the steering committee and ODJFS.</p>	
OHIO HUMAN SERVICE TRAINING SYSTEM (OHSTS)					
Category and Number	Deliverable	Due	Measure	Desired Outcome and General Requirements	Cost Specification
15. Administration and Management of the OHSTS					
A.	A. Administer, coordinate and manage the day-to-day operations of the Ohio Human Services Training	Ongoing	Quarterly reports and meetings between the vendor and	Development of a structured program for the OHSTS and adult protective services.	The cost for OHSTS deliverables is separate and apart from the

	System.		the contract manager.		OCWTP cost. Provide cost for this as 15.A
B.	B. Review and make revisions to the existing Adult Protective Services (APS) Core and specialized curricula.	5/31/2014	Quarterly reports and meetings between the vendor and the contract manager.	Development of a standardized curriculum for APS workers.	The cost for OHSTS deliverables is separate and apart from the OCWTP cost. Provide cost for this as 15.B
C.	C. Develop competencies for APS training that can be used in the creation of a needs assessment tool for APS workers.	2/17/2014	Quarterly reports to the contract manager.	Development of a standardized tool to assist in the assessment of APS workers	The cost for OHSTS deliverables is separate and apart from the OCWTP cost. Provide cost for this as 15.C
D.	D. Coordinate and convene an APS statewide steering committee. Committee would consist of APS program staff from ODJFS, county agency representative, Ohio Job and Family Services Directors' Association (OJFSDA) representative, Ohio Coalition of Adult Protective Services (OCAPS) and OHSTS regional coordinators.	Ongoing	Set time-table for meetings	Development of procedures for the OHSTS	General Administration and Management of the OHSTS
E.	E. Review of APS core and specialized curricula for social work continuing professional education credit.	Ongoing	State Training Coordinator staff to assist with continuing professional education credit	Maintain continued education credit for APS workers attending accredited training offered by the OHSTS	The cost for OHSTS deliverables is separate and apart from the OCWTP. Provide cost for this as 15.E
F.	F. Develop and implement a plan to recruit qualified trainers, coaches and facilitators (TCF) to conduct workshops offered by	Initial submission by 2/3/2014	List of trainers applicants	The OHSTS wants to maintain a pool of qualified motivated, culturally diverse trainers, coaches and facilitators with	The cost for OHSTS deliverables is separate and apart from the OCWTP cost.

	the OHSTS, including APS core and other sanctioned workshops.			appropriate adult protective services experience, who are available to do training throughout the state.	Provide cost for this as 15.F
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4.5 Selected Vendor Compensation Structure

The selected vendor will be paid upon submission of a proper invoice, submitted monthly for work successfully performed and/ or deliverables completed in the previous month, according to the rates offered in the Cost Proposal Form and as accepted by ODJFS in the executed contract.

SECTION V. PROPOSAL FORMAT AND SUBMISSION

5.1 Proposal Submission Information

ODJFS requires proposal submissions in both paper and electronic format. The proposal must be prepared and submitted in accordance with instructions found in this Section. The proposal submission must be comprised of:

- **Six** paper copies (**one signed original** and **five** copies) and one CD-ROM copy of the technical proposal;

It is the vendor's affirmative responsibility to ensure that all copies and all formats of the proposal are identical. Any pages or documents omitted from any or all copies can negatively affect the vendor's score and possibly result in the vendor's disqualification. In the event of any discrepancies or variations between copies, ODJFS is under no obligation to resolve the inconsistencies and may make its scoring and vendor selection decisions accordingly, including the decision to disqualify the vendor.

AND

- in a sealed, separate envelope, **three** paper copies (**one signed original** and **two** copies) and one CD-ROM copy of the Cost Proposal.

The vendors' total proposal submissions (both the technical and cost proposals in all required copies) must be received by ODJFS complete no later than **1:00 p.m. on April 29, 2013**. Faxes or e-mailed submissions will not be accepted. **Proposals must be addressed to:**

**Office of Contracts and Acquisitions
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, Ohio 43215-3414**

ATTN: RFP/RLB Unit

The entire vendor technical proposal should be converted into **one single secure .pdf document**, if possible, saved to the technical proposal CD-ROM submitted to ODJFS. (If the proposal's size necessitates more than a single .pdf document to contain the entire technical proposal, the fewest possible .pdf documents are to be used for the CD-ROM copy.)

Along with the technical proposal, the vendor must submit the cost proposal in a separate, sealed envelope/package labeled: **"NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR OCWTP SERVICES, RFP: JFSR1415068058 SUBMITTED BY [VENDOR'S NAME HERE]."**

Both CD-ROMs must be labeled with the vendor's name, the RFP number, and the proposal submission date or proposal due-date, at minimum. The requested CD-ROMs may be used in the formal ODJFS proposal review process, and will be used by ODJFS for archiving purposes and for fulfillment of Public Records Requests; failure to include or to properly label them may, at ODJFS discretion, result in the rejection of the vendor from any consideration.

All proposal submissions must be received, complete, at the above address, via mail, delivery service, or hand delivery by the above date and time. Materials received separately from a vendor's proposal submission (*e.g.*, letters of recommendation from past customers) will not be added to the proposal nor considered in the review and scoring process. Materials received after the date and time as stated above will not be added to any previously received submissions, nor will they be considered.

OCA will accept proposals at any time during normal ODJFS business hours prior to the posted submission deadline (date and time). For hand delivery on the due-date, vendors must allow sufficient time for traffic incidents, downtown parking considerations, and for security procedures in the lobby of the Rhodes State Office Tower (address as stated above) and on the 31st Floor. All proposals must be received **no later than the specified deadline, both date and time**, by the Office of Contracts and Acquisitions (OCA), on the 31st Floor of the Rhodes Tower. ODJFS is not responsible for proposals incorrectly addressed or for proposals delivered to any ODJFS location other than the address specified above. No confirmation of mailed proposals can be provided.

Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between ODJFS and the vendor selected.

5.2 Format for Organization of the Proposal

In developing their proposals, vendors must fully and appropriately plan and cost out their proposed projects (cost information must be restricted to the cost proposal only), including all necessary preparatory and intervening steps, regardless of whether those steps are delineated in this RFP. The vendor's technical proposal must contain the following components, at minimum. It is mandatory that vendor proposals be organized in the following order and that wherever appropriate, sections/portions

of the vendor proposal make reference by section number/letter to those RFP requirements to which they correspond.

The Technical Proposal Score Sheet is provided as Attachment C of this RFP. **Vendors are strongly encouraged to use the Score Sheet to check their proposals for quality, compliance, and completeness prior to submission.**

A. Proposal Organization

The vendor's technical proposal must contain the following components, organized in primary tabs and divided into sub-tabs, as described below. Any other information thought to be relevant, but not applicable to a specific RFP section number/letter may be provided as an appendix to the proposal and so marked as an additional tab. ODJFS reserves the right not to review submitted appendices which includes information or materials not required in the RFP. All pages beyond Tab 1 shall be sequentially numbered.

Vendors must organize their technical proposals in the following order:

Tab 1 Required Vendor Information and Certifications Document

Attachment A, Section I. --In this section, the vendor is required to provide required information and certifications of eligibility for state contract awards, as described in Attachment A, Section I. to this RFP, entitled "Required Vendor Information and Certifications." Vendors may, at their discretion, either print Attachment A, Section I., complete and sign it, and return it as the content of their proposal Tab 1; or they may provide all the required information and certifications (each fully re-stated from Attachment A) on their own letterhead, properly signed, and include that replication in their proposal Tab 1. Vendors who fail to provide all information and certifications as described in Attachment A, Section I. in their proposal Tab 1 risk disqualification.

Attachment A, Section II. -- Standard Affirmation and Disclosure Form Banning the Expenditure of Public Funds on Offshore Services. This form must be completed and signed by every vendor or applicant seeking to do business with the Ohio Department of Job and Family Services. This must be submitted as part of the response to any request for proposals, invitation to bid, request for grant applications, informal quotations, or other such competitive process. **Failure by any vendor to complete, sign, and return the Standard Affirmation and Disclosure Form with its proposal will result in rejection of the proposal as being non-responsive and disqualified from further consideration.**

The signed originals of the above referenced forms (RFP Attachment A, Sections I. and II.) are to be provided in the vendor's original proposal; photocopies of the completed and signed forms must also be provided with each of the required copies.

In the event that the vendor proposes the use of any subcontractor(s), information on the subcontractor(s) and letters of commitment as required by Section 8.8, Minority Business Enterprise or 8.9, Subcontractor Identification and Participation Information should also be provided in Tab 1.

In order to be acknowledged as a vendor with an Ohio presence (as described in RFP Section 8.23, Ohio Presence Consideration) for additional scoring consideration, the vendor must demonstrate in this Tab1 section of its proposal either that it currently has a physical presence in Ohio or has concrete plans for establishing a physical presence. Information to be presented includes the actual or proposed location of the vendor's presence, a description of the work to be performed at that location, and the number of its personnel to operate from the Ohio location. If the Ohio location is planned but not yet operational, an estimated implementation schedule should be provided.

Tab 2 Vendor Experience and Qualifications

Sub-Tab 2a. Mandatory Vendor Qualifications (Section 3.1, A through F)

The vendor must include information to demonstrate how the vendor meets the mandatory qualifications as described in Section 3.1, of this RFP.

Sub-Tab 2b. Organizational Experience and Capabilities (Section 3.2, A through C)

In this section, the vendor is to include their response to the organization experience and capabilities requirements (including any subcontractors) as described in Section 3.2, of this RFP.

Sub-Tab 2c. Staff Experience and Capabilities (Section 3.3, A through C)

In this section, the vendor is to include their response to the staff experience and capabilities requirements (including any subcontractors) as described in Section 3.3, of this RFP.

Tab 3 Administrative Structures (Section 4.3, A through C)

Sub-Tab 3a. Item A

Sub-Tab 3b. Item B

Sub-Tab 3c. Item C

This section should describe in detail (in the order as outlined) the vendor's administrative structures as specified in Section 4.3, Administrative Structures of this RFP. Item A, the vendor's proposed approach to the work and work plan is a critical component of the proposal. It must convey to ODJFS the message that the vendor has a thorough understanding of the work and has a definite plan for putting into action the steps, methods, techniques, procedures, and protocols, necessary for the successful operation of the OCWTP and all its related activities. The proposed work plan must

include all aspects of the work and an overview of how the deliverables will be accomplished.

Tab 4 Specifications of Deliverables (Section 4.4, Deliverables 1 through 15)

- Sub-Tab 4a.** Deliverable 1
- Sub-Tab 4b.** Deliverable 2
- Sub-Tab 4c.** Deliverable 3 (etc.)

Expanding upon the vendor's proposed work plan that would be presented in Tab 3 of the proposal, this section should describe the Deliverables section in further detail how the vendor proposes to successfully achieve each of the categories of deliverables specified in Section 4.4, Specifications of Deliverables, of this RFP. Vendors should place their responses for each deliverable category identified in Section 4.4 (e.g., 1. Administration and Management, 2. Planning. See Attachment C Technical Proposal Score Sheet) behind separate sub-tabs as described above.

Tab 5 (Optional - as needed) Vendor Attachments or Appendices *(for example, required or optional excerpts/samples of work products described in RFP Section III may be presented here.)*

B. Cost Proposal

Three (one signed original and two copies) copies of the Cost Proposal must be submitted in a separate, sealed envelope, and labeled: **“NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR OCWTP SERVICES, RFP: JFSR1213118058 SUBMITTED BY [VENDOR’S NAME HERE].”**

This envelope/package must also contain the labeled cost proposal CD-ROM. The Proposal must include a statement that the prices quoted are firm.

Vendors are to complete the Cost Proposal Form, provided as Attachment D to this RFP according to instructions, sign it, and submit it fully completed as the separate sealed cost proposal. Vendors are to use their professional comprehension of the effort required to perform the services listed in Section 4.4, Specifications of Deliverables and to offer to ODJFS its all-inclusive prices for each specified deliverable (certain deliverables are not to be assigned a price by vendors). The prices offered in the vendor's cost proposal will be in effect throughout the contract period.

Vendors are to use the format in Attachment D, Cost Proposal Form, to submit their cost proposal for the duration of the contract period. At the vendor's discretion, additional documentation may also be included with the completed Attachment D as explanatory information, but when making the vendor selections and when executing the contract, ODJFS will consider only the dollar amount displayed on the Cost Proposal Form.

In calculating their total proposed cost, vendors must consider cost resulting from each deliverable listed in Section 4.4 of this RFP, as well as all program costs, primary and incidental, necessary to complete all program activities (whether explicitly identified by ODJFS in this RFP or not).

C. IMPORTANT –DISQUALIFIERS FOR PROPOSAL ERRORS:

- Any vendor's technical proposal found to contain any prohibited cost information shall be disqualified from consideration. Prohibited cost information is defined as any dollar amounts which might be deemed to be indicative of the relative cost or economy of the proposed project. Information on the assets, value, or historical business volume of the vendor is NOT considered to be such prohibited cost information, and MAY be included in any vendor's technical proposal as information on business capacity and stability. All prohibited cost information must be submitted with the separate, sealed cost proposal. The technical proposal is defined as any part of the vendor's proposal (either as required by ODJFS or sent at vendor's discretion), such as work plan, resumes, letters of recommendation, letters of cooperation from any subcontractors, etc., which is not specifically identified by ODJFS as a required component of the separate, sealed cost proposal. Should a vendor determine to include in the technical proposal any documents which contain such cost information, the cost information in those documents must be made unreadable by the vendor before submission of the proposal to ODJFS. Failure to follow these instructions will result in disqualification.
- Any trade secret, proprietary, or confidential information (as defined in Section 8.5 of this RFP/RLB) found anywhere in a vendor's proposal shall result in immediate disqualification of that vendor's proposal.
- Any sensitive personal information on vendor *or* subcontract staff (social security numbers, personal phone numbers and addresses, etc.) must be omitted from vendor proposals, or rendered fully unreadable, or ODJFS may at its option disqualify the vendor from any consideration.

SECTION VI. CRITERIA FOR PROPOSAL EVALUATION AND SELECTION

6.1 Scoring of Proposals

ODJFS will contract with a vendor that best demonstrates the ability to meet requirements as specified in this RFP. Vendors submitting a response will be evaluated based on the capacity, capability, and experience demonstrated in their technical and cost proposal. All qualifying proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from ODJFS, Office of Families and Children and/or their designees. Vendors should not assume that the review team members are

familiar with any current or past work activities with ODJFS. Proposals containing assumptions, insufficient detail, poor organization, lack of proofreading and unnecessary use of self-promotional claims will be evaluated accordingly. PRT members will be required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the proposal review and contractor selection process.

Selection of the vendor will be based upon the criteria described in this RFP. The PRT reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The review team may waive minor defects that are not material when the intent is not unreasonably obscured. In scoring the proposals, ODJFS will score in three phases:

A. Phase I. Review—Initial Qualifying Criteria:

In order to be fully reviewed and scored, proposals submitted must pass Phase I. Review as required in the technical proposal Score Sheet. **Any “no” for the listed Phase I. criteria will eliminate a proposal from further consideration. Please refer to Attachment C, Technical Proposal Score Sheet for a complete listing of initial disqualifiers.**

B. Phase II. Review—Criteria for Scoring the Technical Proposal:

The PRT will then score those qualifying technical proposals not eliminated in the Phase I. Review by assessing how well the vendor meets the requirements as specified in the RFP. Using the score sheet for Phase II. scoring (see Attachment C of this RFP for specific evaluation criteria), the PRT will read, review, discuss and reach consensus on the final technical score for each qualifying technical proposal.

Any proposal which does not meet the minimum required technical proposal score as defined in Attachment C will be disqualified from any further consideration and its cost proposal will neither be opened nor considered. **Please refer to Attachment C, Technical Proposal Score Sheet for maximum and minimum allowable scoring thresholds and definitions of scoring values.**

IMPORTANT: Before submitting a proposal to ODJFS in response to this RFP, vendors are strongly encouraged to use the Technical Proposal Score Sheet (Attachment C) to review their proposals for completeness, compliance and quality.

After establishing which vendor proposals are technically qualified to advance to Phase III. for consideration of their corresponding cost proposals, vendors will receive additional consideration for demonstrating that they are a current Ohio-certified MBE or EDGE vendor or will subcontract activities valued at a minimum of 15% of the contract value to a current Ohio-certified MBE or EDGE vendor, as specified in the Technical Proposal Score Sheet. Technically qualified vendors with current certification as an MBE or EDGE vendor, or with an MBE or EDGE subcontractor, will receive additional points as specified on the Technical Proposal Score Sheet. These points will be added to such vendors' technical

scores earned according to the Phase II. review as, described above, to achieve final technical scores used for those vendors in Phase III., described below.

C. Phase III. Review—Criteria for Considering the Cost Proposal

The cost proposal will be reviewed by ODJFS. The grand total of each technically qualified vendor's cost proposal (for all years of the contract and all possible renewal) is divided by that vendor's final technical proposal score. This compares the cost with the quality of the technical proposal which will provide an average cost-per-quality point earned on the technical proposal. The vendor offering the cost-per-quality-point most advantageous to ODJFS will be recommended for contract award.

ODJFS may, at its sole discretion, negotiate with all technically qualifying vendors for a revised cost proposal. Vendors may then submit one last and best offer, or may request that ODJFS view its original cost proposal as its last and best offer, or may formally withdraw from further consideration, and shall formally indicate its choice according to directions provided by ODJFS at that time. Upon receipt of all last and best offers, ODJFS will then consider those vendors' revised cost proposals which are within the budget according to the process described in this section above, and in the Technical Proposal Score Sheet, Attachment C, for vendor selection purposes.

6.2 Review Process Caveats

ODJFS may, at its sole discretion, waive minor errors or omissions in vendors' technical and/or cost proposals or related forms when those errors do not unreasonably obscure the meaning of the content.

ODJFS reserves the right to request clarifications from vendors to any information in their Technical and/or Cost proposals or related forms, and may request such clarification as it deems necessary at any point in the proposal review process. Any such requests for proposal clarification when initiated by ODJFS, and vendors' verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 2.3 of this RFP. Such communications are expressly permitted when initiated by ODJFS, but are at the sole discretion of ODJFS.

Should ODJFS determine a need for interviewing vendors prior to making a final selection, responses to interview questions shall be scored in a manner similar to the process described in Section 6.1, Scoring of Proposals, above. Such scored results may be either added to those vendors' proposal scores, or will replace certain criteria scores, at the discretion of ODJFS. The standards for scoring the interviews and the method used for considering the results of the interviews shall be applied consistently for all vendors participating in the interview process for that RFP.

ODJFS reserves the right to negotiate with vendors for adjustments to their proposals should ODJFS determine, for any reason, to adjust the scope of the project for which this RFP is released. Such communications are not violations of any communications prohibition, and are expressly permitted when initiated by ODJFS, but are at the sole discretion of ODJFS.

Any vendor deemed not responsible, or any submitting a proposal deemed not to be responsive to the terms of this RFP, shall not be awarded the contract.

6.3 Final Vendor Recommendation

The PRT will recommend to the ODJFS Director (or the Director's designee) the technically qualified vendor offering the proposal most advantageous to ODJFS, as determined by the processes and requirements established in this RFP.

6.4 Tie Breaker

In the event that two or more of the proposals have a score which is tied after final calculation of both the technical proposal and the cost proposals, the proposal with the higher score in the technical proposal will prevail.

SECTION VII. PROTEST PROCEDURE

7.1 Protests

Any vendor 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. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
 1. The name, address, and telephone number of the protestor;
 2. The name and number of the RFP being protested;
 3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 4. A request for a ruling by ODJFS;
 5. A statement as to the form of relief requested from ODJFS; and
 6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely protest shall be considered by ODJFS, if it is received by the ODJFS Office of Contracts and Acquisitions, within the following periods:
 1. A protest based on alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be

- apparent prior to the closing date for receipt of proposals shall be filed no later than 1:00 p.m. the closing date for receipt of proposals, as specified in Section 2.1, Anticipated Procurement Timetable, of this RFP.
2. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 p.m. of the eighth (8th) business day after the issuance of formal letters sent to all responding vendors regarding the State's intent to make the award. The date on these ODJFS letters to responding vendors is the date used to determine if a protest regarding the intent to award is submitted by the end of the protest period.
- C. An untimely protest may be considered by ODJFS if ODJFS determines that the protest raises issues significant to the Department's procurement system. An untimely protest is one received by ODJFS' Office of Contracts and Acquisitions after the time periods set forth in Item B. of this section.
 - D. All protests must be filed at the following location:
 - Deputy Director
 - ODJFS Office of Contracts and Acquisitions
 - 30 East Broad Street, 31st Floor
 - Columbus, Ohio 43215
 - E. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODJFS determines that a delay will severely disadvantage the Department. The vendor(s) who would have been awarded the contract shall be notified of the receipt of the protest.
 - F. The ODJFS Office of Contracts and Acquisitions shall issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

7.2 Caveats

ODJFS is under no obligation to issue a contract as a result of this or any solicitation if, in the opinion of ODJFS and the proposal review team, none of the proposals are responsive to the objectives and needs of the Department. ODJFS reserves the right to not select any vendor should ODJFS decide not to proceed. Changes in this RFP of a material nature will be provided via the agency website. All vendors are responsible for obtaining any such changes without further notice by ODJFS.

SECTION VIII. CONDITIONS AND OTHER REQUIREMENTS

Through this section of the RFP, ODJFS notifies vendors seeking award of a contract of certain conditions and requirements which may affect their eligibility or willingness to participate in any procurement (RFP, RLB, etc.) process; or their eligibility to be awarded a contract; and of requirements that would be in effect should they be awarded a contract.

8.1 State Contracts

Proposals must list any current contracts the vendor has with State of Ohio agencies. The list must indicate the purpose of the contract, the amount of the contract, the time period covered by the contract, and the percentage of the project completed. Vendors must complete a copy of the Required Vendor Information and Certifications Document (provided as Attachment A) to report this information and include the completed document in the vendor's proposal as specified in Section 5.2, A. of this RFP.

8.2 Interview

Vendors submitting proposals may be required to participate in an in-depth interview as part of the evaluation process. The interview, if necessary, may include participants from ODJFS and/or other state or county agency staff or other representatives it may appoint, as appropriate. ODJFS reserves the right to select from responding vendors for interviews and may not interview all vendors submitting proposals. The vendor shall bear all costs of any scheduled interview.

8.3 Start Work Date

The selected vendor must be able to begin work no later than seven (7) working days after the time funds are encumbered and approved by the Office of Budget and Management. The selected vendor will be notified by the ODJFS project manager when work may begin. **Any work begun by the vendor prior to this notification will NOT be reimbursable by ODJFS.**

8.4 Proposal Costs

Costs incurred in the preparation of this proposal are to be borne by the vendor, and ODJFS will not contribute in any way to the costs of the preparation. Any costs associated with interviews will be borne by the vendor and will not be ODJFS' responsibility (see Section 8.2, above).

8.5 Trade Secrets Prohibition; Public Information Disclaimer

Vendors are prohibited from including any trade secret information as defined in Ohio Revised Code (ORC) 1333.61 in their proposals in response to any ODJFS RFP, Requests for Letterhead Bids (RLB) or other procurement efforts. ODJFS shall consider all proposals or similar responses voluntarily submitted to any ODJFS procurement document to be free of trade secrets, and such proposals if opened by ODJFS may, in their entirety, be made a part of the public record.

All proposals and any other documents submitted to ODJFS in response to any RFP, RLB, etc., shall become the property of ODJFS. This RFP and, after the selection of a vendor for award (or other finalization of the procurement effort, such as cancellation), any proposals received in response to an RFP/RLB and opened, reviewed and considered by ODJFS are deemed to be public records pursuant to ORC 149.43. For purposes of this section, the term "proposal" shall mean both the technical proposal (or application or other response documentation) and the cost proposal, if opened, submitted by the selected vendor/applicant, and any attachments, addenda, appendices, or sample products.

Any proposals submitted in response to any ODJFS RFP, RLB, etc. which make claims of trade secret information shall be disqualified from consideration immediately upon the discovery of such unallowable claim.

8.6 Contractual Requirements

- A. Any contract resulting from the issuance of this RFP is subject to the terms and conditions as provided in the model contract, which is included as Attachment B of this RFP;
- B. Many of the terms and conditions contained in the model contract (See Attachment B) are required by state and federal law; however, the vendor may propose changes to the model contract by annotating the model, and returning it with the vendor's proposal submission. Any changes are subject to ODJFS review and approval;
- C. Payments for any and all services provided pursuant to the contract are contingent upon the availability of state and federal funds;
- D. All aspects of the contract apply equally to work performed by any and all subcontractors;
- E. The contractor, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFP. The contractor, and any subcontractor(s), agrees to be bound by the same standards of confidentiality that apply to the employees of ODJFS and the State of Ohio. Any violation of confidentiality will result in an immediate termination of the contract, and may result in legal action;
- F. As a condition of receiving a contract from ODJFS, the contractor, and any subcontractor(s), shall certify compliance with any court order for the withholding of child support which is issued pursuant to Sections 3119, 3121, 3123 and 3125 of the ORC. The contractor, and any subcontractor(s), must also agree to cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring that the contractor or employees of the contractor meet child support obligations established under state law;
- G. By signing a contract with ODJFS, a vendor agrees that all necessary insurance is in effect; and
- H. The selected contractor shall be required to comply with prevailing wage standards, as established in ORC 4115.03 to 4115.16.

8.7 Travel Reimbursement

Travel should be folded into the overhead, per diem, or the hourly rates which are built into the cost of the deliverables. Travel is not to be listed separately unless otherwise specified in Section 5.2, B., Cost Proposal, of this RFP.

8.8 Minority Business Enterprise

ODJFS is required by Section 125.081(B) and 123.151 of the ORC to award fifteen percent (15%) of its total procurements to vendors certified as Minority Business Enterprises (MBE). Ohio certified MBE is defined in ORC Section 122.71. If the proposal is not submitted by a certified MBE, the vendor is strongly encouraged to subcontract a minimum of fifteen percent (15%) of the total contract price to an Ohio certified MBE.

The proposal must clearly indicate the name of the proposed Ohio MBE vendor and the exact nature of the work to be performed under the proposed subcontract. The proposal must include a letter from the proposed MBE, signed by a person authorized to legally bind the subcontractor, indicating the following:

- A. The subcontractor's legal status, federal tax ID number, and principle business address;
- B. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
- C. A complete description of the work the subcontractor will do;
- D. A commitment to do the work, if the vendor is selected;
- E. A statement that the subcontractor has and understands the RFP, the nature of the work, and the requirements of the RFP; and
- F. A copy of the Ohio MBE certificate.

There may be no dollar amounts of any kind included with the MBE information; inclusion of dollar amounts will result in the disqualification of the primary vendor's entire proposal.

A listing of Ohio certified MBEs can be accessed through the Ohio Department of Administrative Services (DAS) Web Site at: <http://das.ohio.gov/Eod/MBESearch/index.asp> .

8.9 Subcontractor Identification and Participation Information

Any vendors proposing to use a subcontractor for any part of the work described in this RFP must clearly identify the subcontractor(s) and their tasks in their proposals. The proposal must include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

- A. The subcontractor's legal status, federal tax ID number, and principle business address;
- B. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
- C. A complete description of the work the subcontractor will do;

- D. A commitment to do the work, if the vendor is selected; and,
- E. A statement that the subcontractor has read and understands the RFP, the nature of the work, and the requirements of the RFP.

There may be no dollar amounts of any kind included with sub-contractor information; inclusion of dollar amounts will result in the disqualification of the primary vendor's entire proposal.

8.10 Public Release of Evaluations and/or Reports

Public release of any evaluation or monitoring reports funded under this agreement will be made only by ODJFS. Prior to public release of such reports, ODJFS must have at least a 30-day period for review and comment.

8.11 Confidentiality

All contracts will require that the contractor maintain the confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

8.12 Key Personnel

ODJFS will require a clause in the resulting contract regarding key personnel in that any person identified as critical to the success of the project may not be removed without reasonable notice to ODJFS, and replacements will not be made without ODJFS approval.

8.13 Ethical and Conflict of Interest Requirements

- A. No contractor or individual, company or organization seeking a contract shall promise or give to any ODJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties;
- B. No contractor or individual, company or organization seeking a contract shall solicit any ODJFS employee to violate any of the conduct requirements for employees;
- C. Any contractor acting on behalf of ODJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any contractor or potential contractor who violates the requirements and prohibitions defined here or of Section 102.04 of the ORC is subject to termination of the contract or refusal by ODJFS to enter into a contract; and
- D. ODJFS employees and contractors who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the ORC may be prosecuted for criminal violations.

8.14 Health Insurance Portability and Accessibility Act (HIPAA) Requirements

As a condition of receiving a contract from ODJFS, the contractor, and any subcontractor(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and the implementing regulations found at 45 C.F.R. Section 164.502 (e) and Sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the contractor from or on behalf of ODJFS that meets the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health and Human Services, specifically 45 CFR 164.501 and any amendments thereto. The selected vendor can reasonably anticipate HIPAA language in the contract that results from this RFP.

In the event of a material breach of contractor obligations under this section, ODJFS may at its option terminate the contract according to provisions within the contract for termination.

8.15 Waiver of Minor Proposal Errors

ODJFS may, at its sole discretion, waive minor errors or omissions in vendors' technical and/or cost proposals or forms when those errors do not unreasonably obscure the meaning of the content.

8.16 Proposal Clarifications

ODJFS reserves the right to request clarifications from vendors of any information in their technical and/or cost proposals or forms, and may request such clarification as it deems necessary at any point in the proposal review process.

8.17 Contractual Requirements and Prevailing Wage Requirements

Any contract resulting from the issuance of this solicitation is subject to the terms and conditions as provided in the model contract, which is provided as Attachment B to this RFP. Potential vendors are strongly encouraged to read the model contract and to be fully aware of ODJFS' contractual requirements. Additionally, the selected contractor will be required to comply with prevailing wage standards, as established in ORC 4115.03-4115.16.

8.18 Unresolved Findings for Recovery (ORC 9.24)

ORC Section 9.24 prohibits ODJFS from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, the vendor warrants that it is not now, and will not become, subject to an "unresolved" finding for recovery under ORC 9.24 prior to the award of any contract arising out of this RFP, without notifying ODJFS of such finding. ODJFS will review the Auditor of State's website prior to completion of evaluations of proposals submitted pursuant to this RFP. ODJFS will not evaluate a proposal from any vendor whose name, or the name of any of the subcontractors proposed by the vendor, appears on the website of the Auditor of the State of Ohio as having an "unresolved" finding for recovery.

8.19 Mandatory Contract Performance Disclosure

Each proposal must disclose whether the vendor's performance, or the performance of any of the proposed subcontractor(s), under contracts for the provision of services that are the same or similar to those to be provided for the project which is the subject of this RFP has resulted in any "formal claims" for breach of those contracts. For purposes of this disclosure, "formal claims" means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. If any such claims are disclosed, vendor shall fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration or mediation regarding those claims, including terms of any settlement. While disclosure of any formal claims in response to this section will not automatically disqualify a vendor from consideration, at the sole discretion of ODJFS, such claims and a review of the background details may result in a rejection of the vendor's proposal. ODJFS will make this decision based on its determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the vendor's performance of the work, and the best interests of ODJFS.

8.20 Mandatory Disclosures of Governmental Investigations

Each proposal must indicate whether the vendor and any of the proposed subcontractor(s) have been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to vendor's performance of services similar to those described in this RFP. If any such instances are disclosed, vendor must fully explain, in detail, the nature of the governmental action, the allegations that led to the governmental action, and the results of the governmental action including any legal action that was taken against vendor by the governmental agency. While disclosure of any governmental action in response to this section will not automatically disqualify a vendor from consideration, such governmental action and a review of the background details may result in a rejection of the vendor's proposal at the sole discretion of ODJFS. The decision by ODJFS on this issue will be based on a determination of the seriousness of the matter, the matter's potential impact on the vendor's performance of the work, and the best interests of ODJFS.

8.21 Mandatory Disclosures of Work Location

Proposals must explicitly state the location(s) (city, county, state) where work described in this RFP would be performed, whether by the vendor or by any subcontractors.

8.22 Vendor Selection Restriction

Any vendor deemed not responsible, or submitting a proposal deemed not to be responsive to the terms of this RFP, shall not be awarded the resulting contract.

8.23 Ohio Presence Consideration

Vendors that can demonstrate in their proposals that they either currently have a physical presence in Ohio or have concrete plans for establishing a physical presence will be given additional scoring consideration. In order to be acknowledged as a vendor with an Ohio presence, vendors must comply with instructions provided in this RFP, Section 5.2, Format for Organization of the Proposal, and provide information on the nature of the work and the number and type of vendor personnel at the Ohio location. Details of how an Ohio presence will be considered in the proposal scoring process are provided in Section 6.1, Scoring of Proposals.

8.24 Prohibition Against Services Performed Outside the United States

All vendors seeking an award of an ODJFS contract must attest that no funds provided by ODJFS would be used to purchase services provided outside the United States or to contract with a subcontractor who will use the funds to purchase services provided outside the United States. This required attestation is identified as the "Location of Business Form" included in the "Required Vendor Information and Certifications Documents," provided as Attachment A, Section II., to this RFP. The entire form must be printed, completed, and signed by the interested vendor's authorized representative, and returned to ODJFS as a component of the vendor technical proposal. **Failure to properly complete Attachment A will result in the disqualification of the vendor's proposal from consideration.**

8.25 Proposal Submissions as Public Record

Vendors will be required to attest in Attachment A, Section I., Item #15 that no information included in their proposal submission is confidential and/or a trade secret (as defined in Sections 3.3, 5.2, C., and 8.5 of the RFP or where found in an RLB document) and may be posted in its entirety on the Internet for public viewing, or otherwise publicly released. Following submission to ODJFS, all proposals submitted may become part of the public record. ODJFS reserves the right to disqualify any vendor whose proposal is found to contain such prohibited information. The vendor affirms that it shall be solely responsible for any and all information disclosed in the proposal submission and any or all information released by ODJFS in any public records requests.

SECTION IX. ATTACHMENTS AND THEIR USES

- A. Required Vendor Information and Certifications (*To be completed & included in proposal packet as specified in Sec. 5.2, B.*)**
- B. ODJFS Model Contract (*For vendor reference purposes*)**
- C. Technical Proposal Score Sheet (*For vendor self-evaluation purposes...do not submit*)**
- D. Cost Proposal Form (*To be completed & included in cost proposal packet as specified in Sec. 5.2, C.*)**

Thank you for your interest in this project.

Attachment A

**Attachment A consists of 2 distinct and different sections.
All sections must be completed and included in Tab 1 of
the proposal.**

Section I – Required Vendor Information

Section II - Location of Business Form

Attachment A

REQUIRED VENDOR INFORMATION and CERTIFICATIONS

Purpose: ODJFS requires the following information on vendors who submit proposals or bids in response to any ODJFS Requests for Proposals (RFPs) or Requests for Letterhead Bids (RLBs), in order to facilitate the development of the contract (or finalization of a purchase) with the selected vendor. ODJFS reserves the right to reject your proposal if you fail to provide this information fully, accurately, and by the deadline set by ODJFS. Further, some of this information (as identified below) **must** be provided in order for ODJFS to accept and consider your proposal\bid. **Failure to provide such required information will result in your proposal’s immediate disqualification.**

Instructions: Provide the following information regarding the vendor submitting the proposal or bid. Vendors may either print this attachment, complete and sign it, or may provide the required information and certifications (each fully re-stated from this attachment) on their letterhead as the opening pages of their proposals. It is mandatory that the information provided is certified with an original signature (in blue ink, please) from a person with authority to represent the vendor. Vendors are to provide the completed and signed information and certifications as the cover pages of their original proposal submitted to ODJFS.

IMPORTANT: If the RFP\RLB specified a maximum page limit for vendor proposals\ bids, the attachment of any required certifications, other documents, or additional pages needed to fully provide the information requested here will NOT be counted against that page limit.

Vendors must provide all information

1. ODJFS RFP/RLB #:	2. Proposal Due Date:
3. Vendor Name: (legal name of the vendor – person or organization – to whom contract\purchase payments would be made)	
3a. Vendor’s Ohio Administrative Knowledge System (OAKS) ID#: [Vendors may apply for an OAKS vendor ID# at: http://ohiosharedservices.ohio.gov/Vendors.aspx . The necessary forms to be completed and remitted to Ohio Shared Services are the Vendor Information Form (OBM-5657) and the IRS Form W-9. Completion and/or submission of these forms to Ohio Shared Services <u>does not</u> assume a vendor/applicant award of any ODJFS contract/grant.]	
4. Vendor Corporate Address:	5. Vendor Remittance Address: (or “same” if same as Item # 5)
6. Print or type information on the vendor representative/contact person <u>authorized to answer questions on the proposal\bid</u>: Vendor Representative NAME and TITLE: Address: _____ E-Mail Address: _____ Phone #: _____ Fax #: _____	
7. Print or type the name of the vendor representative <u>authorized to address contractual issues, including the authority to execute a contract on behalf of the vendor, and to whom legal notices regarding contract termination or breach, should be sent</u> (if not the same individual as in #7, provide the following information on each such representative and specify their function): Vendor Representative NAME and TITLE: Address: _____ E-Mail Address: _____ Phone #: _____ Fax #: _____	

8. Is this vendor an Ohio certified MBE? Yes No If yes, attach a copy of current certification to proposal\bid. (If ODJFS has specified the RFP\RLB\purchase document as an opportunity open exclusively to Ohio Certified MBEs, then failure to attach a copy of current certification WILL RESULT IN DISQUALIFICATION.)

9. Mandatory Vendor Certifications:

ODJFS may not enter into contracts with/make purchases from any vendors who have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Vendors responding to any ODJFS RFP\RLB or other purchase opportunity MUST certify that they are NOT INELIGIBLE by signing each of the three statements below. Failure to provide proper affirming signature on any of these statements will result in the disqualification of your proposal\bid.

I _____ (signature of representative shown in Item # 7, above) hereby certify and affirm that _____ (name of the vendor shown in Item # 3, above), has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.

AND

I _____ (signature of representative shown in Item #7, above) hereby certify and affirm that _____ (name of the vendor shown in Item # 3, above), is not on the list established by the Ohio Secretary of State, pursuant to ORC Section 121.23, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.

AND

I _____ (signature of representative shown in Item #7, above) hereby certify and affirm that _____ (name of the vendor shown in Item # 3, above), either is not subject to a finding of recovery under ORC Section 9.24, or has taken appropriate remedial steps required under that statute, or otherwise qualifies under that section to enter into contracts with the State of Ohio.

10. Equal Employment Opportunity Information on the Vendor and any Subcontractor(s)

A. Provide vendor employee data both nationwide (including Ohio staff), and Ohio office employees separately:

Nationwide: Ohio Offices:

Total Number of Employees: _____

% of those who are Women: _____

% of those who are Minorities: _____

B. If you are the selected vendor, will you subcontract any part of the work?

NO -or- YES, but for less than 50% of the work -or- YES, for 50% or more of the work

If yes, provide the following information on each subcontractor (additional pages may be added as needed):

Subcontractor Name: _____

Address: _____

Work To Be _____

Performed: _____

(a brief description) _____

Subcontractor's Estimated Percentage of Total Project (in % of work, not % of dollars): _____

If 50% or more of the work will be subcontracted, then ALSO provide the following information on ALL proposed subcontractors:

Nationwide: Ohio Offices:

Total Number of Employees: _____

% of those who are Women: _____

% of those who are Minorities: _____

Attachment A.

Location of Business Form

Pursuant to Governor’s Executive Order 2011-12K (www.governor.ohio.gov), no public funds shall be spent on services provided offshore. This form serves as a certification of compliance with this policy and required disclosures. Please answer the following questions about the project or service you are seeking to perform for or the funding for which you are applying from the Ohio Department of Job and Family Services:

1. Principal location of business of Contractor:

(Address) (City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address) (City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address) (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

By signing below, I hereby certify and affirm that I have reviewed, understand, and will abide by the Governor's Executive Order 2011-12K. I attest that no funds provided by ODJFS for this project or any other agreement will be used to purchase services provided outside the United States or to contract with a subcontractor who will use the funds to purchase services provided outside the United States. I will promptly notify ODJFS if there is a change in the location where any of the services relating to this project will be performed. If I am signing this on behalf of a company, business, or organization, I hereby acknowledge that I have the authority to make this certification on behalf of that entity.

Signature

Date

Entity Name

Address (Principal place of business)

Printed name of individual authorized
to sign on behalf of entity

City, State, Zip

Attachment B
OHIO DEPARTMENT OF JOB AND FAMILY SERVICES
MODEL CONTRACT

C-1415-00-0000

RECITALS:

This Contract is entered into between the Ohio Department of Job and Family Services (ODJFS) and **Vendor Name** (CONTRACTOR).

- A. ODJFS issued a Request for Proposal (RFP) titled _____, numbered _____, and dated _____, which is hereby incorporated by reference.
- B. The ODJFS proposal review team recommended for award the Proposal submitted by CONTRACTOR on [DATE] which is hereby incorporated by reference.
- C. In the event of any inconsistency or ambiguity between the provisions of the RFP, the Proposal, or this Contract, the provisions of this Contract will determine the obligations of the parties. In the event that this Contract fails to clarify any inconsistency or ambiguity between the RFP and the Proposal, the RFP will determine the obligations of the parties. In the event of a disputed issue that is not addressed in any of the aforementioned documents, the parties hereby agree to make every reasonable effort to resolve this dispute in keeping with the objectives of this Contract and the budgetary and statutory constraints of ODJFS.

ARTICLE I. PURPOSE; DELIVERABLES

- A. **INSERT LEGAL AUTHORITY IF AVAILABLE.** CONTRACTOR will perform its responsibilities under this Contract in accordance with the RFP and the Proposal. The responsibilities (Deliverables) are summarized as follows:

INSERT DELIVERABLES

- B. The ODJFS Contract Manager is **ODJFS Contract Manager**.
- C. The ODJFS Contract Manager may periodically communicate specific requests and instructions to CONTRACTOR concerning the performance of the Deliverables described in this Contract. CONTRACTOR agrees to comply with any requests or instructions to the satisfaction of ODJFS within ten business days after CONTRACTOR's receipt of the requests or instructions. ODJFS and CONTRACTOR expressly understand that any requests or instructions will be strictly to ensure the successful completion of the Deliverables described in this Contract, and are not intended to amend or alter this Contract in any way. If CONTRACTOR believes that any requests or instructions would materially alter the terms and conditions of this Contract or the compensation stated hereunder, CONTRACTOR will immediately notify ODJFS pursuant to the notice provision of this Contract. CONTRACTOR agrees to consult with the ODJFS Contract Manager as necessary to ensure understanding of the Deliverables and the successful completion thereof.
- D. Ownership of Deliverables:
 - 1. All Deliverables provided by CONTRACTOR under this Contract or with funds hereunder, including any documents, data, photographs and negatives, electronic reports/records, or other media, are the property of ODJFS, which has an unrestricted right to reproduce, distribute, modify, maintain, and use the Deliverables. CONTRACTOR will not obtain copyright, patent, or other proprietary protection for the Deliverables. CONTRACTOR will not include in any Deliverable any copyrighted matter, unless the copyright owner gives prior written approval for ODJFS and CONTRACTOR to use such copyrighted matter in the manner provided herein. CONTRACTOR agrees that all Deliverables will be made freely available to the public unless ODJFS determines that, pursuant to

state or federal law, such materials are confidential or otherwise exempted from disclosure. **IF THIS SECTION IS MODIFIED ALSO MODIFY ART. VI(A)**

2. All Deliverables provided or produced pursuant to this Contract will be considered "works made for hire" within the meaning of copyright laws of the United States and the State of Ohio. ODJFS is and will be deemed sole author of the Deliverables and sole owner of all rights therein. If any portion of the Deliverables is deemed not a "work made for hire," or if there are any rights in the Deliverables not conveyed to ODJFS, CONTRACTOR agrees to, and by executing this Contract does, assign ODJFS all worldwide rights, title, and interest in and to the Deliverables. ODJFS acknowledges that its sole ownership of the Deliverables under this Contract does not affect CONTRACTOR's right to use general concepts, algorithms, programming techniques, methodologies, or technology that CONTRACTOR developed prior to or as a result of this Contract or that are generally known and available.
3. CONTRACTOR understands that it must submit a written request to ODJFS and receive express written permission from ODJFS to include any of its own pre-existing, proprietary materials in any of the Deliverables under this Contract. ODJFS's approval of the inclusion of pre-existing, proprietary materials is predicated on CONTRACTOR granting to ODJFS and the State of Ohio a worldwide, non-exclusive, perpetual, royalty-free license to use, modify, sell, and otherwise distribute all such materials that are included in the Deliverables under this Contract. Upon request by CONTRACTOR, ODJFS will incorporate into any future copies of the Deliverables under this Contract any proprietary notice(s) CONTRACTOR may reasonably require for any pre-existing, proprietary materials included in the Deliverables of this Contract. Any proprietary notices will be the minimum required by law so as not to be seen as an endorsement by ODJFS of or advertisement for CONTRACTOR.

ARTICLE II. EFFECTIVE DATE OF THE CONTRACT

- A. This Contract is in effect from the date of issuance of an approved State of Ohio purchase order (or _____, whichever is later, through _____, unless this Contract is suspended or terminated prior to the expiration date. **This Contract may be renewed through June 30, 2017, upon satisfactory completion of activities hereunder, appropriation of funds by the Ohio General Assembly, and at the sole discretion of ODJFS. ODJFS will issue a notice to CONTRACTOR if ODJFS decides to renew this Contract. CONTRACTOR will not obligate resources in anticipation of a renewal until notice is provided.**
- B. It is expressly understood by both ODJFS and CONTRACTOR that this Contract will not be valid and enforceable until the Director of the Ohio Office of Budget and Management, first certifies, pursuant to Section 126.07 of the Ohio Revised Code (ORC), that there is a balance in the appropriation not already allocated to pay existing obligations. The ODJFS Contract Manager will notify CONTRACTOR when this certification is given.

ARTICLE III. COMPENSATION

- A. The total amount payable under this Contract is **TOTAL AMT** Dollars (**\$TOTAL**). ODJFS will pay an amount up to **SFY1 AMT** Dollars (**\$\$SFY 1**) for State Fiscal Year **SFY1** and up to **SFY2 AMT** Dollars (**\$\$SFY2**) for State Fiscal Year **SFY2** expressly for the completion of the Deliverables. CONTRACTOR understands that the terms of this Contract do not provide for compensation in excess of the total amount listed in this section. CONTRACTOR hereby waives the interest provisions of ORC 126.30.

It is further agreed that reimbursement of travel expenditures shall not exceed [SFY1 Travel Dollar Amount] Dollars (\$SFY1 Travel) for SFY [SFY1] and [SFY2 Travel Dollar Amount] Dollars (\$SFY2) for SFY [SFY2], which amounts are included in the total compensation figures above. Expense reimbursement authorized by this section is limited to actual and necessary expenses subject to the limits as established pursuant to ORC 126.31, which are set forth in OAC 126-1-02, as well as any other laws, regulations, or Governor's Executive Orders limiting travel expenses. CONTRACTOR expressly agrees not to submit claims for expenses which do not meet the requirements of this section and further agrees to submit all claims to the ODJFS Contract Manager for approval prior to submitting a claim for reimbursement.

- B. Compensation will be paid pursuant to CONTRACTOR's **accepted budget [or cost proposal] as incorporated below [or as attached].**

- C. CONTRACTOR will submit detailed invoices on a **monthly, quarterly, annual** basis to the ODJFS Bureau of Accounts Payable at 30 East Broad Street, 37th Floor, Columbus, Ohio 43215. CONTRACTOR agrees to use an invoice instrument to be prescribed by ODJFS and will include in each invoice:
1. CONTRACTOR's name, complete address, and federal tax identification number;
 2. Contract number and dates;
 3. Purchase order number;
 4. Amount and purpose of the invoice, including such detail as required per the compensation section of this Contract, deliverables completed, description of services rendered, hourly rates and numbers of hours (if applicable), amount of monthly fee (if applicable), and itemized travel and other expenses if permitted by this Contract; and
 5. Description of Deliverables performed during the billing period.
- D. CONTRACTOR expressly understands that ODJFS will not compensate CONTRACTOR for any work performed prior to CONTRACTOR's receipt of notice from the ODJFS Contract Manager that the provisions of ORC 126.07 have been met as set forth in ARTICLE II, nor for work performed after the ending date of this Contract.
- E. CONTRACTOR expressly understands that ODJFS does not have the ability to compensate CONTRACTOR for invoices submitted after the State of Ohio purchase order has been closed. CONTRACTOR must submit final invoices for payment no later than 90 calendar days after the ending date of this Contract. Failure to do so will be deemed a forfeiture of the remaining compensation due hereunder.
- F. CONTRACTOR understands that availability of funds is contingent on appropriations made by the Ohio General Assembly or by funding sources external to the State of Ohio, such as federal funding. If the Ohio General Assembly or the external funding source fails at any time to continue funding ODJFS for the payments due under this Contract, this Contract will be terminated as of the date funding expires without further obligation of ODJFS or the State of Ohio.
- G. CONTRACTOR and ODJFS understand that the terms of this Contract, when combined with any other payments made to or open encumbrances with CONTRACTOR during the same State Biennium, cannot establish compensation in excess of Fifty Thousand and 00/100 Dollars (\$50,000.00) aggregate without prior approval from the State Controlling Board in accordance with ORC 127.16.

ARTICLE IV. SUSPENSION AND TERMINATION, BREACH AND DEFAULT

- A. This Contract will automatically terminate upon expiration of the time period in ARTICLE II, or upon completion of all Deliverables, or once all of the compensation has been paid.
- B. Notwithstanding other provisions in this ARTICLE, either party may terminate this Contract at will by giving 90 calendar days written notice to the other party. Upon 30 calendar days written notice to CONTRACTOR, ODJFS may suspend this Contract at ODJFS's sole discretion.
- C. Notwithstanding the provision of Section A, above, ODJFS may suspend or terminate this Contract immediately upon delivery of a written notice to CONTRACTOR if:
1. ODJFS loses funding as described in ARTICLE III;
 2. ODJFS discovers any illegal conduct by CONTRACTOR; or
 3. CONTRACTOR has violated any provision of ARTICLE VIII.

- D. Except as provided in Sections A and B of this ARTICLE, CONTRACTOR will have 30 calendar days within which to cure any breach that is curable after receipt of written notice from ODJFS that CONTRACTOR is in breach of any of its obligations under this Contract. If CONTRACTOR fails to cure the breach within the 30 calendar days after written notice or if the breach is not curable, ODJFS may immediately suspend or terminate this Contract. ODJFS may also suspend or terminate this Contract when breaches are persistent, regardless of whether they are cured within 30 calendar days. For purposes of this Section, "persistent" means that ODJFS has notified CONTRACTOR three times in writing of CONTRACTOR's failure to meet any of its contractual obligations. The three notices do not have to relate to the same obligation or type of failure. After the third notice, ODJFS may suspend or terminate this Contract without a cure period if CONTRACTOR again fails to meet any contractual obligation. At the sole discretion of ODJFS, certain instances of breach may require a shorter cure period than the 30 calendar days generally applicable in this Section. In such instances, ODJFS will include in its notice of breach the shorter cure period deemed appropriate.
- E. CONTRACTOR, upon receiving notice of suspension or termination, will:
1. Cease performance of the suspended or terminated Deliverables;
 2. Take all necessary steps to limit disbursements and minimize costs including, but not limited to, suspending or terminating all contracts and subgrants related to suspended or terminated Deliverables;
 3. Prepare and furnish a report to ODJFS, as of the date the notice of termination or suspension was received, that describes the status of all Deliverables and includes the results accomplished and the conclusions reached through Deliverables;
 4. Return all records in their native format relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract; and
 5. Perform any other tasks ODJFS requires.
- F. In the event of suspension or termination under this ARTICLE, ODJFS will, upon receipt of a proper invoice from CONTRACTOR, determine the amount of any unpaid Contract funds due to CONTRACTOR for Deliverables performed before CONTRACTOR received notice of termination or suspension. In order to determine the amount due to CONTRACTOR, ODJFS will base its calculations on the payment method described in ARTICLE III and any funds previously paid by or on behalf of ODJFS. ODJFS will not be liable for any further claims submitted by CONTRACTOR.
- G. If ODJFS terminates this Contract for any reason provided in this ARTICLE, except for termination at will pursuant to Section B or termination for loss of funding pursuant to Section C, ODJFS will be entitled to utilize another contractor to complete the Deliverables of this Contract on any commercially reasonable terms as ODJFS and the covering contractor may agree. In this event, CONTRACTOR will be liable to ODJFS for all costs related to covering the project to the extent that such costs, when combined with payments already made to CONTRACTOR prior to termination, exceed the costs that ODJFS would have incurred under this Contract. CONTRACTOR's liability under this Section is in addition to any other remedies available to ODJFS pursuant to this Contract.
- H. Upon CONTRACTOR's breach or default of provisions, obligations, or duties embodied in this Contract or any term of an award, a federal statute or regulation, an assurance, a State plan or application, a notice of award, or other applicable rule, ODJFS reserves the right to exercise any administrative, contractual, equitable, or legal remedies available without limitation. Any waiver by ODJFS of an occurrence of breach or default is not a waiver of subsequent occurrences. If ODJFS or CONTRACTOR fails to perform any obligation under this Contract and the other party subsequently waives the failure, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive other failures that may occur. Waiver by ODJFS will not be effective unless it is in writing signed by the ODJFS Director.

ARTICLE V. NOTICES

- A. ODJFS and CONTRACTOR agree that communication regarding Deliverables, scope of work, invoice or billing questions, or other routine instructions will be between CONTRACTOR and the identified ODJFS Contract Manager.
- B. Notices to ODJFS from CONTRACTOR that concern changes to CONTRACTOR's principal place of operation, billing address, legal name, federal tax identification number, mergers or acquisitions, corporate form, excusable delay, termination, bankruptcy, assignment, any notice pursuant to ARTICLE VIII, and/or any other formal notice regarding this Contract will be sent to the ODJFS Deputy Director of Contracts and Acquisitions at 30 East Broad Street, 31st Floor, Columbus, Ohio 43215.
- C. Notices to CONTRACTOR from ODJFS concerning termination, suspension, option to renew, breach, default, or other formal notices regarding this Contract will be sent to CONTRACTOR's representative at the address appearing on the signature page of this Contract.
- D. All notices will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (e.g., certified mail).

ARTICLE VI. RECORDS, DOCUMENTS AND INFORMATION

CONTRACTOR agrees that all records, documents, writings, and other information, created or used pursuant to this Contract will be treated according to the following terms, and that the terms will be included in any subcontracts executed for the performance of the Deliverables under this Contract:

- A. CONTRACTOR agrees that any media produced pursuant to this Contract or acquired with Contract funds will become the property of ODJFS. This includes all documents, reports, data, photographs (including negatives), and electronic reports and records. ODJFS will maintain the unrestricted right to reproduce, distribute, modify, maintain, and use the media in any way ODJFS deems appropriate. CONTRACTOR further agrees not to seek or obtain copyright, patent or other proprietary protection for any materials or items produced under this Contract. CONTRACTOR understands that all materials and items produced under this Contract will be made freely available to the public unless ODJFS determines that certain materials are confidential under federal or state law.
- B. All ODJFS information that is classified as public or private under Ohio law will be treated as such by CONTRACTOR. Should the nature of any information be in question, ODJFS will determine whether the information is public or private. CONTRACTOR will restrict the use of any information, systems, or records ODJFS provides to the specific Deliverables of this Contract. CONTRACTOR and its employees agree to be bound by the same standards and rules of confidentiality that apply to employees of ODJFS and the State of Ohio. CONTRACTOR agrees that the terms of this section will be included in any subcontract executed by CONTRACTOR for work under this Contract.
- C. CONTRACTOR information that is proprietary and has been specifically identified by CONTRACTOR as proprietary will be held as confidential by ODJFS. Proprietary information is information that would put CONTRACTOR at a competitive disadvantage in CONTRACTOR's market place and trade if it were made public. ODJFS reserves the right to require reasonable evidence of CONTRACTOR's assertion of the proprietary nature of any information. The provisions of this ARTICLE are not self-executing. CONTRACTOR must demonstrate that any information claimed as proprietary meets the definition of "trade secrets" found at ORC 1333.61.
- D. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR and will be made available for audit by state and federal government entities that include but are not limited to, ODJFS, the Ohio Auditor of State, the Ohio Inspector General and all duly authorized law enforcement officials. The records and materials will be retained and made available for a minimum of three years after CONTRACTOR receives the last payment pursuant to this Contract. If an audit, litigation or similar action is initiated during this time period, CONTRACTOR will retain the records until the action is concluded and all issues are resolved, or until the end of the three-year period if the action is resolved prior to the end of the three-year period. If applicable, CONTRACTOR must meet the requirements of the federal Office of

Management and Budget (OMB) Circulars A-110, A-122, and A-133. CONTRACTOR acknowledges, in accordance with ORC 149.43, that financial records related to the performance of services under this Contract are presumptively deemed public records.

- E. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR in accordance to the appropriate records retention schedule. The appropriate records retention schedule for this Contract is **INSERT RECORDS SCHEDULE**. If any records are destroyed prior to the date as determined by the appropriate records retention schedule, CONTRACTOR agrees to pay all costs associated with any cause, action or litigation arising from such destruction.
- F. CONTRACTOR agrees to retain all records in accordance to any litigation holds that are provided to them by ODJFS, and actively participate in the discovery process if required to do so, at no additional charge. Litigation holds may require CONTRACTOR to keep the records longer than the approved records retention schedule. CONTRACTOR will be notified by ODJFS when the litigation hold ends and retention can resume based on the approved records retention schedule. If CONTRACTOR fails to retain the pertinent records after receiving a litigation hold from ODJFS, CONTRACTOR agrees to pay all costs associated with any cause, action or litigation arising from such destruction.
- G. CONTRACTOR hereby agrees to current and ongoing compliance with Title 42, Sections 1320d through 1320d-8 of the United States Code (42 USC 1320d to 1320d-8) and the implementing regulations found at Title 45, Parts 164.502(e) and 164.504(e) of the Code of Federal Regulations (45 CFR 164.502(e) and 164.504(e)) regarding disclosure of Protected Health Information under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). CONTRACTOR further agrees to include the terms of this section in any subcontracts that may be executed pursuant to this Contract.

ARTICLE VII. AMENDMENT AND ASSIGNMENT

- A. This writing constitutes the entire agreement between ODJFS and CONTRACTOR with respect to all matters herein. Only a writing signed by both parties may amend this Contract. However, ODJFS and CONTRACTOR agree that any amendments to any laws or regulations cited herein will result in the correlative modification of this Contract without the necessity for executing written amendments. Any written amendment to this Contract will be prospective in nature.
- B. CONTRACTOR agrees not to assign any interest in this Contract nor transfer any interest in the Contract without the prior written approval of ODJFS. CONTRACTOR will submit any requests for approval of assignments and transfers to the ODJFS Contract Manager at least ten business days prior to the desired effective date. CONTRACTOR understands that any assignments and transfers will be subject to any conditions ODJFS deems necessary and that no approval by ODJFS will be deemed to provide for any ODJFS obligation that exceeds the Contract amount specified in ARTICLE III of this Contract.

ARTICLE VIII. CONTRACTOR CERTIFICATION OF COMPLIANCE WITH SPECIAL CONDITIONS

By accepting this Contract and by executing this Contract, CONTRACTOR hereby affirms current and continued compliance with each condition listed in this ARTICLE. CONTRACTOR's certification of compliance with each of these conditions is considered a material representation of fact upon which ODJFS relied in entering into this Contract:

- A. If at any time, CONTRACTOR is not in compliance with the conditions affirmed in this Section, ODJFS will consider this Contract *void ab initio* and will deliver written notice to CONTRACTOR. Any funds the State of Ohio paid CONTRACTOR for work performed before CONTRACTOR received notice that the Contract is *void ab initio* will be immediately repaid or the State of Ohio may commence an action for recovery against CONTRACTOR.
 - 1. **Federal Debarment Requirements.** CONTRACTOR affirms that neither CONTRACTOR nor any of its principals or subcontractors, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal agency. CONTRACTOR also affirms that within three years preceding this Contract neither CONTRACTOR nor any of its principals:

- a. Have been convicted of, or had a civil judgment rendered against them for commission of fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local public transaction or contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements; or for receiving stolen property; or
 - b. Are presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) for the commission of any of the offenses listed in this paragraph and have not had any federal, state, or local, public transactions terminated for cause or default.
 2. **Qualifications to Conduct Business.** CONTRACTOR affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and all are current. If at any time during the Contract period CONTRACTOR, for any reason, becomes disqualified from conducting business in the State of Ohio, CONTRACTOR will immediately notify ODJFS in writing and will immediately cease performance of all Deliverables.
 3. **Unfair Labor Practices.** CONTRACTOR affirms that neither CONTRACTOR nor its principals are on the most recent list established by the Ohio Secretary of State, pursuant to ORC 121.23, which would identify CONTRACTOR as having more than one (1) unfair labor practice contempt of court finding.
 4. **Finding for Recovery.** CONTRACTOR affirms that neither CONTRACTOR nor its principals or subcontractors, is subject to a finding for recovery under ORC 9.24, or it has taken the appropriate remedial steps required, or otherwise qualifies under ORC 9.24 to contract with the State of Ohio.
- B. If at any time CONTRACTOR is not in compliance with the conditions affirmed in this Section, ODJFS may immediately suspend or terminate this Contract and will deliver written notice to CONTRACTOR. CONTRACTOR will be entitled to compensation, upon submission of a proper invoice per ARTICLE III, only for work performed during the time CONTRACTOR was in compliance with the provisions of this Section. Any funds paid by the State of Ohio for work performed during a period when CONTRACTOR was not in compliance with this Section will be immediately repaid or the State of Ohio may commence an action for recovery against CONTRACTOR.
1. **Americans with Disabilities.** CONTRACTOR, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
 2. **Fair Labor Standards and Employment Practices.**
 - a. CONTRACTOR certifies that it is in compliance with all applicable federal and state laws, rules, and regulations governing fair labor and employment practices.
 - b. In carrying out this Contract, CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, military status, disability, age, genetic information, or sexual orientation, in making any of the following employment decisions: hiring, layoff, termination, transfer, promotion, demotion, rate of compensation, and eligibility for in-service training programs.
 - c. CONTRACTOR agrees to post notices affirming compliance with all applicable federal and state non-discrimination laws in conspicuous places accessible to all employees and applicants for employment.
 - d. CONTRACTOR will incorporate the foregoing requirements of this Paragraph 2 in all of its subgrants or subcontracts for any of the work prescribed herein.
 3. **Ethics and Conflicts of Interest Laws.**

- a. CONTRACTOR certifies that by executing this Contract, it has reviewed, knows and understands the State of Ohio's ethics and conflict of interest laws. CONTRACTOR further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or any Executive Orders.
 - b. CONTRACTOR certifies, by executing this Contract, that no party who holds a position listed or described in ORC 3517.13 (I) or (J), has made, while in his/her current position, one (1) or more personal monetary contributions in excess of One Thousand and 00/100 Dollars (\$1,000.00) to the current Governor or to the Governor's campaign committee when he was a candidate for office within the previous two (2) calendar years. ORC 3517.13 does not apply to professional associations organized under ORC Chapter 1785.
 - c. CONTRACTOR agrees to refrain from promising or giving to any ODJFS employee anything of value that could be construed as having a substantial and improper influence upon the employee with respect to the employee's duties. CONTRACTOR further agrees that it will not solicit any ODJFS employee to violate ORC 102.03, 2921.42, or 2921.43.
 - d. CONTRACTOR agrees that CONTRACTOR, its officers, employees, and members have not nor will they acquire any interest, whether personal, business, direct or indirect, that is incompatible, in conflict with, or would compromise the discharge and fulfillment of CONTRACTOR's functions and responsibilities under this Contract. If CONTRACTOR, its officers, employees, or members acquire any incompatible, conflicting, or compromising interest, CONTRACTOR agrees it will immediately disclose the interest in writing to the ODJFS Chief Legal Counsel at 30 East Broad Street, 31st Floor, Columbus, Ohio 43215-3414. CONTRACTOR further agrees that the person with the conflicting interest will not participate in any Deliverables until ODJFS determines that participation would not be contrary to public interest.
4. **Lobbying Restrictions.**
- a. CONTRACTOR affirms that no federal funds paid to CONTRACTOR by ODJFS through this Contract or any other agreement have been or will be used to lobby Congress or any federal agency in connection with a particular contract, grant, cooperative agreement or loan. CONTRACTOR further affirms compliance with all federal lobbying restrictions, including 31 USC 1352. If this Contract exceeds One Hundred Thousand and 00/100 Dollars (\$100,000.00), CONTRACTOR affirms that it has executed and filed the Disclosure of Lobbying Activities standard form LLL, if required by federal regulations.
 - b. CONTRACTOR certifies compliance with the Ohio executive agency lobbying restrictions contained in ORC 121.60 to 121.69.
5. **Child Support Enforcement.** CONTRACTOR agrees to cooperate with ODJFS and any child support enforcement agency in ensuring that CONTRACTOR and its employees meet child support obligations established by state and federal law including present and future compliance with any court or valid administrative order for the withholding of support issued pursuant to the applicable sections of ORC Chapters 3119, 3121, 3123, and 3125.
6. **Pro-Child Act.** If any Deliverables call for services to minors, CONTRACTOR agrees to comply with the Pro-Children Act of 1994; Public Law 103-277, Part C – Environment Tobacco Smoke that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of 18.
7. **Drug-Free Workplace.** CONTRACTOR, its officers, employees, members, any subcontractors and/or any independent contractors (including all field staff) associated with this Contract agree to comply with all applicable state and federal laws, including, but not limited to, 41 USC Chapter 10, regarding a drug-free workplace. CONTRACTOR will make a good faith effort to ensure that none of CONTRACTOR's officers, employees, members, or subgrantees will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.

8. **Work Programs.** CONTRACTOR agrees not to discriminate against individuals who have or are participating in any work program administered by any county department of Job and Family Services under ORC Chapter 5101 or 5107.
9. **MBE/EDGE.** Pursuant to the Governor's Executive Order 2008-13S, CONTRACTOR agrees to purchase goods and services under this Contract from certified Minority Business Enterprise (MBE) and Encouraging Diversity, Growth, and Equity (EDGE) vendors whenever possible. CONTRACTOR agrees to encourage any of its subgrantees or subcontractors to purchase goods and services from certified MBE and EDGE vendors.
10. **Expenditure of Public Funds for Offshore Services—Executive Order Requirements.**
 - a. CONTRACTOR certifies that by executing this Contract, it has reviewed, understands, and will abide by the Governor's Executive Order 2011-12K and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States.
 - b. Prior to performing any services, and when there is a change in the location of any services provided under this Contract, CONTRACTOR must disclose:
 - (1) The location(s) where all services will be performed by CONTRACTOR or any subcontractor;
 - (2) The location(s) where any state data associated with any of the services through this Contract will be accessed, tested, maintained, backed-up, or stored; and
 - (3) The principal location of business for the contractor and all subcontractors.
 - c. CONTRACTOR also affirms, understands, and agrees to immediately notify ODJFS of any change or shift in the location(s) of services performed by CONTRACTOR or its subcontractors under this Contract, and no services shall be changed or shifted to a location outside of the United States.
 - d. Termination, Sanction, Damages: ODJFS is not obligated and shall not pay for any services provided under this Contract that CONTRACTOR or any of its subcontractors performed outside of the United States. If services are performed outside of the United States, this will be treated as a material breach of the Contract, and CONTRACTOR shall immediately return to ODJFS all funds paid for those services.

In addition, if CONTRACTOR or any of its subcontractors perform any such services outside of the United States, ODJFS may, at any time after the breach, terminate this Contract for such breach, upon written notice to CONTRACTOR. If ODJFS terminates the Contract, ODJFS may buy substitute services from a third party, and may recover the additional costs associated with acquiring the substitute services.
11. **Certification of Compliance.** CONTRACTOR certifies that it is in compliance with all other applicable federal and state laws, regulations, and rules and will require the same certification from its subgrantees or subcontractors.

ARTICLE IX. MISCELLANEOUS PROVISIONS

- A. **Independent Contractor.** CONTRACTOR agrees that no agency, employment, joint venture, or partnership has been or will be created between ODJFS and CONTRACTOR. CONTRACTOR further agrees that as an independent contractor, it assumes all responsibility for any federal, state, municipal or other tax liabilities along with workers compensation, unemployment compensation and insurance premiums that may accrue as a result of funds received pursuant to this Contract. CONTRACTOR agrees that it is an independent contractor for all purposes including, but not limited to, the application of the Fair Labor Standards Act, the Social Security Act, the Federal Unemployment Tax Act, the Federal Insurance

Contribution Act, provisions of the Internal Revenue Code, Ohio tax law, Workers Compensation law, and Unemployment Insurance law.

- B. **Limitation of Liability.** To the extent allowable by law, CONTRACTOR agrees to hold ODJFS harmless in any and all claims for personal injury, property damage, and/or infringement resulting from Deliverables. CONTRACTOR's sole and exclusive remedy for any ODJFS failure to perform under this Contract will be an action in the Ohio Court of Claims pursuant to ORC Chapter 2743 that will be subject to the limitations set forth in this ARTICLE. In no event will ODJFS be liable for any indirect or consequential damages, including loss of profits, even if ODJFS knew or should have known of the possibility of such damages. To the extent that ODJFS is a party to any litigation arising out of or relating in any way to this Contract or the performance thereunder, such an action shall be brought only in a court of competent jurisdiction in Franklin County, Ohio.
- C. **Infringement of Patent or Copyright.** To the extent allowable by law and subject to ORC 109.02, CONTRACTOR agrees to defend any suit or proceeding brought against ODJFS, any official or employee of ODJFS acting in his or her official capacity, or the State of Ohio due to any alleged infringement of patent or copyright arising out of the performance of this Contract, including all work, services, materials, reports, studies, and computer programs provided by CONTRACTOR. ODJFS will provide prompt notification in writing of such suit or proceeding; full right, authorization, and opportunity to conduct the defense thereof; and full disclosure of information along with all reasonable cooperation for the defense of the suit. ODJFS may participate in the defense of any such action. CONTRACTOR agrees to pay all damages and costs awarded against ODJFS, any official or employee of ODJFS in his or her official capacity, or the State of Ohio as a result of any suit or proceeding referred to in this Section C. If any information and/or assistance is furnished by ODJFS at CONTRACTOR's written request, it is at CONTRACTOR's expense. If any of the materials, reports, or studies provided by CONTRACTOR are found to be infringing items and the use or publication thereof is enjoined, CONTRACTOR agrees to, at its own expense and at its option, either procure the right to publish or continue use of such infringing materials, reports, or studies; replace them with non-infringing items of equivalent value; or modify them so that they are no longer infringing. The obligations of CONTRACTOR under this Section survive the termination of this Contract, without limitation.
- D. **Liens.** CONTRACTOR will not permit any lien or claim to be filed or prosecuted against ODJFS or the State of Ohio because of any labor, services, or materials furnished. If CONTRACTOR fails, neglects, or refuses to make prompt payment of any claims for labor, services, or materials furnished to CONTRACTOR in connection with this Contract, ODJFS or the State of Ohio may, but is not obligated to, pay those claims and charge the amount of payment against the funds due or to become due to CONTRACTOR under this Contract.
- E. **Delay.** Neither party will be liable for any delay in its performance that arises from causes beyond its control and without its negligence or fault. The delaying party will notify the other promptly of any material delay in performance and will specify in writing the proposed revised performance date as soon as practicable after notice of delay. The delaying party must also describe the cause of the delay and its proposal to remove or mitigate the delay. Notices will be sent pursuant to ARTICLE V. In the event of excusable delay, the date of performance or delivery of products may be extended by amendment, if applicable, for a time period equal to that lost due to the excusable delay. Reliance on a claim of excusable delay may only be asserted if the delaying party has taken commercially reasonable steps to mitigate or avoid the delay. Items that are controllable by CONTRACTOR's subcontractor(s) will be considered controllable by CONTRACTOR, except for third-party manufacturers supplying commercial items and over whom CONTRACTOR has no legal control. The final determination of whether an instance of delay is excusable lies with ODJFS in its discretion.
- F. **Counterpart.** This Contract may be executed in one, or more than one counterpart, and each executed counterpart shall be considered an original, provided that such counterpart is delivered to the other party by facsimile, mail courier or electronic mail, all of which together shall constitute one and the same agreement.

ARTICLE X. CONSTRUCTION

This Contract will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Contract be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Contract will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Contract impossible.

Signature Page Would Follow Here in Actual Contract

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ATTACHMENT C
RFP#: JFSR1415068058
Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria

The proposal must meet all of the following Phase I proposal acceptance criteria in order to be considered for further evaluation. Any proposal receiving a “no” response to any of the following qualifying criteria **shall be disqualified from consideration.**

ITEM #	PROPOSAL ACCEPTANCE CRITERIA	RFP Sec. Reference	Y E S	N O
1	Was the vendor’s proposal received by the deadline as specified in the RFP?	2.1		
2	Did the vendor submit a proposal comprised of a Technical Proposal and, in a separate, appropriately labeled, sealed envelope, a Cost Proposal?	5.1 5.2, B		
3	Does the vendor’s proposal include all required affirmative statements and certifications, signed (in all required parts) by the vendor’s responsible representative, as described in Attachment A to the RFP?	5.2, A		
4	Is the vendor free from being prohibited to enter into a contract with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or as established in ORC 9.24?	8.18 / 8.19 8.20		
5	Did the vendor include a brief objective description of the firm and its major area of business, including information on any subcontractors to be part of this project, and any prior experience of the vendor and subcontractors that is relevant to this RFP?	3.1, A, 1		
6	Did the vendor include three professional references for the vendor as an organization, including at least one from a customer for which the vendor began and/or completed a project similar in size and scope within the past five years?	3.1, A, 2		
7	Has the vendor identified a Project Manager that has at least four years experience as the project manager for a large-scale project involving child welfare or a related human services field and the coordination of multiple staff, activities, and stakeholders?	3.1, B, 1		
8	Does the Project Manager identified above have a minimum of three years of experience working in the field of child welfare services, foster care, kinship, and/or adoption services?	3.1, B, 2		
9	Has the vendor identified a Curriculum Developer that has a minimum of three years (cumulative) experience in any of the following: researching available and developing new curricula for child welfare, adoption, kinship, and/or foster care workers and supervisors, covering a variety of topic areas (e.g., sexual and physical abuse, placement, kinship, and foster care); and developing and writing curricula which promote services that are responsive to the needs of children and families (biological, adoptive, foster, and kin)?	3.1, C, 1		
10	Does the Curriculum Developer identified above have a minimum of three years professional experience developing and writing curriculum utilizing adult learning principles; incorporating transfer of learning strategies; and developing or employing competencies and training needs assessment instruments?	3.1, C, 2		
11	Does the Curriculum Developer identified above have at minimum, a Bachelor’s degree in Education, Social Services, Human Services, or other related applicable degree?	3.1, C, 3		
12	Does the Curriculum Developer identified above have experience developing competencies, training needs assessment instruments; or competency-based training?	3.1, C, 4		
13	Has the vendor identified a Curriculum Editor that has a minimum of three years experience editing complex and/or technical manuscripts and/or curricula?	3.1, D		
14	Has the vendor identified an IT Manager that has a minimum of three years experience in providing technical assistance and support to a non-technical population in the use of hardware and software packages (such as Microsoft Office Tools)?	3.1, E, 1		
15	Does the IT Manager identified above have at minimum, an Associate’s degree in Computer Science, or other related applicable degree?	3.1, E, 2		
16	Has the vendor identified at least one individual in the positions listed above who has an advanced degree in social work?	3.1, F, 1		
17	The vendor has specifically identified which staff would be responsible for seeking and maintaining the OCWTP’s approved provider status for awarding continuing education units for both social work and counselor licensure with the Ohio Counselor, Social Work, and Marriage and Family Therapist Boards?	3.1, F, 2		
18	Has the vendor provided information on their contingency plan in the event that a critical staff person is unable to complete this project?	3.1, F, 3		
19	Did the review team (in its initial/cursory review of the vendor’s proposal) determine that the proposal was free of trade secret/proprietary information as specified/restricted in the RFP?	5.2, C 8.5		

PHASE II: Criteria for Scoring of Technical Proposal

Qualifying technical proposals will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS, Office of Families & Children. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical proposal exceeds, meets, partially meets or does not meet the requirements expressed in the RFP, and assign the appropriate point value, as follows:

0	6	8	10
Does Not Meet Requirement	Partially Meets Requirement	Meets Requirement	Exceeds Requirement

Technical Performance Scoring Definitions:

“Does Not Meet Requirement”- A particular RFP requirement was not addressed in the vendor’s proposal, **Score: 0**

“Partially Meets Requirement”-Vendor proposal demonstrates some attempt at meeting a particular RFP requirement, but that attempt falls below acceptable level, **Score: 6**

“Meets Requirement”-Vendor proposal fulfills a particular RFP requirement in all material respects, potentially with only minor, non-substantial deviation, **Score: 8**

“Exceeds Requirement”-Vendor proposal fulfills a particular RFP requirement in all material respects, and offers some additional level of quality in excess of ODJFS expectations, **Score: 10**

A technical proposal’s total PHASE II score will be the sum of the point value for all the evaluation criteria. The review team will collectively score each individual qualifying proposal. Technical proposals which do not meet or exceed a total score of at least **517** points (a score which represents that the selected vendor has the capability to successfully perform the project/program services) out of a maximum of **680** points, will be disqualified from further consideration, and its cost proposal will neither be opened nor considered. Only those vendors whose Technical Proposals meet or exceed the minimum required technical points will advance to PHASE III of the technical proposal score sheet.

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
VENDOR QUALIFICATIONS							
ORGANIZATIONAL EXPERIENCE & CAPABILITIES							
1	The vendor has or plans to establish an office within the Columbus metropolitan area?	3.2, A	1				
2	The vendor has included Samples of at least two (2), but no more than four (4), similar-sized projects completed in the past five (5) years that demonstrate expertise in project management, curriculum development, and employee development?	3.2, B	2				
STAFF EXPERIENCE & CAPABILITIES							
One avenue vendors may use to demonstrate their expertise and comprehension of this project is by assigning qualified individuals for this project. For each of those individuals a vendor proposes for the roles identified below, the vendor is to discuss the degree to which those individuals possess additional qualifications, including, at minimum, those specified in the following table. IMPORTANT: Only one copy of the resume, curriculum vitae, narrative summary of qualifications and experience, or other documents will be required for each key staff, but those materials will be used to evaluate the proposed individuals for both MANDATORY criteria (as in Section 3.1, Mandatory Vendor Qualifications) and DESIRABLE criteria (as in Section 3.3, Staff Experience and Capabilities).							
3	The Project Manager has at least four years experience as the project manager for a large-scale project involving child welfare or a related human services field and the coordination of multiple staff, activities, and stakeholders?	3.3, A, 1	3				
4	The Project Manager has a minimum of three years of experience working in the field of child welfare services, foster care, kinship, and/or adoption services?	3.3, A, 2	2				

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
5	The Project Manager has experience in performing marketing and public relations functions related to training activities; experience in managing a comprehensive in-service training program; managing a training program utilizing adult learning principles; development of transfer of learning strategies; developing competencies and training needs assessment instruments; development of curriculum for a comprehensive in-service training program; developing material or conducting training sessions that promote services that are responsive to the needs of children and families.	3.3, A, 3	3				
6	The Project Manager has professional experience and / or knowledge of social services systems that team with public children services agencies to serve abused, neglected and/or dependent children, and their families (biological, adoptive, kin or foster)?	3.3, A, 4	2				
7	The Project Manager has professional experience with Ohio resources related to child welfare, adoption, kinship, and foster care services?	3.3, A, 5	3				
8	The Project Manager has mediation and negotiation skills?	3.3, A, 6	1				
9	The Curriculum Developer has a minimum of three years (cumulative) experience in any of the following: researching available and developing new curricula for child welfare, adoption, kinship, and/or foster care workers and supervisors, covering a variety of topic areas (e.g., sexual and physical abuse, placement, kinship, and foster care); and developing and writing curricula which promote services that are responsive to the needs of children and families (biological, adoptive, foster, and kin)?	3.3, B, 1	2				
10	The Curriculum Developer has a minimum of three years professional experience developing and writing curriculum utilizing adult learning principles; incorporating transfer of learning strategies; and developing or employing competencies and training needs assessment instruments?	3.3, B, 2	1				
11	The Curriculum Developer has at minimum, a Bachelor's degree in Education, Social Services, Human Services, or other related applicable degree?	3.3, B, 3	3				
12	The vendor has provided three (3) references, at least one of which demonstrates the curriculum developer's experience managing curriculum acquisition and development for a statewide project within the past five (5) years. Knowledge about Ohio resources relevant to child welfare, adoption, kinship, and/or foster care services. Ability to manage several tasks concurrently. Experience developing web-based learning activities. Experience developing competency-based training.	3.3, B, 4	2				
13	The IT Manager has a minimum of three years experience in providing technical assistance and support to a non-technical population in the use of hardware and software packages (such as Microsoft Office Tools)?	3.3, C, 1	2				
14	The IT Manager has at minimum, an Associate's degree in Computer Science, or other related applicable degree?	3.3, C, 2	2				
15	The vendor has included a description of experience within the past five years in which the proposed IT manager was responsible for the management of a large IT project, including responsibility for coordinating the work of other development staff, and for planning tasks, assigning work, and monitoring progress?	3.3, C, 3	1				
16	The IT Manager has experience interfacing with users in the definition and documentation of business processes, and experience using and providing assistance on the use of desktop productivity tools (e.g., word processor, spreadsheet, database administration, presentation software)?	3.3, C, 4	1				
17	The IT Manager has experience designing and developing of Web applications, including eliciting user requirements, performing analysis and design, developing content, and preparing documentation. Designing relational database applications, including identifying business entities, their attributes and relationships. Design of client/server and/or web-based systems. Computer programming using high-level object-oriented language of client/server and/or web-based systems.	3.3, C, 5	1				
ADMIN. STRUCTURES—PROPOSED WORK PLAN							
In their work plans, vendors must provide a detailed description of how the vendor would, if awarded the contract, complete the general administrative and management work, including methods and process that will be used, and specific steps that will be taken to ensure the work is completed and a quality product is presented. Vendor proposals must clearly demonstrate to ODJFS their understanding of the general administrative and management work, and their recognition of the need for flexibility in this area, as all needs cannot be foreseen. If subcontractors are used, the plan must describe how subcontractors will be managed to ensure the timeliness and quality of the deliverables. The plan must include procedures to identify and report potential problems that could affect the completion of deliverables outlined in this project.							

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
18	The vendor has provided a technical approach and work plan to be implemented, including a proposed timeline for the project showing how all proposed deliverables will be completed over the maximum potential life of the contract.	4.3, A	3				
19	The vendor has provided a status reporting procedure for reporting work completed and resolution of unanticipated problems.	4.3, B	2				
20	The vendor has provided a current organizational chart (including any subcontractors). Specify the key management and administrative personnel who will be assigned to this project, and provide the percentage of time each key management person will devote to the project. Provide a staffing plan for this project and indicate if the positions are the vendor's staff or subcontractors.	4.3, C	1				
SPECIFICATIONS OF DELIVERABLES							
Expanding upon the vendor's proposed work plan presented in Tab 3, this section should describe in further detail how the vendor proposes to successfully the categories of deliverables specified in Section 4.4, Specifications of Deliverables, of this RFP. Vendors should place their responses for each deliverable category identified in Section 4.4 (e.g., 1. Administration and Management, 2. Planning) behind separate sub-tabs as described in the RFP.							
21	The vendor's work plan fully addresses the Administration and Management section of the deliverables?	4.4, 1	2				
22	The vendor's work plan fully addresses the Planning section of the deliverables?	4.4, 2	2				
23	The vendor's work plan fully addresses the Curriculum and other training products/resources section of the deliverables?	4.4, 3	2				
24	The vendor's work plan fully addresses the Core Implementation section of the deliverables?	4.4, 4	2				
25	The vendor's work plan fully addresses the Trainers and Trainer Pool Management section of the deliverables?	4.4, 5	2				
26	The vendor's work plan fully addresses the Fiscal section of the deliverables?	4.4, 6	2				
27	The vendor's work plan fully addresses the Program Maintenance and Management section of the deliverables?	4.4, 7	2				
28	The vendor's work plan fully addresses the Data and Technology section of the deliverables?	4.4, 8	2				
29	The vendor's work plan fully addresses the University Partnership Program section of the deliverables?	4.4, 9	2				
30	The vendor's work plan fully addresses the Evaluation section of the deliverables?	4.4, 10	2				
31	The vendor's work plan fully addresses the Training Activities section of the deliverables?	4.4, 11	2				
32	The vendor's work plan fully addresses the Special and Emerging Issues and Initiatives section of the deliverables?	4.4, 12	1				
33	The vendor's work plan fully addresses the Foster/ Adoptive Parent Training Activities section of the deliverables?	4.4, 13	2				
34	The vendor's work plan fully addresses the Planning and Management of Statewide Training Events and Special Programs section of the deliverables?	4.4, 14	1				
35	The vendor's work plan fully addresses the Administration and Management of the OHSTS section of the deliverables?	4.4, 15	3				
PROPOSAL ORGANIZATION							
36	The vendor has submitted a proposal which complies with the specified submission format.	5.2	.50				
37	The vendor has submitted a proposal which has been thoroughly proofread for spelling and grammatical errors.	6.1	.50				
TRADE SECRET INFORMATION							
38	The review team in its comprehensive review of the vendor's proposal has determined that the proposal was free of trade secret/proprietary information as specified/restricted in the RFP. [A "no" response will disqualify the vendor's proposal and will not advance to the consideration of the vendor's Cost Proposal.]	5.2, C 8.5			YES	NO	
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
GRAND TOTAL SCORE:							

Based upon the Grand Total Technical Score earned, does the vendor’s proposal proceed to the Phase III evaluation of its Cost Proposal? (Vendor’s Grand Total Technical Score must be at least 517 points.)

Yes _____

No _____

(If “No,” Vendor’s Cost Proposal will not be opened.)

If yes, has the vendor provided evidence of being an MBE/EDGE vendor? If the vendor is NOT an MBE/EDGE vendor the vendor’s proposal advances to Phase III review but the final technical score remains unchanged. If the vendor is a currently certified MBE/EDGE vendor, the vendor’s technical score is increased by ten (10) points for the Phase III review.

PHASE II B.— Additional Consideration for MBE/EDGE Vendor		NO – Phase II A technical score unchanged	YES - Phase II A technical score plus 10 pts.
Has the vendor provided evidence that they are an MBE/EDGE vendor?	3.2, C 8.8		
GRAND TOTAL SCORE [Phase II A. + Phase II B. score]:			

**RFP# R1415078058 Attachment D
OCWTP COST PROPOSAL FORM**

From vendor firm: _____

Page 1 of 8 Proposed Prices for SFY 2014-2015 Biennium:

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2014 Deliverable Cost	SFY 2015 Deliverable Cost	SFY 2014-2015 Deliverable Total
1.	Ongoing administration and management of the OCWTP; all of the day-to-day work of managing a project that changes with the needs of stakeholders, All General Administration/ Management (GA/M) Cost Items must be included in this cost.		\$	\$	\$
2.	Planning				
2A.	Strategic Planning-	11/2013	\$	\$	\$
2B.	Operational Planning-	12/2013	\$	\$	\$
3.	Curriculum and other training products/resources				
3A.	Revise the current caseworker core curriculum	12/2013	\$	\$	\$
3B.	Make revisions to each module	12/1203	\$	\$	\$
3C.	Coordinate & manage competency-based, in-service trainings	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
3D.	Research availability of curricula for ITNAs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
3E.	Review, revise, or update core & standard curricula	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
3F.	Develop & implement a schedule for systematic review.	January 31, 2014	\$	\$	\$
3G.	Develop a one day training session on Screening.	March 31, 2014	\$	\$	\$
3H.	Develop a 2-day session on concept. diffrens. betw. Safety & Risk as applied w/in CAPMIS	March 31, 2014	\$	\$	\$
3I.	Develop 2-day training on the role of Risk & Safety in	March 31, 2014	\$	\$	\$

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2014 Deliverable Cost	SFY 2015 Deliverable Cost	SFY 2014-2015 Deliverable Total
	the provision of services, Case Plann., Case Review				
3J.	Research & develop a comprehensive content outline or purchase /acquire /standard curriculum for foster care caseworkers, adoption assessors, supervisors.	June 15, 2014	\$	\$	\$
3K.	Research availability of curricula to teach caseworkers & supervisors about the Indian Child Welfare Act	June 15, 2014	\$	\$	\$
3L.	Research availability of curricula for caseworkers, supervisors working with, supporting kin involmnt	June 15, 2014.	\$	\$	\$
3M.	Research availability of curricula to build collaboration skills of caseworkers & supervisors.	June 15, 2014	\$	\$	\$
3N.	Research availability of curricula on family engagement, case planning & concurrent planning for caseworkers and supervisors.	August 4, 2014	\$	\$	\$
3O.	Research avail. to purchase, acquire, develop or replacement dvds, videos, other suppl. out-dated training materials	to be negotiated with ODJFS.	\$	\$	\$
4.	Core Implementation				
4A.	Complete revisions and sequencing of the core modules with the inclusion of the DR primer for caseworkers and casework supervisors.	12/13	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
4B.	Develop a statewide scheduling strategy for core modules.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
4C.	Written plan for developing technical competency to deliver “as needed” training in multiple venues	3/31/14	\$	\$	\$
5.	Trainers and Trainer Pool Management				
5A.	Develop & implement a plan	Initial	\$	\$	\$

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2014 Deliverable Cost	SFY 2015 Deliverable Cost	SFY 2014-2015 Deliverable Total
	to recruit qualified TCF to conduct OCWTP training activities	submission by 12/31/13			
5B.	Develop & implement a certified trainer development and monitoring plan for core and other training	Initial plan submission by 12/31/13	\$	\$	\$
5C.	Maintain a comprehensive trainer file that is available to RTC and ODJFS staff as needed.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5D.	Update trainer files quarterly to include workshops, delivered for the OCWTP	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5E.	State Training Coordinator must notify RTCs of any changes in trainer status	Include information in Quarterly Report	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5F.	Deliver three TOT sessions at least once per quarter unless otherwise directed.	Quarterly	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5G.	Provide Training on Content for all curricula of the OCWTP	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5H.	By October 1, 2013, and for duration of contract, establish & maintain a pool of trainers certified to train TOTs	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5I.	Review & update as needed, the standardized OCWTP Trainer Orientation Handbook. Note: A copy of the current Handbook is available on the OCWTP website .	Annually by 12/31 of each year.	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5J.	Review and revise as needed procedures to notify trainers of new and/or additional training opportunities	12/31/13	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5K.	Maintain a trainer newsletter for distribution to OCWTP trainers, Steering Committee, agency directors, and ODJFS	For distribution in Feb, June, & Oct of ea year,	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2014 Deliverable Cost	SFY 2015 Deliverable Cost	SFY 2014-2015 Deliverable Total
		begin in October 2013.			
5L.	Plan and coordinate an annual day of trainer development opportunities	March 2013 and March 2014	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5M.	Provide technical assistance to trainers as needed or as determined by the RTCs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5N.	Train & Mentor coaches with SACWIS expertise to provide county over views/assistance to SACWIS users	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
6.	Fiscal				
6A.	Disburse payment to trainers for training/ training related activities each year of the contract.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
6B.	Provide ODJFS & RTCs with training funds break-down as allocated for each RTC for each year of the contract, using formula in OCWTP policy.	First-year allocations by 8/6/13 Second-year allocations by 7/8/14	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
6C.	Provide ODJFS with documentation reflecting payment for services.	Monthly	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7.	Program Maintenance and Management				
7A.	Collaborate with ODJFS & RTC staff to resolve issues of RTCs' performance of contract duties.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7B.	Meet with ODJFS for program updates & to discuss progress on deliverables.	Meetings to be held each Oct, Jan, April, & June	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7C.	Review & update as needed, the Standardized Workshop Questionnaire for Supervisory, Caseworker Core.	Review by January 15, of each year	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7D.	Conduct visits to the RTCs as requested to provide technical assistance for all training related activities.	Ongoing with visits conducted each quarter	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2014 Deliverable Cost	SFY 2015 Deliverable Cost	SFY 2014-2015 Deliverable Total
7E.	Provide as needed, ongoing coordination, consultation, and technical assistance to staff of the RTCs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7F.	Coordinate mo. State Steering Committee meetings for OCWTP by performing specified activities:	Meetngs currently held 2 nd Wed, ea mo.	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7G.	Maintain the OCWTP Policy Manual to record policies adopted	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7H.	Maintain ongoing records of all meetings, minutes, & agendas of all OCWTP subcomms. & workgroups.	Provide meeting records within 20 days & include in quarterly reports.	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7I.	Provide required documentionto State of Ohio Social work board for continuing education credits	Monthly	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8.	Data and Technology				
8A.	Develop a minimum of three web-based training workshops with Steering Committee input	One by 3/31/14 and two additional by 3/31/15	\$	\$	\$
8B.	Ensure all certified trainers can use required workshop-specific technology	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8C.	Maintain current statewide automated information system (E-Track)	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8D.	Maintain information in E-Track to produce reports for program planning & evaluation, & to track program operations & services.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8E.	Provide a quarterly report to ODJFS electronically detailing operations of the program in previous quarter.	Quarterly due by Oct. 15, Jan. 15, Apr. 15, and July 15 of each year of	\$	\$	\$

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2014 Deliverable Cost	SFY 2015 Deliverable Cost	SFY 2014-2015 Deliverable Total
		contract			
8F.	Develop and distribute an annual report (calendar yr) to key stakeholders. & make report available on OCWTP website.	By March 31 st of each year for the preceding calendar year	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
9.	University Partnership Program				
9A.	Coordinate with universities to ensure required child welfare courses are content-equivalent to core training for new caseworkers.	Annually	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
9B.	Report UPP outcomes quarterly to ODJFS	Quarterly	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
9C.	Develop and implement evaluation methodology and tools to continue to improve the effectiveness of the UPP	6/31/14	\$	\$	\$
10.	Evaluation				
10A.	Develop & implement evaluation plan for all activities sponsored by the OCWTP to assess application of knowledge and skills	Initial plan submission by January 31, 2014	\$	\$	\$
Category and number	Deliverable	Allocated Amount per FY	\$	\$	\$
11.	Training Activities				
11A.	Pay trainers for all training activities except foster parent, adoption assessor, and adoptive parent training	Monthly or within 20 days of receipt of payment from ODJFS	\$	\$	\$
11B.	Pay trainers for adoption assessor and public sector adoptive parent training	Monthly or w/in 20 days of receipt of ODJFS payment	\$	\$	\$
12.	Special and Emerging Issues and Initiatives				

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2014 Deliverable Cost	SFY 2015 Deliverable Cost	SFY 2014-2015 Deliverable Total
12.	As requested by ODJFS develop and implement training that may result from Fed., State or ODJFS initiatives	To be negotiated as issues arise	\$	\$	\$
13.	Foster/ Adoptive Parent Training Activities				
13.	Pay trainers for public sector foster parent training	Monthly or w/in 20 days of recpt of ODJFS payment	\$	\$	\$
14.	Planning & Management of Statewide Training Events & Special Programs				
14.	Coordinate planning and implementation of statewide training events and special programs as identified and requested by ODJFS. \$86,000 This allocation is contingent on emerging needs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
Category and Number	Deliverable	Due			
15.	Ongoing administration and management of the OHSTS				
15A.	Administer, coordinate and manage day-to-day operations of OHSTS	Ongoing	\$	\$	\$
15B.	Review revise existing APS Core and specialized curricula	5/31/2014	\$	\$	\$
15C.	Develop competencies for APS training that can be used to create APS worker needs assment. tool	2/17/2014	\$	\$	\$
15D.	Coordinate and convene an APS statewide steering committee.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
15E.	Review of APS core and specialized curricula for social work CEU credit	Ongoing	\$	\$	\$
15F.	Develop and implement plan to recruit qualified (TCF)	Initial submission	\$	\$	\$

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2014 Deliverable Cost	SFY 2015 Deliverable Cost	SFY 2014-2015 Deliverable Total
		by 2/3/2014			

**RFP# R1415068058 Attachment D
OCWTP COST PROPOSAL FORM**

From vendor firm: _____

Page 1 of 8 - Proposed Prices for SFY 2016-2017 Biennium:

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2016 Deliverable Cost	SFY 2017 Deliverable Cost	SFY 2016-2017 Deliverable Total
1.	Ongoing administration and management of the OCWTP; all of the day-to-day work of managing a project that changes with the needs of stakeholders, All General Administration/ Management (GA/M) Cost Items must be included in this cost.		\$	\$	\$
2.	Planning				
2A.	Strategic Planning-	Annual cost	\$	\$	\$
2B.	Operational Planning-	Annual cost	\$	\$	\$
3.	Curriculum and other training products/resources				
3A.	Revise the current caseworker core curriculum	Revise as needed	\$	\$	\$
3B.	Make revisions to each module	Revise as needed	\$	\$	\$
3C.	Coordinate & manage competency-based, in-service trainings	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
3D.	Research availability of curricula for ITNAs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
3E.	Review, revise, or update core & standard curricula	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
3F.	Develop & implement a schedule for systematic review.	Ongoing	\$	\$	\$
3G.	Develop a one day training session on Screening.				
3H.	Develop a 2-day session on concept. diffrens. betw. Safety & Risk as applied w/in CAPMIS				
3I.	Develop 2-day training on the role of Risk & Safety in				

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2016 Deliverable Cost	SFY 2017 Deliverable Cost	SFY 2016-2017 Deliverable Total
	the provision of services, Case Plann., Case Review				
3J.	Research & develop a comprehensive content outline or purchase /acquire /standard curriculum for foster care caseworkers, adoption assessors, supervisors.				
3K.	Research availability of curricula to teach caseworkers & supervisors about the Indian Child Welfare Act	Ongoing	\$	\$	\$
3L.	Research availability of curricula for caseworkers, supervisors working with, supporting kin involmnt	Ongoing	\$	\$	\$
3M.	Research availability of curricula to build collaboration skills of caseworkers & supervisors.		\$	\$	\$
3N.	Research availability of curricula on family engagement, case planning & concurrent planning for caseworkers and supervisors.	Ongoing	\$	\$	\$
3O.	Research avail. to purchase, acquire, develop or replacement dvds, videos, other suppl. out-dated training materials	To be negotiated with ODJFS. (Ongoing)	\$	\$	\$
4.	Core Implementation				
4A.	Complete revisions and sequencing of the core modules with the inclusion of the DR primer for caseworkers and casework supervisors.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
4B.	Develop a statewide scheduling strategy for core modules.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
4C.	Written plan for developing technical competency to deliver “as needed” training in multiple venues	Ongoing	\$	\$	\$
5.	Trainers and Trainer Pool Management				
5A.	Develop & implement a plan	Ongoing	\$	\$	\$

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2016 Deliverable Cost	SFY 2017 Deliverable Cost	SFY 2016-2017 Deliverable Total
	to recruit qualified TCF to conduct OCWTP training activities				
5B.	Develop & implement a certified trainer development and monitoring plan for core and other training	Ongoing	\$	\$	\$
5C.	Maintain a comprehensive trainer file that is available to RTC and ODJFS staff as needed.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5D.	Update trainer files quarterly to include workshops, delivered for the OCWTP	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5E.	State Training Coordinator must notify RTCs of any changes in trainer status	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5F.	Deliver three TOT sessions at least once per quarter unless otherwise directed.	Quarterly (Ongoing)	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5G.	Provide Training on Content for all curricula of the OCWTP	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5H.	By October 1, 2013, and for duration of contract, establish & maintain a pool of trainers certified to train TOTs	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5I.	Review & update as needed, the standardized OCWTP Trainer Orientation Handbook. Note: A copy of the current Handbook is available on the OCWTP website .	Annually.	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5J.	Review and revise as needed procedures to notify trainers of new and/or additional training opportunities	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5K.	Maintain a trainer newsletter for distribution to OCWTP trainers, Steering Committee, agency directors, and ODJFS	For distribution in Feb, June, & Oct of ea year, begin in October	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2016 Deliverable Cost	SFY 2017 Deliverable Cost	SFY 2016-2017 Deliverable Total
		2013.			
5L.	Plan and coordinate an annual day of trainer development opportunities	March 2016 and March 2017	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5M.	Provide technical assistance to trainers as needed or as determined by the RTCs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5N.	Train & Mentor coaches with SACWIS expertise to provide county over views/assistance to SACWIS users	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
6.	Fiscal				
6A.	Disburse payment to trainers for training/ training related activities each year of the contract.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
6B.	Provide ODJFS & RTCs with training funds break-down as allocated for each RTC for each year of the contract, using formula in OCWTP policy.	First-year allocations by 8/6/15 Second-year allocations by 7/8/16	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
6C.	Provide ODJFS with documentation reflecting payment for services.	Monthly	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7.	Program Maintenance and Management				
7A.	Collaborate with ODJFS & RTC staff to resolve issues of RTCs' performance of contract duties.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7B.	Meet with ODJFS for program updates & to discuss progress on deliverables.	Meetings to be held each Oct, Jan, April, & June	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7C.	Review & update as needed, the Standardized Workshop Questionnaire for Supervisory, Caseworker Core.	Review by January 15, of each year	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7D.	Conduct visits to the RTCs as requested to provide technical assistance for all training related activities.	Ongoing with visits conducted each quarter	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7E.	Provide as needed, ongoing coordination, consultation,	Ongoing	Included in cost item GA/M	Included in cost item GA/M	Included in cost item GA/M above

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2016 Deliverable Cost	SFY 2017 Deliverable Cost	SFY 2016-2017 Deliverable Total
	and technical assistance to staff of the RTCs.		above	above	
7F.	Coordinate mo. State Steering Committee meetings for OCWTP by performing specified activities:	Meetngs currently held 2 nd Wed, ea mo.	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7G.	Maintain the OCWTP Policy Manual to record policies adopted	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7H.	Maintain ongoing records of all meetings, minutes, & agendas of all OCWTP subcomms. & workgroups.	Provide meeting records within 20 days & include in quarterly reports.	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7I.	Provide required documentation to State of Ohio Social Work Board for continuing education credits	Monthly	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8.	Data and Technology				
8A.	Develop a minimum of three web-based training workshops with Steering Committee input	One by 3/31/16 and two additional by 3/31/17	\$	\$	\$
8B.	Ensure all certified trainers can use required workshop-specific technology	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8C.	Maintain current statewide automated information system (E-Track)	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8D.	Maintain information in E-Track to produce reports for program planning & evaluation, & to track program operations & services.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8E.	Provide a quarterly report to ODJFS electronically detailing operations of the program in previous quarter.	Quarterly due by Oct. 15, Jan. 15, Apr. 15, and July 15 of each year of contract	\$	\$	\$
8F.	Develop and distribute an	By March	Included in cost	Included in cost	Included in cost

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2016 Deliverable Cost	SFY 2017 Deliverable Cost	SFY 2016-2017 Deliverable Total
	annual report (calendar yr) to key stakeholders. & make report available on OCWTP website.	31 st of each year for the preceding calendar year	item GA/M above	item GA/M above	item GA/M above
9.	University Partnership Program				
	9A. Coordinate with universities to ensure required child welfare courses are content-equivalent to core training for new caseworkers.	Annually	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
	9B. Report UPP outcomes quarterly to ODJFS	Quarterly	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
	9C. Develop and implement evaluation methodology and tools to continue to improve the effectiveness of the UPP	Ongoing	\$	\$	\$
10.	Evaluation				
	10A. Develop & implement evaluation plan for all activities sponsored by the OCWTP to assess application of knowledge and skills	Ongoing	\$	\$	\$
Category and number	Deliverable	Allocated Amount per FY	\$	\$	\$
11.	Training Activities				
	11A. Pay trainers for all training activities except foster parent, adoption assessor, and adoptive parent training	Monthly or within 20 days of receipt of payment from ODJFS	\$	\$	\$
	11B. Pay trainers for adoption assessor and public sector adoptive parent training	Monthly or w/in 20 days of receipt of ODJFS payment	\$	\$	\$
12.	Special and Emerging Issues and Initiatives				

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2016 Deliverable Cost	SFY 2017 Deliverable Cost	SFY 2016-2017 Deliverable Total
12.	As requested by ODJFS develop and implement training that may result from Fed., State or ODJFS initiatives	Ongoing	\$	\$	\$
13.	Foster/ Adoptive Parent Training Activities				
13.	Pay trainers for public sector foster parent training	Monthly or w/in 20 days of receipt of ODJFS payment	\$	\$	\$
14.	Planning & Management of Statewide Training Events & Special Programs				
14.	Coordinate planning and implementation of statewide training events and special programs as identified and requested by ODJFS. \$86,000 This allocation is contingent on emerging needs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
Category and Number	Deliverable	Due			
15.	Ongoing administration and management of the OHSTS				
15A.	Administer, coordinate and manage day-to-day operations of OHSTS	Ongoing	\$	\$	\$
15B.	Review revise existing APS Core and specialized curricula	Ongoing	\$	\$	\$
15C.	Develop competencies for APS training that can be used to create APS worker needs assessment. tool	Ongoing	\$	\$	\$
15D.	Coordinate and convene an APS statewide steering committee.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
15E.	Review of APS core and specialized curricula for social work CEU credit	Ongoing	\$	\$	\$
15F.	Develop and implement plan to recruit qualified (TCF)	Ongoing	\$	\$	\$

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2016 Deliverable Cost	SFY 2017 Deliverable Cost	SFY 2016-2017 Deliverable Total

**RFP# R1415068058 Attachment D
OCWTP COST PROPOSAL FORM**

From vendor firm: _____

Page 1 of 8 - Proposed Prices for SFY 2018-2019 Biennium:

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2018 Deliverable Cost	SFY 2019 Deliverable Cost	SFY 2018-2019 Deliverable Total
1.	Ongoing administration and management of the OCWTP; all of the day-to-day work of managing a project that changes with the needs of stakeholders, All General Administration/ Management (GA/M) Cost Items must be included in this cost.		\$	\$	\$
2.	Planning				
2A.	Strategic Planning-	Annual cost	\$	\$	\$
2B.	Operational Planning-	Annual cost	\$	\$	\$
3.	Curriculum and other training products/resources				
3A.	Revise the current caseworker core curriculum	Revise as needed	\$	\$	\$
3B.	Make revisions to each module	Revise as needed	\$	\$	\$
3C.	Coordinate & manage competency-based, in-service trainings	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
3D.	Research availability of curricula for ITNAs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
3E.	Review, revise, or update core & standard curricula	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
3F.	Develop & implement a schedule for systematic review.	Ongoing	\$	\$	\$
3G.	Develop a one day training session on Screening.				
3H.	Develop a 2-day session on concept. diffrens. betw. Safety &Risk as applied				

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2018 Deliverable Cost	SFY 2019 Deliverable Cost	SFY 2018-2019 Deliverable Total
	w/in CAPMIS				
3I.	Develop 2-day training on the role of Risk & Safety in the provision of services, Case Plann., Case Review				
3J.	Research & develop a comprehensive content outline or purchase /acquire /standard curriculum for foster care caseworkers, adoption assessors, supervisors.				
3K.	Research availability of curricula to teach caseworkers & supervisors about the Indian Child Welfare Act	Ongoing	\$	\$	\$
3L.	Research availability of curricula for caseworkers, supervisors working with, supporting kin involmnt	Ongoing	\$	\$	\$
3M.	Research availability of curricula to build collaboration skills of caseworkers & supervisors.		\$	\$	\$
3N.	Research availability of curricula on family engagement, case planning & concurrent planning for caseworkers and supervisors.	Ongoing	\$	\$	\$
3O.	Research avail. to purchase, acquire, develop or replacement dvds, videos, other suppl. out-dated training materials	to be negotiated with ODJFS. (Ongoing)	\$	\$	\$
4.	Core Implementation				
4A.	Complete revisions and sequencing of the core modules with the inclusion of the DR primer for caseworkers and casework supervisors.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
4B.	Develop a statewide scheduling strategy for core modules.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
4C.	Written plan for developing technical	Ongoing	\$	\$	\$

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2018 Deliverable Cost	SFY 2019 Deliverable Cost	SFY 2018-2019 Deliverable Total
	competency to deliver “as needed” training in multiple venues				
5.	Trainers and Trainer Pool Management				
	5A. Develop & implement a plan to recruit qualified TCF to conduct OCWTP training activities	Ongoing	\$	\$	\$
	5B. Develop & implement a certified trainer development and monitoring plan for core and other training	Ongoing	\$	\$	\$
	5C. Maintain a comprehensive trainer file that is available to RTC and ODJFS staff as needed.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
	5D. Update trainer files quarterly to include workshops, delivered for the OCWTP	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
	5E. State Training Coordinator must notify RTCs of any changes in trainer status	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
	5F. Deliver three TOT sessions at least once per quarter unless otherwise directed.	Quarterly (Ongoing)	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
	5G. Provide Training on Content for all curricula of the OCWTP	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
	5H. By October 1, 2013, and for duration of contract, establish & maintain a pool of trainers certified to train TOTs	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
	5I. Review & update as needed, the standardized OCWTP Trainer Orientation Handbook. Note: A copy of the current Handbook is available on the OCWTP website .	Annually	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2018 Deliverable Cost	SFY 2019 Deliverable Cost	SFY 2018-2019 Deliverable Total
5J.	Review and revise as needed procedures to notify trainers of new and/or additional training opportunities	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5K.	Maintain a trainer newsletter for distribution to OCWTP trainers, Steering Committee, agency directors, and ODJFS	For distribution in Feb, June, & Oct of ea year, begin in October 2013.	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5L.	Plan and coordinate an annual day of trainer development opportunities	March 2018 and March 2019	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5M.	Provide technical assistance to trainers as needed or as determined by the RTCs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5N.	Train & Mentor coaches with SACWIS expertise to provide county over views/assistance to SACWIS users	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
6.	Fiscal				
6A.	Disburse payment to trainers for training/ training related activities each year of the contract.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
6B.	Provide ODJFS & RTCs with training funds breakdown as allocated for each RTC for each year of the contract, using formula in OCWTP policy.	First-year allocations by 8/6/17 Second-year allocations by 7/8/18	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
6C.	Provide ODJFS with documentation reflecting payment for services.	Monthly	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7.	Program Maintenance and Management				
7A.	Collaborate with ODJFS & RTC staff to resolve issues of RTCs' performance of contract duties.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7B.	Meet with ODJFS for program updates & to discuss progress on deliverables.	Meetings to be held each Oct, Jan, April,	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2018 Deliverable Cost	SFY 2019 Deliverable Cost	SFY 2018-2019 Deliverable Total
		& June			
7C.	Review & update as needed, the Standardized Workshop Questionnaire for Supervisory, Caseworker Core.	Review by January 15, of each year	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7D.	Conduct visits to the RTCs as requested to provide technical assistance for all training related activities.	Ongoing with visits conducted each quarter	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7E.	Provide as needed, ongoing coordination, consultation, and technical assistance to staff of the RTCs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7F.	Coordinate mo. State Steering Committee meetings for OCWTP by performing specified activities:	Meetngs currently held 2 nd Wed, ea mo.	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7G.	Maintain the OCWTP Policy Manual to record policies adopted	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7H.	Maintain ongoing records of all meetings, minutes, & agendas of all OCWTP subcomms. & workgroups.	Provide meeting records within 20 days & include in quarterly reports.	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7I.	Provide required documentatio to State of Ohio Social work board for continuing education credits	Monthly	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8.	Data and Technology				
8A.	Develop a minimum of three web-based training workshops with Steering Committee input	One by 3/31/18 and two additional by 3/31/19	\$	\$	\$
8B.	Ensure all certified trainers can use required workshop-specific technology	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8C.	Maintain current statewide automated information system (E-Track)	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8D.	Maintain information in E-Track to produce reports for	Ongoing	Included in cost item GA/M	Included in cost item GA/M	Included in cost item GA/M above

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2018 Deliverable Cost	SFY 2019 Deliverable Cost	SFY 2018-2019 Deliverable Total
	program planning & evaluation, & to track program operations & services.		above	above	
8E.	Provide a quarterly report to ODJFS electronically detailing operations of the program in previous quarter.	Quarterly due by Oct. 15, Jan. 15, Apr. 15, and July 15 of each year of contract	\$	\$	\$
8F.	Develop and distribute an annual report (calendar yr) to key stakeholders. & make report available on OCWTP website.	By March 31 st of each year for the preceding calendar year	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
9.	University Partnership Program				
9A.	Coordinate with universities to ensure required child welfare courses are content-equivalent to core training for new caseworkers.	Annually	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
9B.	Report UPP outcomes quarterly to ODJFS	Quarterly	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
9C.	Develop and implement evaluation methodology and tools to continue to improve the effectiveness of the UPP	Ongoing	\$	\$	\$
10.	Evaluation				
10A.	Develop & implement evaluation plan for all activities sponsored by the OCWTP to assess application of knowledge and skills	Ongoing	\$	\$	\$
Category and number	Deliverable	Allocated Amount per FY	\$	\$	\$
11.	Training Activities				
11A.	Pay trainers for all training activities except foster parent, adoption assessor, and adoptive parent training	Monthly or within 20 days of receipt of payment from ODJFS	\$	\$	\$
11B.	Pay trainers for adoption	Monthly or	\$	\$	\$

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2018 Deliverable Cost	SFY 2019 Deliverable Cost	SFY 2018-2019 Deliverable Total
	assessor and public sector adoptive parent training	w/in 20 days of receipt of ODJFS payment			
12.	Special and Emerging Issues and Initiatives				
	12. As requested by ODJFS develop and implement training that may result from Fed., State or ODJFS initiatives	To be negotiated as issues arise (Ongoing)	\$	\$	\$
13.	Foster/ Adoptive Parent Training Activities				
	13. Pay trainers for public sector foster parent training	Monthly or w/in 20 days of recpt of ODJFS payment	\$	\$	\$
14.	Planning & Management of Statewide Training Events & Special Programs				
	14. Coordinate planning and implementation of statewide training events and special programs as identified and requested by ODJFS. \$86,000 This allocation is contingent on emerging needs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
Category and Number	Deliverable	Due			
15.	Ongoing administration and management of the OHSTS				
	15A. Administer, coordinate and manage day-to-day operations of OHSTS	Ongoing	\$	\$	\$
	15B. Review revise existing APS Core and specialized curricula	Ongoing	\$	\$	\$
	15C. Develop competencies for APS training that can be used to create APS worker needs assment. tool	Ongoing	\$	\$	\$
	15D. Coordinate and convene an APS statewide steering	Ongoing	Included in cost item GA/M	Included in cost item GA/M	Included in cost item GA/M above

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2018 Deliverable Cost	SFY 2019 Deliverable Cost	SFY 2018-2019 Deliverable Total
	committee.		above	above	
15E.	Review of APS core and specialized curricula for social work CEU credit	Ongoing	\$	\$	\$
15F.	Develop and implement plan to recruit qualified (TCF)	Ongoing	\$	\$	\$

**RFP# R1415068058 Attachment D
OCWTP COST PROPOSAL FORM**

From vendor firm: _____

Page 1 of 8 - Proposed Prices for SFY 2020-2021 Biennium:

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2020 Deliverable Cost	SFY 2021 Deliverable Cost	SFY 2020-2021 Deliverable Total
1.	Ongoing administration and management of the OCWTP; all of the day-to-day work of managing a project that changes with the needs of stakeholders, All General Administration/ Management (GA/M) Cost Items must be included in this cost.		\$	\$	\$
2.	Planning				
2A.	Strategic Planning-	Annual cost	\$	\$	\$
2B.	Operational Planning-	Annual cost	\$	\$	\$
3.	Curriculum and other training products/resources				
3A.	Revise the current caseworker core curriculum	Revise as needed	\$	\$	\$
3B.	Make revisions to each module	Revise as needed	\$	\$	\$
3C.	Coordinate & manage competency-based, in-service trainings	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
3D.	Research availability of curricula for ITNAs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
3E.	Review, revise, or update core & standard curricula	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
3F.	Develop & implement a schedule for systematic review.	Ongoing	\$	\$	\$
3G.	Develop a one day training session on Screening.		\$	\$	\$
3H.	Develop a 2-day session on concept. diffns. betw. Safety & Risk as applied w/in CAPMIS		\$	\$	\$
3I.	Develop 2-day training on		\$	\$	\$

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2020 Deliverable Cost	SFY 2021 Deliverable Cost	SFY 2020-2021 Deliverable Total
	the role of Risk & Safety in the provision of services, Case Plann., Case Review				
3J.	Research & develop a comprehensive content outline or purchase /acquire /standard curriculum for foster care caseworkers, adoption assessors, supervisors.		\$	\$	\$
3K.	Research availability of curricula to teach caseworkers & supervisors about the Indian Child Welfare Act	Ongoing	\$	\$	\$
3L.	Research availability of curricula for caseworkers, supervisors working with, supporting kin involmnt	Ongoing	\$	\$	\$
3M.	Research availability of curricula to build collaboration skills of caseworkers & supervisors.		\$	\$	\$
3N.	Research availability of curricula on family engagement, case planning & concurrent planning for caseworkers and supervisors.	Ongoing	\$	\$	\$
3O.	Research avail. to purchase, acquire, develop or replacement dvds, videos, other suppl. out-dated training materials	to be negotiated with ODJFS. (Ongoing)	\$	\$	\$
4.	Core Implementation				
4A.	Complete revisions and sequencing of the core modules with the inclusion of the DR primer for caseworkers and casework supervisors.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
4B.	Develop a statewide scheduling strategy for core modules.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
4C.	Written plan for developing technical competency to deliver “as needed” training in	Ongoing	\$	\$	\$

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2020 Deliverable Cost	SFY 2021 Deliverable Cost	SFY 2020-2021 Deliverable Total
	multiple venues				
5.	Trainers and Trainer Pool Management				
5A.	Develop & implement a plan to recruit qualified TCF to conduct OCWTP training activities	Ongoing	\$	\$	\$
5B.	Develop & implement a certified trainer development and monitoring plan for core and other training	Ongoing	\$	\$	\$
5C.	Maintain a comprehensive trainer file that is available to RTC and ODJFS staff as needed.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5D.	Update trainer files quarterly to include workshops, delivered for the OCWTP	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5E.	State Training Coordinator must notify RTCs of any changes in trainer status	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5F.	Deliver three TOT sessions at least once per quarter unless otherwise directed.	Quarterly (Ongoing)	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5G.	Provide Training on Content for all curricula of the OCWTP	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5H.	By October 1, 2013, and for duration of contract, establish & maintain a pool of trainers certified to train TOTs	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5I.	Review & update as needed, the standardized OCWTP Trainer Orientation Handbook. Note: A copy of the current Handbook is available on the OCWTP website .	Annually	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5J.	Review and revise as needed procedures to notify trainers of new and/or additional training opportunities	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2020 Deliverable Cost	SFY 2021 Deliverable Cost	SFY 2020-2021 Deliverable Total
5K.	Maintain a trainer newsletter for distribution to OCWTP trainers, Steering Committee, agency directors, and ODJFS	For distribution in Feb, June, & Oct of ea year, begin in October 2013.	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5L.	Plan and coordinate an annual day of trainer development opportunities	March 2013 and March 2014	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5M.	Provide technical assistance to trainers as needed or as determined by the RTCs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
5N.	Train & Mentor coaches with SACWIS expertise to provide county over views/assistance to SACWIS users	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
6.	Fiscal				
6A.	Disburse payment to trainers for training/ training related activities each year of the contract.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
6B.	Provide ODJFS & RTCs with training funds breakdown as allocated for each RTC for each year of the contract, using formula in OCWTP policy.	First-year allocations by 8/6/19 Second-year allocations by 7/8/20	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
6C.	Provide ODJFS with documentation reflecting payment for services.	Monthly	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7.	Program Maintenance and Management				
7A.	Collaborate with ODJFS & RTC staff to resolve issues of RTCs' performance of contract duties.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7B.	Meet with ODJFS for program updates & to discuss progress on deliverables.	Meetings to be held each Oct, Jan, April, & June	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7C.	Review & update as needed, the Standardized Workshop Questionnaire for Supervisory, Caseworker Core.	Review by January 15, of each year	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2020 Deliverable Cost	SFY 2021 Deliverable Cost	SFY 2020-2021 Deliverable Total
7D.	Conduct visits to the RTCs as requested to provide technical assistance for all training related activities.	Ongoing with visits conducted each quarter	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7E.	Provide as needed, ongoing coordination, consultation, and technical assistance to staff of the RTCs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7F.	Coordinate mo. State Steering Committee meetings for OCWTP by performing specified activities:	Meetings currently held 2 nd Wed, ea mo.	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7G.	Maintain the OCWTP Policy Manual to record policies adopted	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7H.	Maintain ongoing records of all meetings, minutes, & agendas of all OCWTP subcomms. & workgroups.	Provide meeting records within 20 days & include in quarterly reports.	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
7I.	Provide required documentation to State of Ohio Social work board for continuing education credits	Monthly	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8.	Data and Technology				
8A.	Develop a minimum of three web-based training workshops with Steering Committee input	One by 3/31/20 and two additional by 3/31/21	\$	\$	\$
8B.	Ensure all certified trainers can use required workshop-specific technology	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8C.	Maintain current statewide automated information system (E-Track)	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8D.	Maintain information in E-Track to produce reports for program planning & evaluation, & to track program operations & services.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
8E.	Provide a quarterly report to ODJFS electronically detailing	Quarterly due by Oct.	\$	\$	\$

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2020 Deliverable Cost	SFY 2021 Deliverable Cost	SFY 2020-2021 Deliverable Total
	operations of the program in previous quarter.	15, Jan. 15, Apr. 15, and July 15 of each year of contract			
8F.	Develop and distribute an annual report (calendar yr) to key stakeholders. & make report available on OCWTP website.	By March 31 st of each year for the preceding calendar year	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
9.	University Partnership Program				
9A.	Coordinate with universities to ensure required child welfare courses are content-equivalent to core training for new caseworkers.	Annually	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
9B.	Report UPP outcomes quarterly to ODJFS	Quarterly	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
9C.	Develop and implement evaluation methodology and tools to continue to improve the effectiveness of the UPP	Ongoing	\$	\$	\$
10.	Evaluation				
10A.	Develop & implement evaluation plan for all activities sponsored by the OCWTP to assess application of knowledge and skills	Ongoing	\$	\$	\$
Category and number	Deliverable	Allocated Amount per FY	\$	\$	\$
11.	Training Activities				
11A.	Pay trainers for all training activities except foster parent, adoption assessor, and adoptive parent training	Monthly or within 20 days of receipt of payment from ODJFS	\$	\$	\$
11B.	Pay trainers for adoption assessor and public sector adoptive parent training	Monthly or w/in 20 days of receipt of ODJFS payment	\$	\$	\$
12.	Special and Emerging Issues and Initiatives				

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2020 Deliverable Cost	SFY 2021 Deliverable Cost	SFY 2020-2021 Deliverable Total
12.	As requested by ODJFS develop and implement training that may result from Fed., State or ODJFS initiatives	To be negotiated as issues arise (Ongoing)	\$	\$	\$
13.	Foster/ Adoptive Parent Training Activities				
13.	Pay trainers for public sector foster parent training	Monthly or w/in 20 days of recpt of ODJFS payment	\$	\$	\$
14.	Planning & Management of Statewide Training Events & Special Programs				
14.	Coordinate planning and implementation of statewide training events and special programs as identified and requested by ODJFS. \$86,000 This allocation is contingent on emerging needs.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
Category and Number	Deliverable	Due			
15.	Ongoing administration and management of the OHSTS				
15A.	Administer, coordinate and manage day-to-day operations of OHSTS	Ongoing	\$	\$	\$
15B.	Review revise existing APS Core and specialized curricula	Ongoing	\$	\$	\$
15C.	Develop competencies for APS training that can be used to create APS worker needs assment. tool	Ongoing	\$	\$	\$
15D.	Coordinate and convene an APS statewide steering committee.	Ongoing	Included in cost item GA/M above	Included in cost item GA/M above	Included in cost item GA/M above
15E.	Review of APS core and specialized curricula for social work CEU credit	Ongoing	\$	\$	\$
15F.	Develop and implement plan to recruit qualified (TCF)	Ongoing	\$	\$	\$

Deliverable	Deliverable Summary – see Section 4.4 for full description	Due Date	SFY 2020 Deliverable Cost	SFY 2021 Deliverable Cost	SFY 2020-2021 Deliverable Total