

***Child Placement Level of Care Tool
Pilot Program Evaluation***

RFP#: JFSR1415068086

**The Ohio Department of Job and Family Services
March 19, 2015**

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ODJFS REQUEST FOR PROPOSALS (RFP):

Child Placement Level of Care Tool Pilot Program Evaluation

RFP Number JFSR1415068086

SECTION I. GENERAL PURPOSE

1.1 Purpose

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Proposals (RFP) for the purpose selecting one state-supported college or university to perform an independent evaluation to rate the success of a pilot program utilizing a Child Placement Level of Care Tool by comparing pilot program data to historical outcomes for children in substitute care. The evaluation design is to include a comparison of placement data for children receiving the Child and Adolescent Needs and Strengths (CANS) assessment, the tool in use in Ohio's pilot project, with historical data on placement outcomes regarding the assessment of placement needs for children being removed from their home.

The pilot program will include 14 counties, selected by ODJFS, to begin using the tool beginning in March, 2015. As outlined in Sections 610.20 and 610.21 of the Amended Sub. H.B. 483 passed by the 130th Ohio General Assembly, the pilot shall end not later than 18 months after the date the pilot program begins. The goal of the evaluation is to determine to what extent the Child Placement Level of Care Tool improves placement stability, length of stay and costs related to the length of stay, appropriateness of placement, and worker satisfaction.

ODJFS is seeking proposals from qualified Ohio state supported colleges and universities experienced in outcomes studies, preferably in the area of child welfare research. Proposals must clearly demonstrate the organization's capability of providing services as described in this RFP.

For the purpose of this RFP, the terms "vendor" and "institution" maybe used interchangeably and shall be defined as an institution interested in this opportunity. The terms "bid" and "proposal" may be used interchangeably to indicate materials submitted to ODJFS by an institution in order to be considered for award of a contract for services described in this RFP. The terms "contractor" and "selected institution" may be used interchangeably in reference to the college or university selected by ODJFS through this RFP for contract award.

1.2 Background

The signing of House Bill 483 on June 16, 2014 requires ODJFS to implement and oversee the use of a Child Placement Level of Care Tool on a pilot basis. The bill defines "Child Placement Level of Care Tool" as an assessment tool to be used by participating counties and agencies to assess a child's placement needs when a child must be removed from the child's own home and cannot be placed with a relative or kinship caregiver. The tool is to include the assessment of a child's functioning, needs, strengths, risk behaviors, and exposure to traumatic events. The pilot is to include 14 county public child welfare agencies and one partner, either a Private Child Placing Agency (PCPA) or Private Noncustodial Agency (PNA).

1.3 Overview of the Project

Sections 610.20 and 610.21 of H.B. 483 require ODJFS to implement and oversee the use of the Child Placement Level of Care Tool. The legislation further requires ODJFS to provide for an independent evaluation of the pilot program to determine if the Level of Care tool improves placement stability, length of stay, costs, and worker satisfaction. The pilot evaluation design must include a comparison of data to historical outcomes and a prospective data evaluation in each of the pilot counties.

Foster care for children (also referred to as substitute care) is one of the major components of Ohio's child welfare system and is provided through both public and private agencies. The program's main purpose is to reunify children with their families or, find other permanent living arrangements when children cannot safely return home. Foster care also includes residential care in group homes and treatment facilities, and other out-of-home placements.

When it is determined that a child must be removed from the home, and a court grants temporary custody of the child to the Public Children Services Agency (PCSA), the caseworker attempts to find a suitable placement with a relative, an approved non-relative, or a licensed foster care setting. Caseworkers must assess the child and the situation to determine the solution that is best for each particular child. Throughout this pilot, caseworkers will use the CANS assessment tool as part of their overall decision-making process.

The CANS assessment tool is a multiple purpose information integration tool that is designed to be the output of an assessment process. The purpose of the CANS is to accurately represent the shared vision of the child-serving system. The completion of the CANS is accomplished in order to allow for the effective communication of this shared vision for use at all levels of the system. There are six key principles of a communimetric measurement tool that apply to understanding the CANS, namely:

1. Items on the assessment were selected based on relevance to service or treatment planning.
2. Levels are designed to translate immediately into action levels and different action levels exist for needs and strengths.
3. Culture and development are considered prior to establishing action levels.
4. The ratings are descriptive and are agnostic to etiology.
5. The ratings describe the child/youth and not the services.
6. There is a 30-day window used for ratings; therefore the assessment is relevant to the child or youth's present circumstances.

1.4 Objectives of the Project

The main objective of this project is to determine to what extent the Child Placement Level of Care Tool improves placement stability, influences cost and length of stay, and increases worker satisfaction for agencies using the tool, as compared to the same counties prior to using the tool.

SECTION II. PROCUREMENT PROCESS INFORMATION

2.1 Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
March 19, 2015	ODJFS releases RFP on ODJFS and DAS Web Sites; Q&A period opens. - RFP becomes active; vendors may submit inquiries for RFP clarification.
March 31, 2015	Vendor Q&A period for vendor questions closes, 8 a.m. - No further inquiries for RFP clarification will be accepted.
April 6, 2015	ODJFS provides final answers to vendor questions (estimated date).
3:00 P.M. April 21, 2015	Deadline for vendors to submit proposals to ODJFS (3 p.m.). - This is the beginning the ODJFS process of proposal review. LATE PROPOSALS WILL NOT BE CONSIDERED. NO EXCEPTIONS WILL BE MADE.
April 27, 2015	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.
May 18, 2015	Implementation* (estimated—following notification by ODJFS 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, 2017	Contract renewal period** Renewal of the contract with the selected vendor is anticipated through June 30, 2017, subject to all required approvals, and is at ODJFS discretion.

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 all necessary contract and fiscal approvals, the contract period is expected to run from mid-May, 2015 through June 30, 2015, with a renewal of the contract for the period of July 1, 2015 through June 30, 2017. Any contract renewal is subject to approvals, continuing programmatic need, and satisfactory contractor performance, and is at the discretion of ODJFS. Should funding necessary for this project become unavailable at any time during the effective term of the contract, including any renewal period, the contract shall be canceled in accordance with standard contract provisions.

2.2 Internet Question and Answer (Q&A) Period; RFP Clarification Opportunity

Institutions or other interested parties may ask clarifying questions regarding this RFP via the Internet during the Q&A Period as outlined in Section III, Anticipated Procurement Timetable. To ask a question, vendors must use the following Internet process:

- * **Access the ODJFS Web Page at <http://jfs.ohio.gov/>**
- * **Select “Doing Business with ODJFS” from the bottom of the page;**
- * **Select “RFP’s” from the left side column;**
- * **Select RFP Number *JFSR1415068086* from the list of competitive opportunities;**
- * **Follow the link to the dedicated web page;**
- * **Select “Submit Inquiry” near the bottom of the web page;**
- * **Follow instructions there for submitting questions; or, to view posted questions and answers,**
- * **Select “View Q and A” near the bottom of the web page.**

Questions about this RFP must reference the relevant part of this RFP, the heading for the provision under question, and the page number where the provision can be found. The name of a representative of the institution (or other interested party), the institution name, phone number, and e-mail address must be provided to submit an inquiry. The State may, at its option, disregard any questions which do not appropriately reference an RFP provision or location within the RFP, or which do not include identification of the originator of the question. Questions submitted after **8:00 a.m.** on the date the Q&A period closes will not be answered.

The State’s responses to all questions asked via the Internet will be posted on the Internet website dedicated to this RFP for public reference by any interested party. The State will not provide answers directly to the vendors that submitted the question. All questions about this RFP that are submitted in accordance with these instructions will be answered on the RFP’s dedicated web page.

Questions submitted may be no more than 4,000 characters in length, but there is no limit on the number of questions that may be submitted. The State’s answers may be accessed by following the instructions above, but rather than selecting “Submit Inquiry,” institutions and others should select “View Q and A.” The State strongly encourages question submission early in the Q&A period so that answers can be posted with sufficient time for any possible follow-up questions.

Institution proposals in response to this RFP are to take into account any information communicated by ODJFS in the Q&A process for the RFP. **It is the responsibility of all institutions to check this site on a regular basis for responses to all questions, as well as for any amendments, alerts, or other pertinent information regarding this RFP.** Accessibility to questions and answers are clearly identified on the website dedicated to this RFP **once submitted questions have been answered.**

Requests for copies of any previous RFPs or for past submitted 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. The State will only answer questions submitted within the established period for the Vendor Q&A process (see Section 2.1, Anticipated Procurement Timetable), which pertain to issues of RFP clarity, and which are not requests for public records. The State is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

* Should institutions experience technical difficulties accessing the ODJFS website where the RFP and its related documents are published, they may contact the ODJFS Office of 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, there may be no communications concerning the RFP between any vendor and any employee of ODJFS in the issuing office, or any other ODJFS employee, or other individual who is in any way involved in the development of the RFP or the selection of the vendor.

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 2.2, Internet Question & 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 (OLAS).

*** Important Note:** Amendments to the RFP or to any documents related to it will be accessible to institutions through the original web page established for the RFP. All interested institutions must refer to that web page regularly for amendments or other announcements. ODJFS may not specifically notify institutions of changes or announcements related to this RFP except through the website posting. It is the affirmative responsibility of institutions 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 is obtained or gathered through a source other than the Q&A process described in this RFP. Any attempts at prohibited communications by institutions may result in the disqualification of those institutions' proposals.

If interested institutions have a need to communicate regarding this RFP, they must contact ODJFS using one of the mechanisms provided for in Sections 2.2, Internet Question & Answer (Q&A) Period; RFP Clarification Opportunity, or 2.3, Communication Prohibitions, of this RFP. Institutions 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. Institution 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 interested institutions may not be familiar with the CANS assessment tool referenced in this RFP. ODJFS has created a Program Resource Library which can be accessed at <http://ifs.ohio.gov>. The following documents and information will be available:

General information on the CANS assessment, including a detailed executive summary, can be accessed at <http://praedfoundation.org/About%20the%20CANS.html>.

The CANS assessment manual, the CANS form, and supporting documents can be assessed at <http://www.praedfoundation.org/CANS%20Comprehensive%20Manual.pdf>.

SECTION III. VENDOR EXPERIENCE AND QUALIFICATIONS

Proposals must demonstrate that the vendor meets all the following mandatory minimum qualifications, and must also describe organizational and staff experience levels and capabilities as evidence of the vendors' abilities to successfully perform the work described in this RFP.

3.1 Mandatory Vendor Qualifications

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

- A. The vendor must be an Ohio state-assisted college or university.
- B. The vendor proposal must identify a Lead Researcher who possesses a Doctorate Degree in Social Work, Social/Behavioral Science, Social Research, Public Administration, or a related discipline **and** a minimum of five (5) years' experience in the social services field (social work practice in the field of child protective services is preferred).
- C. Key staff (at minimum, a project manager) must be identified **and** must be persons holding a bachelor's degree in social work, social/behavioral science, social research, public administration or a related discipline with a minimum of five (5) years' experience in the social services field.
- D. **If** the institution plans to collaborate with subcontractors, the staff qualifications specified above are applicable to all subcontract staff based on their respective roles in the project.

Vendors that do not meet ALL the above mandatory 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

Vendors are to provide information that demonstrates past successful work experience similar to the work in this RFP. ODJFS will score the information for how well that experience compares to this project, and therefore indicates a likelihood of success if the vendor were awarded the contract for this project.

- A. Samples of at least two, but no more than four, similar sized projects completed in the past five years that demonstrate expertise in child welfare research and outcomes studies.
- B. The names and contact information for at least three entities for which they have performed similar sized projects in the past seven years.

3.3 Staff Experience and Capabilities

One way that vendors demonstrate their expertise is by proposing appropriately qualified staff to key leadership roles for the project. Proposals are to include resumes of proposed project personnel demonstrating clearly that the vendor has:

- A. identified a Lead Researcher with a Doctorate Degree in Social Work, Social/Behavioral Science, Social Research, Public Administration, or a related discipline **and** a minimum of five (5) years' experience in the social services field (social work practice in the field of child protective services is preferred); and,
- B. identified all key staff (*at minimum*, a project manager) who all must have, at minimum, a bachelor's degree in social work, social/behavioral science, social research, public administration or a related discipline with a minimum of five (5) years' experience in the social services field. Individuals with previous experience in child welfare are preferred.

Important: It is the affirmative responsibility of the institution 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 & SPECIFICATIONS OF DELIVERABLES

4.1 Scope of Work

Proposals submitted in response to this RFP must reflect the institution's understanding of, and commitment and capability to, fully perform the full scope of work described in this section. The selected institution (*i.e.*, the contractor) will be responsible for the deliverables as described in **Section 4.4. Specification of Deliverables**, including all preparatory and intervening steps, whether or not ODJFS has explicitly specified or delineated them within this RFP. In developing their proposals, all institutions must fully and appropriately plan and price their proposals, including all necessary preparatory and intervening steps, and anticipated travel. In addition to completing all deliverables for this project, the contractor will be required to perform the following tasks as stated or implied in Section 610.20 of House Bill 483:

- A. To design and conduct the evaluation of the pilot study of the Child Placement Level of Care Tool. The evaluation shall include at a minimum: placement stability, length of stay, and other outcomes for children; cost; worker satisfaction; and any other criteria the Department determines will be useful in the consideration of statewide implementation. The evaluation design shall include a comparison of data to historical outcomes and a prospective data evaluation in each of the pilot counties.
- B. To schedule meetings with ODJFS and other project staff at critical points during the project as needed. Sufficient time shall be allowed for initial meetings to finalize the Work and Evaluation Plans. At least two more meetings will be scheduled at the appropriate times to: 1) review analysis progress and preliminary findings, and 2) review final results. Additional meetings may be scheduled as needed as the study progresses to provide updates, review analyses and findings, resolve problems, and meet operational needs. In addition, the contractor will be expected to provide technical support to ODJFS and other project staff on study aspects or findings through telephone calls, on-site meetings, or e-mails.

- C. To report the results of the pilot study to ODJFS. These reports will be given to the ODJFS Contract Manager.

4.2 Number of Participants

County agencies projected to participate in the pilot program include the following:

1. Ashland County Department of Job and Family Services
2. Athens County Children Services
3. Butler County Department of Job and Family Services
4. Clark County Department of Job and Family Services
5. Clermont County Children Services
6. Franklin County Children Services
7. Greene County Department of Job and Family Services
8. Guernsey County Children Services
9. Knox County Department of Job and Family Services
10. Madison County Department of Job and Family Services
11. Montgomery County Department of Job and Family Services
12. Morrow County Department of Job and Family Services
13. Stark County Department of Job and Family Services
14. Summit County Children Services

In addition, participating counties have identified private agency partners with which to work during the pilot program.

4.3 Administrative Structures—Proposed Work Plan

Proposals are to include, at minimum, the following administrative structures and technical approach for the proposed work plan. In its proposal, the institution shall:

- A. provide a narrative explanation of how the proposed technical approach and work plan will achieve the objectives as identified in Section 1.4 of this RFP;
- B. provide a status reporting procedure for reporting work completed and resolution of unanticipated problems;
- C. provide a current organizational chart (including any subcontractors and all organizational partnerships and collaborations) and specify the key management and administrative personnel who will be assigned to this project, including a chart showing the number of hours to be devoted to the project by vendor staff or sub-contractor staff, and the percentage of time each key management person will devote to the project; and,
- D. provide a timeline for each component of the scope of work and the project overall including the staff hours for personnel involved; and,

- E. provide a Technical Approach and Proposed Work Plan to be finalized and implemented if awarded the contract. The work plan must fully address the Scope of Work and the Specifications of Deliverables in Sections 4.1 and 4.4 of this RFP.

4.4 Specifications of Deliverables

The contractor will be responsible for the overall design and implementation of the study following execution of the contract. Each of the following represents a tangible deliverable that will be due to ODJFS according to the timetable finalized in the Work Plan (Deliverable A). In general, evaluation and technical support services will be performed by the vendor throughout the project and are not listed independently as project deliverables. The contractor will be expected to provide quality assurance on all products including drafts and preliminary data so that data are correctly and consistently defined and interpreted across all products and are presented according to generally accepted academic formats. Narratives should be polished, concise, well-organized, and have a logical flow. The contractor's project reports are to be written in lay terms with emphasis on the meaning of the findings for administrators and policy makers.

All products will be submitted to the ODJFS Contract Manager at least 30 days prior to the deadline for review by the appropriate ODJFS and county staff. The contractor should be prepared for consultations, meetings, or other venues for discussion of the products and any revisions.

The contractor will produce the following deliverables, A through F.

A. Final Work Plan

The Proposed Work Plan submitted by the selected institution as part of its technical proposal (as described in Section 5.2, Tab 4) will be reviewed and finalized as needed before work begins. The plan must demonstrate that the institution has an overall coordinated and comprehensive management approach, particularly in their staffing, timelines, quality control, and communications. The finalized work plan must be approved by the ODJFS Contract Manager. During the course of the project, any changes to the finalized work plan must be approved by the ODJFS Contract Manager in advance of implementing the changes.

Vendors are to demonstrate to ODJFS their ability to successfully perform the work described in this RFP by preparing a **Proposed Work Plan** that must include:

1. a timeline for each deliverable (The timeline should include a three week work stoppage beginning July 1, 2015, to accommodate state requirements for processing new and anticipated renewal contracts and purchase orders at the beginning of each state fiscal year.);
2. a current organizational chart (including any subcontractors) and specifying the key personnel who will be assigned to this project;
3. a chart showing the number of hours and percentage of time each key staff member will devote to the project by deliverable and by State Fiscal Year (SFY);
4. a description of how quality control and technical editing will be accomplished on deliverables, for, at minimum, consistency, completeness in meeting requirements, and general grammar, spelling and format checks; and,
5. a status reporting procedure for reporting completed work and resolution of unanticipated problems.

B. Final Evaluation Plan.

The **Proposed Evaluation Plan** submitted by vendors as part of their technical proposals described here and in Section 5.2, Tab 4 will be reviewed and finalized as needed before work begins. The plan must include a description of the research design, training, data collection, analysis, and report writing required to plan, implement, and evaluate the pilot program including comparison of data to historical outcomes and a prospective data evaluation in each of the pilot counties.

The plan must demonstrate a strategy that is reasonable, feasible, and assures confidence in the study results. The Final Evaluation Plan must be approved by the ODJFS Contract Manager. During the course of the project, changes to the Final Evaluation Plan must be approved with the ODJFS Contract Manager in advance of implementing the changes.

Vendors are to demonstrate to ODJFS their ability to successfully perform the work described in this RFP by preparing a Proposed Evaluation Plan that must:

1. identify a sampling methodology, if a sample is to be used, which assures that the sample size is large enough to accurately reflect the total population and effects of the tool on outcomes;
2. identify and address threats to validity and reliability. Control or comparison groups, or other counterfactuals, must be identified and described;
3. describe, as applicable, the system for recruiting, hiring, training, and supervising interviewers or other data collectors to ensure the highest quality and accuracy of data collected (The contractor is responsible for caseworker interviews, case record reviews, surveys, follow-up of unclear or incomplete data, and other arrangements as needed for the collection and input of data. Data collection may be sub-contracted by the selected contractor.);
4. describe how data will be collected and prepared for analysis of worker satisfaction, including questions to determine satisfaction regarding the tool usage compared to any previously used similar tools.
5. describe how the data collection instruments are to be used if not described above (The contractor is responsible for all data collection instruments and coding strategies which will be reviewed and approved by ODJFS before work can begin, in addition to notifying ODJFS of any planned use subcontractors.);
6. describe how data confidentiality will be ensured at all stages of the project work, including, at minimum, data storage and maintenance, by any and all vendor and/or subcontractor staff; and,
7. identify how the data will be analyzed. A few sample tables or other examples may be included in this section.

C. Implementation and Completion of the ODJFS-approved Evaluation Plan

The selected institution will be required under contract to complete the evaluation in accordance with the approved finalized evaluation plan and utilizing best practices for a successful project with meaningful results.

D. Training

The contractor will train the appropriate staff on how to use and implement the tool. Upon completion of the training, the contractor will notify ODJFS in writing.

E. Reports.

1. The contractor will prepare and submit a report to ODJFS that includes description of the pilot study and its findings and conclusions, including the worker satisfaction study.
2. The contractor will submit to ODJFS the preliminary analysis tables, study findings, descriptive statistics, and draft sections of the report for review, discussion, and revision at points in the process agreeable to the contractor and to the ODJFS Contract Manager.
3. The final draft report will be reviewed by ODJFS and county staff. The contractor should allow a minimum of 30 days for the review and revision process of the final draft.
4. The contractor will deliver the final report in both Microsoft Word and PDF formats on CD.
5. The contractor will provide the final report to ODJFS within six months following the conclusion of the pilot.

F. Project Closeout Activities.

After ODJFS approval of all deliverables, all data provided to the contractor from ODJFS must be returned to ODJFS or destroyed as instructed in the contract or by the contract manager. All other data collected or created for the project must be transferred to ODJFS or destroyed by the institution as instructed by the ODJFS Contract Manager and/or as specified in the contract. The contractor is required to notify ODJFS in writing when all closeout activities are completed.

SECTION V. PROPOSAL FORMAT & 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:

- **Five (5)** paper copies (one (1) signed original and four (4) copies) and one CD-ROM copy of the technical proposal;

It is the institution'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 institution's score and possibly result in its 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 selection decisions accordingly, including the decision to disqualify the institution.

AND

- in a sealed, separate envelope, **three (3)** paper copies (one (1) signed original and two (2) copies) and one CD-ROM copy of the cost proposal.

The institution's original technical and cost proposals must contain all the information and documents specified in Section 5.2, Format for Organization of the Proposal. The institution's total proposal submission (both the technical and cost proposals in all required copies) must be received by ODJFS complete no later than **3:00 p.m. on April 21, 2015**. 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
ATTN: RFP/RLB Unit**

The entire institution technical proposal should be converted into **one single secure .pdf document** and saved to the technical proposal CD-ROM submitted to ODJFS, if possible. If the proposal's size necessitates more than a single .pdf document to contain the entire technical proposal, vendors must still send the CD-ROM copy of the proposal, but using the fewest separate .pdf documents possible.

Along with the technical proposal, the vendor must submit the cost proposal in a separate, sealed envelope/package labeled, **"DO NOT OPEN - COST PROPOSAL ENCLOSED"** and **marked with the title and identifying number of this RFP as well as the vendor's name.**

The CD-ROM copy of the cost proposal must include all cost proposal components, including any required or voluntary attachments. **The CD-ROM containing the cost proposal must be submitted in the sealed envelope containing the hardcopy cost proposal.**

Both CD-ROMs must be labeled with the institution'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 or hand delivery by the above date and time. Materials received separately from an institution'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 institution 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 institution selected.

5.2 Format for Organization of the Proposal

In developing their proposals, institutions must fully and appropriately plan and price 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 institution's technical proposal must contain the following components, at minimum. It is mandatory that institution proposals be organized in the following order and that wherever appropriate, sections/portions of the proposal make reference by section number/letter to those RFP requirements to which they correspond.

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

A. Proposal Information

The institution'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 include information or materials not required in the RFP. All pages beyond Tab 1 are to be sequentially numbered.

Institutions 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 institution 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 & Certifications Document." Institutions 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. Institutions who fail to provide all information and certifications as described in Attachment A, Section I. in their proposal Tab 1 will be disqualified.

Attachment A, Section II. – The **Location of Business Form** Banning the Expenditure of Public Funds on Offshore Services. This form must be completed and signed by every vendor 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 Location of Business 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 institution'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 institution 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.

Tab 2 Vendor Experience and Qualifications

Sub-Tab 2a. Mandatory Vendor Qualifications (Section 3.1, B through D)

The institution 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 and B)

In this section, the institution is to include their response to the organizational experience and capabilities requirements (including those of any subcontractors) as described in Section 3.2, of

this RFP. The information presented on the vendor’s experience and capabilities should demonstrate sufficient similarities between past work and the work described in this RFP to suggest a strong likelihood of success if the vendor were awarded the contract for this project.

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

In this section, the institution is to include, at minimum, the resumes of a lead researcher and a project manager (and any other staff the vendor identifies as key to project success) to demonstrate appropriate staff experience, credentials, and capabilities as described in Section 3.3, of this RFP.

Tab 3 Administrative Structures - Proposed Work Plan (Section 4.3, A through E)

- Sub-Tab 3a. Item A**
- Sub-Tab 3b. Item B**
- Sub-Tab 3c. Item C**
- Sub-Tab 3d. Item D**
- Sub-Tab 3e. Item E (Including Section 4.1, Scope of Work, items A through C)**

This section should provide information and documents responsive to the instructions in Section 4.3 for items A through D. In response to item E, proposals are to describe how the vendor would plan and perform the full scope of the work described in Section 4.1, Scope of Work and would accomplish all deliverables in Section 4.4, Specifications of Deliverables (details on each deliverable are to be provided in Tab 4). The responses must present sufficient detail to demonstrate that the vendor has a clear understanding of the State’s needs, a sound understanding of how to address those needs, and the capability to perform the work so that those needs are met.

Tab 4 Specifications of Deliverables (Section 4.4, A through F)

- Sub-Tab 4a. Deliverable A**
- Sub-Tab 4b. Deliverable B**
- Sub-Tab 4c. Deliverable C (etc. through Deliverable F)**

This section should provide details on how the vendor proposes to successfully achieve each of the deliverables specified in this RFP. The responses must address each element separately. Discussion for each deliverable is to be presented in separate sub-tabs as described above.

B. Cost Proposal

Three copies (one (1) signed original and two (2) copies) of the Cost Proposal must be submitted in a separate, sealed envelope, and labeled, **“DO NOT OPEN - COST PROPOSAL ENCLOSED”** and **marked with the title and identifying number of this RFP as well as the vendor’s name.**

This envelope/package must also contain the labeled cost proposal CD-ROM. The cost 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. The Cost Proposal Form requires interested institutions to provide a group of individual costs for those services defined in Section 4.4, Specifications of Deliverables. Institutions are to use their professional comprehension of the effort required to perform those services and to offer to ODJFS

its flat, all-inclusive fee for performing each. The prices offered in the institution's cost proposal will be the prices in effect throughout the contract period, including any renewal contracts.

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

In calculating their total proposed cost, institutions must consider costs 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) that may be needed in performing the scope of work.

C. IMPORTANT –DISQUALIFIERS FOR PROPOSAL ERRORS:

- Any institution'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 institution is NOT considered to be such prohibited cost information, and MAY be included in any institution'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 institution's proposal (either as required by ODJFS or sent at institution'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 an institution 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 institution 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) found anywhere in an institution's proposal shall result in immediate disqualification of that institution's proposal.
- Any sensitive personal information on vendor *or* sub-contract staff (*e.g.*, social security numbers, addresses) must be omitted from institution proposals, or rendered fully unreadable, or ODJFS may at its option disqualify the institution from any consideration.

SECTION VI. CRITERIA FOR PROPOSAL EVALUATION & SELECTION

6.1 Scoring of Proposals

ODJFS will contract with an institution that best demonstrates the ability to meet requirements as specified in this RFP. Institutions submitting a response will be evaluated based on the capacity and experience demonstrated in their submitted 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 (OFC) and their designees. Institutions should not assume that the review team members are familiar with any current or past work activities with ODJFS. Proposals containing assumptions, lack of sufficient detail, poor organization, and 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 institution 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 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, vendors are strongly encouraged to use the Technical Proposal Score Sheet (Attachment C) to review their proposals for completeness, compliance and quality.

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 institution’s cost proposal is divided by that institution’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.

ODJFS may, at its sole discretion, negotiate with all technically qualifying institutions for a revised cost proposal. Institutions 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 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 institutions’ 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 institutions’ 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 institutions 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 institution's 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, and are at the sole discretion of ODJFS.

Should ODJFS determine a need for interviewing institutions 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 institutions' 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 institutions participating in the interview process for that RFP.

Institutions may request changes to the model contract but any such requested changes must be approved by ODJFS either as requested or following a process of negotiation. While requested changes to the model agreement may have no effect on an institution's proposal score, any proposed changes to the ODJFS model agreement that cannot be accepted or negotiated without causing undue delay (as defined by ODJFS) in the execution of a contract may, at the sole discretion of ODJFS, result in the disqualification of the vendor and its proposal. See also Section 8.6, Contractual Requirements of the RFP for more details on this situation.

ODJFS reserves the right to negotiate with institutions 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, and are at the sole discretion of ODJFS.

Any institution 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 Director of ODJFS (or the Director's designee) the technically qualified institution 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 proposal scores, the proposal with the higher score in the technical proposal will prevail.

SECTION VII. PROTEST PROCEDURE

7.1 Protests

Any institution 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 3:00 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 **seventh (7th)** 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 that 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. After issuance of an award letter, ODJFS reserves the right to rescind the award and choose the next most responsive bidder, if ODJFS and the recommended vendor are unable to come to a mutually acceptable contractual agreement.

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 such 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, 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 submitted by the selected vendor/applicant, if opened, and any attachments, addenda, appendices, or sample products.

Any proposals submitted in response to any ODJFS procurement efforts which make claims of trade secret information may 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 issued pursuant to Section 3119, 3121, 3123, and 3125 of the ORC. The contractor and subcontractor(s) must also agree to cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring the contractor and its employees 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. If any ODJFS contracts permit reinforcement of contractor travel expenses, those expenses are expressly limited by current Office of Budget Management (OBM) policies and procedures for state travel reimbursement.

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.

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> .

While ODJFS strongly encourages the use of MBE subcontractors, the vendor's use of an MBE subcontractor will have no effect on vendors' technical scores or on final contractor selection for this RFP, unless Section VI, Criteria for Proposal Evaluation and Selection of this RFP (and/or the Technical Proposal Score Sheet for this RFP) affirmatively establish an MBE participation criterion.

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;
- 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 & 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 & 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 & 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

Not Applicable for this RFP – Open only to state-supported colleges and universities.

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 & 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.

8.26 Combating Trafficking In Persons

Any contractor doing business with the State must be in compliance with the Federal Acquisition Regulation (FAR) for Combating Trafficking in Persons, 48 CFR Subpart 22.17, in which “the United States Government has adopted a zero tolerance policy regarding trafficking in persons.” The provisions found in 48 CFR Subpart 52.2, specifically Subpart 52.222-50, will be incorporated into the resulting ODM contract by reference. Additional information on identifying Human Trafficking may be found at:

<http://powerhost.powerstream.net/008/00153/HumanTrafficking.wmv>.

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, A*)**
- 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, B*)**

SECTION X. APPENDICES AND THEIR USES

- A. **Child and Adolescent Needs and Strengths (CANS) Comprehensive Multisystem Assessment Manual (*For vendor reference purposes*)**

Thank you for your interest in this project.