



Department of
Job and Family Services

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

November 15, 2012

Dear Vendor:

This letter is to announce the release of the Ohio Department of Job and Family Services (ODJFS) Request for Qualifications (RFQ) #: JFSR1213158048, Rapid Response Services, for the purpose of obtaining multiple vendors with the experience, knowledge, and capacity to plan, coordinate, and deliver Rapid Response services quickly, competently, and efficiently in one or more Ohio counties. No contracts will be awarded as a direct result of this RFQ. Through this RFQ process, ODJFS will compile a list of pre-qualified vendors that may be used by local areas to expedite the procurement of Rapid Response Services for displaced Ohio workers.

The purpose of this RFQ is to implement Phase One of a two-phased Rapid Response procurement process designed to expedite the procurement process for local Workforce Investment Act (WIA) Areas and inhibit delays in their commencement of service delivery to workers affected by a layoff or business closure event (“the Event”). From the vendor responses received in this phase, ODJFS will select vendors who meet the minimum qualification and experience requirements to deliver Rapid Response services in Ohio. These selected vendors will then be included on a Rapid Response Vendor Schedule (“the Schedule”) that will: identify each vendor; the Ohio county where each vendor will be available for service delivery; and the types of Rapid Response services available from each vendor. The Schedule will be made available to state and local Rapid Response teams as a means to expedite the procurement of one or more Rapid Response vendors.

If you are interested in submitting a proposal for this important project, please obtain the RFQ through the ODJFS web site at <http://www.jfs.ohio.gov/rfp/>. If you experience problems opening the above referenced 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 RFQ. 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

An Equal Opportunity Employer and Service Provider

Ohio Department of Job and Family Services
Rapid Response: Request for Qualifications (RFQ)
RFQ#: JFSR1213158048

I. Purpose

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Qualifications (RFQ) to solicit proposals from vendors with the experience, knowledge, and capacity to plan, coordinate, and deliver Rapid Response services quickly, competently, and efficiently in one or more Ohio counties. No contracts will be awarded as a direct result of this RFQ. Through this RFQ process, ODJFS will compile a list of pre-qualified vendors that may be used by local areas to expedite the procurement of Rapid Response Services for displaced Ohio workers.

The purpose of this RFQ is to implement Phase One of a two-phased Rapid Response procurement process designed to expedite the procurement process for local Workforce Investment Act (WIA) Areas and inhibit delays in their commencement of service delivery to workers affected by a layoff or business closure event (“the Event”). From the vendor responses received in this phase, ODJFS will select vendors who meet the minimum qualification and experience requirements to deliver Rapid Response services in Ohio. These selected vendors will then be included on a Rapid Response Vendor Schedule (“the Schedule”) that will: identify each vendor; the Ohio county where each vendor will be available for service delivery; and the types of Rapid Response services available from each vendor. The Schedule will be made available to state and local Rapid Response teams as a means to expedite the procurement of one or more Rapid Response vendors.

Only vendors’ qualifications will be reviewed and scored during this Phase One of the Rapid Response procurement process. Therefore no cost proposals will be required at this time.

II. Background

ODJFS is recognized by the United States Department of Labor (DOL) as the state agency responsible for the administration and oversight of WIA programs and services—including Rapid Response services—in the State of Ohio. ODJFS fulfills its role as the state workforce agency through its Office of Workforce Development (OWD). When an Event occurs, ODJFS must ensure that Rapid Response services are made available to the impacted workers as quickly as possible.

Typically, Rapid Response activities are planned, coordinated and administered at the local level through the One-Stop service delivery system in the Local WIA Area(s) where an Event occurs. However, there are occasions when a Local WIA Area is unable to administer Rapid Response activities. On other occasions, a Local WIA Area may lack the resources to provide the full scope of Rapid Response services needed. In both instances, the Local WIA Area must

procure a vendor to provide the services. Federal and state regulations require the solicitation of vendors through a formal procurement process, which can take several weeks to complete before a vendor can commence services. To effectively minimize the negative impact of displacement, the delivery of services to the affected workers must commence no later than twenty-one (21) days from the date of notice of an Event.

Every Event is unique. Factors such as the labor market region, the type of business and the number of impacted workers, their occupations and skill levels have to be considered to determine the appropriate Rapid Response services for each Event. ODJFS state and local Rapid Response Teams will identify the needs of the impacted workers through a determination of Job Readiness Classifications, which are defined in the Glossary of Terms, which is included as Attachment C, to this RFQ.

Often, there is little or no notice given to ODJFS or Local WIA Areas of pending Events. Therefore, a strategic plan for the delivery of the appropriate Rapid Response services must be quickly developed and approved in order to meet the twenty-one day timeframe.

The amount of federal funding provided to ODJFS for the delivery of Rapid Response services has been drastically reduced, which creates an additional challenge for ODJFS and the Local WIA Areas to effectively deliver Rapid Response services in a timely manner.

The reductions in funding and the inability to determine factors such as the number or magnitude of Events that will occur in a particular State Fiscal Year (SFY), when/if a Local WIA Area will need to procure a vendor, or the costs that will be involved when Events occur render it impractical to obligate Rapid Response funds through a contract with a single vendor. The current situation calls for a case-by-case approach. Therefore, OWD has elected to implement a two-phased procurement process that will: reduce the amount of time it takes to procure a vendor for Rapid Response services when necessary; provide more options for the Local WIA Areas; and will create opportunities for smaller vendors to participate when a Rapid Response provider is needed for only one or two services. The release of this RFQ initiated Phase One of the Rapid Response procurement process to identify and create a Schedule of qualified Rapid Response vendors.

Because Rapid Response service delivery needs will vary per Event and will range from planning and coordinating all Rapid Response services and activities for a single Event to simply providing one or two needed services for an Event that a Local WIA Area is unable to provide, it is ODJFS' intention that the Schedule developed as a result of this Phase One of the Rapid Response procurement process will include not only large vendors that have the capacity to provide the full range of Rapid Response services across Ohio or in multiple Ohio counties, but that it will also include smaller vendors that may only have the capacity to serve one or two Ohio counties or that may only have the capacity to provide two or more types of Rapid Response services in an effort to provide the smaller vendors with the opportunity to participate and to gain experience.

III. Overview

A. Phase One

Since the goal of this RFQ and Phase One of the Rapid Response procurement process is to create a Schedule of qualified vendors, it is imperative that each vendor submit a technical proposal that clearly demonstrates the vendor's experience, staff experience, qualifications, and organizational capacities to plan and commence the delivery of Rapid Response services upon short notice and within the prescribed timeframe in one or more Ohio counties. In addition, each proposal must demonstrate the vendor's flexibility to customize and/or to adjust services and service delivery methods in accordance with the skill levels and needs of displaced workers.

ODJFS will assemble a Proposal Review Team to review and score all properly submitted proposals in accordance with the terms of this RFQ. All vendors that meet the minimum mandatory qualifications will be added to the Schedule and will be deemed eligible to receive Request for Letterhead Bid (RLB) solicitations through Phase Two of the Rapid Response procurement process.

ODJFS will designate a staff member to serve as the agency contact for the vendors selected for participation on the Schedule as a result of this RFQ. The Schedule will be effective for a three-year period beginning approximately January 23, 2013 and ending December 31, 2015.

Each interested vendor must expressly understand that selection for participation on the Schedule does not include compensation. Vendors must be selected and awarded a contract through Phase Two of the Rapid Response procurement process in order to receive compensation. There is no guarantee that any vendor listed on the Schedule will have the opportunity to perform or to receive compensation. ODJFS acknowledges that vendors must continue to accept work from other customers in order to remain viable. It is ODJFS' expectation that only vendors with sufficient staff and resources who are available at any given time to provide Rapid Response services in addition to other work obligations will submit proposals in response to this RFQ. Submission of a proposal in response to this RFQ will be considered acceptance of the terms prescribed herein for participation on the Schedule.

Each interested vendor will be required to include a letter of intent signed by the vendor's authorized representative that affirms each vendor's commitment to participate on the Schedule if selected and to be readily available if selected to provide Rapid Response services through Phase Two of the Rapid Response procurement process. The letter must reference this RFQ by name and by number and must affirm the vendor's availability to participate throughout the Schedule period. Any potential vendor that fails to include a letter of intent will not be considered for participation on the Schedule and will not be afforded the opportunity to receive a contract award through a Phase Two procurement process.

Any vendor selected for placement on the Schedule that later decides not to participate may send ODJFS a written request to have their entity's name removed from the Schedule.

B. Phase Two:

Phase Two of the Rapid Response procurement process must be initiated by the local WIA(s) when an Event occurs. Therefore, it is necessary for the local WIA(s) to procure a vendor for the delivery of Rapid Response services. The Local WIA Area (or ODJFS, if necessary) will identify which vendors on the Schedule provide the needed services in the counties impacted by the Event and will issue an RLB to those vendors which describes the Event; the level and types of services needed; and the projected duration of the Event (which will denote the period in which the resulting contract will be in effect). The RLB will also include templates for a service delivery plan, a budget and budget narrative. Each vendor will submit a proposed service delivery plan, a budget and a budget narrative within five business days. The Local WIA Area will have ten (10) business days to solicit and contract with a Rapid Response vendor in order to meet the twenty-one (21) day timeframe for the commencement of service delivery. ODJFS may, at its sole discretion, allow additional time.

ODJFS and the Local WIA Areas will be under no obligation to enter into a contract with any vendor as a result of a RLB solicitation if, in the opinion of a Local WIA Area and/or ODJFS, none of the proposals adequately address the objectives and needs of the Event that prompted the RLB solicitation. The Local WIA Areas will maintain the right to forego the selection of a vendor from the Schedule and to procure a Rapid Response vendor through local procurement procedures as long as Rapid Response service delivery begins no later than the twenty-first day after notice of the Event.

C. Caveats:

ODJFS will conduct an annual performance review of all vendors selected for the placement on the Schedule. All vendors that perform satisfactorily will continue to be identified on the Schedule for the remainder of the Schedule's effective period. ODJFS reserves the right to remove any vendor from the Schedule at any time due to unsatisfactory performance. Those that fail to respond to a Phase Two RLB may be removed from the Schedule.

Any modifications to this RFQ of a material nature will be provided on the procurement page of the ODJFS website located at <http://jfs.ohio.gov/rfp/>. All vendors will have the responsibility to check the web page for any such modifications without further action by ODJFS.

IV. Time and Date of Submission

Organizations, companies, or firms interested in submitting a proposal of qualifications and experience must make their submission not later than **3:00 p.m. Eastern (local) Time on Wednesday, December 19, 2012**. Faxes will not be accepted. Bids must be addressed to:

Office of Contracts & Acquisitions
 Ohio Department of Job and Family Services
 30 East Broad Street, 31st Floor
 Columbus, Ohio 43215-3414
 ATTN: RFP/RFQ Unit

For hand delivery on the due date, vendors are to allow sufficient time for downtown parking considerations, as well as for security checks at both the lobby of the Rhodes State Office Tower (address as stated above) and again on the 31st Floor. All bids received on the due date will be accepted by the Office of Contracts and Acquisitions on the 31st Floor of the Rhodes Tower. **ODJFS is not responsible for any bids delivered to any address other than the address provided above.**

All submissions must be complete and must be delivered to ODJFS by mail or in person no later than the above date and time. Materials received after the submission deadline date will not be added to previous submissions, nor be considered. No confirmations of mailed bids received can be provided.

As specified in Section III. A, submission of a proposal indicates acceptance by the vendor of the conditions contained in this RFQ, unless clearly and specifically noted in the vendor's proposal.

V. Anticipated Procurement and Project Timetable

11/15/12	ODJFS Releases RFQ to Potential Vendors on the DAS and ODJFS Websites; Q&A Per. Opens - Vendors may submit inquiries for RFQ clarification.
12/03/12	Vendor Q & A Period closes, 8 a.m. for inquiries for RFQ clarification - No further inquiries for RFQ clarification will be accepted.
12/07/12	ODJFS posts Final Vendor Question & Answer Document on DAS website.
12/19/12	Deadline for Vendors to Submit Proposals to ODJFS (3:00 P.M., local time).
1/09/13	ODJFS Issues Vendor Selection Notification Letter (estimated).
1/23/13	Non-Monetary Contract effective date – work may not begin until contract has been officially signed and fully approved by ODJFS. (ESTIMATED DATE)
06/30/13	All project work must be completed. Contract terminates no later than the end of the State Fiscal Year.
Note:	<i>Vendor Renewal(s)</i> The Schedule will be effective for a three-year period beginning approximately January 23, 2013, and ending December 31, 2015. See Section III., C., for information regarding vendors' inclusion on the Schedule.

ODJFS reserves the right to revise this timetable in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations and after providing reasonable notice.

VI. Internet Question & Answer Period; RFQ Clarification Opportunity

Potential vendors may ask clarifying questions regarding this RFQ via the Internet during the Question and Answer (Q & A) Period identified in Section V. "Anticipated Procurement and Project Timetable". To ask a question, potential vendors must follow the process outlined below:

- Step 1: Access the ODJFS Web Page at <http://jfs.ohio.gov>;
- Step 2: Select "About ODJFS" on the front page;
- Step 3: Select "Doing Business with ODJFS" listed on the left column of the page;
- Step 4: Select "Requests for Proposals, Letterhead Solicitations, and Other Invitations;"
- Step 5: Select RFQ Number *JFSR1213158048*; and
- Step 6: Follow the instructions and guidelines below to send an e-mail question.

Each question regarding this RFQ must reference the relevant topic of this RFQ, the heading for the provision under question, and the number and/or section of the RFQ where the provision can be found. An individual posting an inquiry on behalf of a potential vendor must also include his or her name, the company name, and business phone number. ODJFS may, at its option, disregard any questions that do not appropriately reference an RFQ provision or location, or that do not identify the individual or vendor that posed the question. ODJFS will not respond to any questions submitted after **8:00 a.m.** on the date that the Q & A period closes.

Any information provided in the Q & A Listing (on the DAS webpage for this RFQ) will be incorporated hereto and will be additional factors for potential vendors to consider in the development of their proposals for this RFQ.

It is the responsibility of all potential vendors to check the ODJFS procurement page on a regular basis for answers to vendor questions, any amendments to this RFQ, or any other pertinent information regarding this RFQ.

IMPORTANT: Requests from potential vendors for copies of previous ODJFS solicitation documents, past vendor proposals, score sheets or contracts for this or similar past projects, are Public Records Requests (PRRs), and will not be considered among questions regarding the present RFQ. PRRs must be submitted in accordance with the instructions provided in Section XV "Communication Prohibitions" in order to be honored. The posted time frames for ODJFS responses to questions for clarification on this RFQ do not apply to PRRs.

Since this RFQ is part of a newly developed two-phased Rapid Response procurement process, records of past Rapid Response procurements will be of little value to potential vendors in their development of proposals for this RFQ. Vendors are to base their RFQ responses on the requirements and performance expectations established in this RFQ and, if applicable, in the Q&A document, NOT on details of a current or past related contract. 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.

ODJFS will only provide a response to questions submitted within the established time period for the Vendor Q & A process, which is listed in Section V “Anticipated Procurement and Project Timetable”, above. Only questions that pertain specifically to this RFQ, and that are not PRR’s will receive a response. ODJFS is under no obligation to acknowledge questions submitted through the Q & A process if those questions are not in accordance with these instructions.

VII. Mandatory Vendor Qualifications

In order to be considered for placement on the Schedule, all interested vendors **must meet all of the following minimum qualifications** described in this Article.

A. Letter of Intent:

The vendor’s proposal must include a letter of intent signed by the vendor’s authorized representative that affirms the vendor’s commitment to participate on the Schedule if selected and to be readily available to provide Rapid Response services through Phase Two of the Rapid Response procurement process. The letter must reference this RFQ by name and by number and must affirm the vendor’s availability to participate throughout the Schedule period. Any potential vendor that fails to include a letter of intent in accordance with this Section A., will not be considered for participation on the Schedule and will not be afforded the opportunity to receive a contract award through a Phase Two procurement process.

B. Organizational Requirements:

Non-profit, for-profit, and public entities may participate. However, the vendor’s proposal must effectively demonstrate that the vendor has the resources and staffing levels to provide all of the services in the Ohio counties it identifies to be within its capabilities. The proposal must include the following organizational information:

1. Organizational Description: Each vendor’s proposal must include:

A description of the structure, background, and routine operations of the vendor’s organization as well as historical and current data regarding the vendor’s size and capacity, and whether the vendor is local, regional or national in scope.

2. Organizational Experience: The vendor’s proposal must clearly demonstrate that the vendor’s organization has at least:

- a. Two (2) years experience in the planning, delivery, and/or management of workforce development and/or employment-related projects and services. Include examples of at least one (1), but no more than three (3) similar projects successfully completed within the last five (5) years to effectively demonstrate the vendor’s experience; and,

- b. Two (2) years experience in general business practices that include administrative, operational, and budget management functions.
3. **Qualifications to Conduct Business:** Vendor's proposal must include an affirmation that the vendor's organization has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and all are current.
4. **References:** Each vendor's proposal must include a letter of reference from three (3) different projects (excluding ODJFS) the vendor successfully completed within the past five (5) years (*Can be projects completed for the same entity*). Each reference must at a minimum include:
 - a. Company name and address;
 - b. Contact person and phone number;
 - c. Project name, dates of employment/engagement; and
 - d. Description of services provided by the vendor or vendor's staff in other capacities that relate to the services described herein.

Notes:

The proposal is to list the specific qualifications that each reference can confirm.

Part of the proposal evaluation process includes verification of vendor references and experience. If ODJFS determines that any of the references/experience provided cannot be verified, or if information obtained during the course of that verification process negates the responsiveness of a vendor's proposal, ODJFS may disqualify a vendor's proposal.

C. Staff Experience and Capabilities:

The vendor's proposal must demonstrate significant staff experience and expertise by assigning staff to key leadership roles for this project. Proposals must include résumés for all key personnel. Key positions will require profiles and curriculum vitae.

Due to the short timeframe involved in Phase Two of the Rapid Response procurement process, key personnel may not include individuals or entities with which a vendor **intends** to subcontract to fulfill one or more of the key personnel positions identified in this Section. However, a vendor that has an **existing** contract with an individual or entity may include the individual or entity as key personnel in the proposal as long as both the vendor and its current contractor affirm, via a letter of intent or other means that effectively demonstrates that the contractor intends continue to contract with the vendor through the Schedule's effective period and that the contractor will be readily available to perform if the vendor is selected to provide Rapid Response services.

It is acceptable for one individual staff member to fulfill more than one key staff position as long as the individual meets the skills requirements for all the key positions that individual will be assigned to fulfill.

The vendor must identify and assign, at least, the following key staff:

1. **Project Manager:** Individual who will coordinate and provide oversight of activities and services for an Event. The Project Manager must be a member of vendor's staff (not a contractor) and must have at least five (5) years of general management experience that encompasses operational, administrative, and fiscal oversight. In addition, the Project Manager must have a minimum of two (2) years of experience in the field of workforce development/re-employment, or other federally funded projects/programs.
2. **Project Planner:** Individual who will develop the service delivery plans for each Event and will coordinate staff, resources, and activities involved in the execution of those plans. The Project Planner must be a member of vendor's staff (not a contractor) and must have at least two (2) years experience in organizing and planning project activities (additional consideration will be given for those with experience in re-employment or employment-related projects). Experience must include performance of at least two (2) or more of the following functions:
 - a. Development of project plans that include timelines, goals, and coordinating budgets;
 - b. Coordination of project activities completed by both professional and technical staff members;
 - c. Development of outreach plan that includes recruitment strategies and the use of multiple forms of media;
 - d. Development of process/strategies for intake, orientation, and screening activities;
 - e. Planning and facilitation of workshops and trainings;
 - f. Planning of job fairs or similar events—including selection of a facility;
 - g. Development of process for collection of data and development of progress and spending reports;
 - h. Planning and scheduling meetings; and,
 - i. Development of operational schedule that includes assignment of staff to ensure availability to clients.

3. **Service Delivery Specialist:** Individual knowledgeable of WIA and related programs and One-Stop services and who is experienced in the delivery of Rapid Response or re-employment services. The Service Delivery Specialist will perform Rapid Response services delivery activities and will also provide training and technical assistance to vendor's Service Delivery Representatives (*see Paragraph 4 of this Section*) and to other individuals who will be involved in the delivery of Rapid Response services. The Service Delivery Specialist must have at least three (3) years experience in the performance of at least three (3) or more of the following activities (*see Section IX for detailed descriptions of functions*):
 - a. Job seeker recruitment/outreach;
 - b. Job seeker intake, orientation, and screening;
 - c. Employer outreach;
 - d. Participation in the establishment of a Transition Center;
 - e. Peer Counselor selection and training;
 - f. Facilitation of workshops and trainings for job seekers;
 - g. Delivery of training to staff, One-Stop partners, or other individuals to perform re-employment or employment-related functions;
 - h. Delivery of instruction to staff, One-Stop partners, and/or other stakeholders on procedures, rules, and policies applicable to a project or program;
 - i. Collaboration with labor organizations on projects/activities relative to re-employment or layoffs;
 - j. Delivery of instruction and/or guidance to job seekers on resume development and job interview skills;
 - k. Coordination of job fair or similar event;
 - l. Job search assistance;
 - m. Case management; and,
 - n. Implementation of layoff aversion/business succession strategies.
4. **Service Delivery Representatives:** "Service Delivery Representative" is a generic title selected for all staff members who will be assigned to provide one or more of the Rapid Response services listed in the vendor's proposal and/or will

perform related functions. Each Service Delivery Representative—regardless of actual job title—must have at least one (1), but preferably three (3) years experience in the performance of training and/or services of similar size and scope as described in Section IX. Experience should include at least one of the following:

- a. Outreach and recruitment activities;
- b. Registration/intake;
- c. Client assessment;
- d. Training/workshops;
- e. Data collection and reporting;
- f. Facilitation of job fairs or similar events;
- g. Outcome assessment and customer surveys;
- h. Collaborations with labor organizations;
- i. Coordination of meetings and other communications among partner entities for a specific project or program;
- j. Facilitation of meetings with clients, staff, and/or other stakeholders;
- k. Case management;
- l. Budget management; and,
- m. Agenda development.

Note:

There is no specific number of Service Delivery Representatives required. However, the vendor's proposal must demonstrate staff levels and qualifications sufficient to provide the services specified in the vendor's proposal in addition to any other work the vendor is completing for other customers.

Important: Sensitive Personal Information:

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 become part of the public record. **ODJFS reserves the right to disqualify any vendor that submits a proposal found to contain such prohibited personal information.**

VIII. Scope of Work

Rapid Response service delivery needs will vary per Event and will range from planning and coordinating all Rapid Response services and activities for an Event to simply providing one or two needed services for an Event that a Local WIA Area is unable to provide. Regardless of the size of the vendor or the number or types of services a potential vendor lists in its proposal, each vendor must provide a narrative that identifies the processes the vendor will use to quickly and competently perform the functions listed below within the required timeframes. The narrative must be provided in addition to the references, project descriptions, staff curricula vitae requested in Article VII.

- A. Create a proposal that includes a service delivery plan and corresponding budget that is customized to the Event and to the identified needs of the displaced workers;
- B. Execute an agreement with the Local WIA Area (or ODJFS) for the delivery of Rapid Response services and begin service delivery on the date specified by the Local WIA Area;
- C. Make adjustments to the service delivery plan, service delivery methods, or the types of services being provided if necessary throughout the Event period;
- D. Work in cooperation with the Local WIA Area, ODJFS, local employers, stakeholders, and, if applicable, labor organizations to ensure that all needed services and assistance are available to the affected workers throughout the Event period;
- E. Comprehend and follow WIA rules and all federal, state, and local laws and policies that are applicable to the programs and services that will be provided—including rules to protect confidential information; and,
- F. Develop and implement a data collection and reporting process.

Note: As stated earlier in this RFQ, the Local WIA Area has a total of ten (10) days from the date of notice of an Event to solicit and contract with a Rapid Response vendor, which means that all prospective vendors must have the ability to develop and submit a proposal within five (5) business days or less—depending on the time it takes for the Local WIA Area to issue the RLB. ODJFS may, at its discretion, allow a Local WIA Area and/or prospective vendors additional time to prepare. Local WIA Areas will not have the authority to grant additional time to vendors that will exceed the time limit established by ODJFS.

IX. Specifications of Services

To be considered for participation on the Schedule, a vendor must be available to provide one or more of the following services in one or more Ohio counties of the state. The proposal must clearly identify: which of the services listed below the vendor will be available to perform; the staff who will be assigned to these functions; the number of staff that will be available; and the work shifts that the services will be available. All vendors will be required

to collect data and submit reports as described in Section H. Therefore all proposals must include a description of a process for data collection and reporting in addition to one or more of the services listed in Sections A through G below. The proposal must also clearly identify the Ohio county(ies) in which the vendor will be available to perform. Please limit the description of each service to two (2) pages. Rapid Response services include:

- A. **Workforce Transition Committee:** A group of individuals who will work in cooperation with the Local WIA Area's Rapid Response Team to coordinate the delivery of any or all of the Rapid Response services listed herein until the conclusion of Event period or a time otherwise specified in the agreement between the Local WIA Area (or ODJFS) and the selected vendor. The Workforce Transition Committee will include at least three (3) management representatives and three (3) hourly representatives of the business that is closing or imposing a layoff. When the affected employees include union members, the hourly representatives should include union members and at least one (1) union representative should be included on the Workforce Transition Committee. ODJFS or its designee will appoint a neutral chairperson to govern the Workforce Transition Committee. The selected vendor will establish the Workforce Transition Committee in accordance with the guidelines included in the Ohio Rapid Response manual and will:
1. Select the individuals who will serve on the Workforce Transition Committee;
 2. Establish rules and policies to govern the Workforce Transition Committee and Event activities;
 3. Schedule and coordinate meetings;
 4. Establishing goals and related timeframes;
 5. Develop and manage a budget for Event services and activities (not to be confused with the vendor's budget for all Event services);
 6. Display brochures, guides and other informational documents produced by ODJFS on its Web site to create information on services available in Ohio and distribute; and,
 7. Assure that all informational materials are provided in a manner and format that may be easily understood.
- B. **Transition Center:** A place where the impacted workers can go for assistance to determine the combination of the available programs and services that will be most beneficial in the workers' quest for new employment. Ideally, the place will be "on-site" at the impacted workers' place of employment, but may also be established at another location as mutually agreed by the local Rapid Response team and the selected vendor. The selected vendor will establish the Transition Center in accordance with the guidelines listed in the Ohio Rapid Response manual and will perform any or all of the following functions:

1. Identify and recommend facility that accommodates all parties;
 2. Secure the facility as well as necessary equipment and supplies;
 3. Create a schedule and staffing plan for service delivery and hours of operation that ensures availability to all affected workers—including those currently working second and third shift if applicable (*if a vendor cannot effectively cover all three shifts, the vendor must specify the hours it will be available to operate a transition center*);
 4. Train staff, if necessary, on WIA and other applicable federal, state, and local laws and policies and on their respective responsibilities in the operation of the Transition Center;
 5. Accommodate, schedule, plan, and/or conduct workshops (see Section D);
 6. Promote use of the Transition Centers to labor organizations and to impacted workers; and,
 7. Establish and implement a process for statistical data gathering.
- C. **Peer-to-Peer Network:** Impacted workers selected to serve as Peer Counselors and to educate other impacted workers on the programs and services available at the Transition Center and through the One-Stop service delivery system. Peer Counselors will also encourage the impacted workers' participation in those programs and services to lessen the impact of displacement. For these services, the selected vendor will perform the following functions and will specify if staff will be available to provide these services on first, second, third, or all shifts:
1. Engage and garner support from the employer and from union officials, if applicable;
 2. Select impacted workers to serve as Peer Counselors with input from the employer and, if applicable, from the union and/or labor-management committee;
 3. Provide training to Peer Counselors that will include:
 - a. An overview of WIA and all other applicable federal, state, and local laws and policies;
 - b. A description of the structure and operation of the local One-Stop system that will include a list of contacts;
 - c. A list of community resources;

- d. Use of Career Assessment tools;
 - e. Explanation on the potential impact of dislocation on workers;
 - f. Overviews of Ohio's Unemployment Compensation system, Labor Market Information statistics, and Trade programs and services, if applicable; *Note: Experts will be brought in to discuss Unemployment, Trade, and WIA services to ensure accurate information.*
4. Provide Peer Counselors necessary resources to effectively fulfill their assigned role; and,
 5. Establish, implement, and manage a reporting system for use by Peer Counselors.
- D. **Workshops:** A variety of workshops must be planned and conducted for the benefit of the displaced workers. The selected vendor may be required to schedule, plan, conduct, and/or facilitate workshops on the following topics. The vendor must also specify if staff will be available to provide workshops during second and third shift working hours.
1. Resume development (mandatory for Transition Center staff);
 2. Job Search skills and techniques that includes the use of OhioMeansJobs and social media;
 3. Job Interview Coaching;
 4. Skills assessment (ex. Work Keys);
 5. Career guidance that includes use of "Help Wanted Analytics" for local economic market trends; and,
 6. Credentialing.
- E. **Job Fair:** Recruitment events in which representatives from local businesses provide information on available jobs within their respective companies. Some job fairs include representatives of local colleges who provide information about the academic programs offered at their respective colleges and about options for financial assistance. For job fairs, the selected vendor may be required to perform any or all of the following functions:
1. Secure accommodations if Transition Center site is unsuitable;
 2. Evaluate and develop a list of the skills of the dislocated workers targeted for audience;

3. Match skills with local employers seeking workers using OhioMeansJobs.com and other job search listings;
 4. Invite employers with positions that match worker's skills to participate in the job fair (Invite local colleges to participate if applicable.);
 5. Promote the job fair via multiple forms of media, such as OhioMeansJobs.com, local Chambers of Commerce, social networks, etc.;
 6. Host a pre-registration for employers (and local colleges) that will participate;
 7. Provide resume assistance for the workers prior to the job fair;
 8. Conduct a workshop prior to the fair to ensure that dislocated workers who will attend are properly prepared;
 9. Provide space for computer and internet access for candidates to complete their applications if necessary;
 10. Establish a "follow-up" process with both employers and workers (and local colleges, if applicable) to measure the success of the job fair; and,
 11. Promotion of the event through OhioMeansJobs.com, the local Chamber of Commerce, etc.
- F. **Worker Orientations:** The first opportunity to inform the affected workers about the benefits, services, and resources available to assist them during their layoff and transition to new employment. Contact information and methods to access these benefits, resources, and services will also be provided to the workers during these sessions, in order for the workers to be able to individually follow-up with the appropriate entities after the sessions have been completed. Worker orientations are to be conducted as soon as possible after notice of the Event is received and will most often be delivered by the Local WIA Area's Rapid Response team. However, there may be occasions when it necessary for a vendor to deliver worker orientations, for which the selected vendor's proposal must specify if the vendor's staff will be available to provide worker orientations to all three working shifts and, if not, identify the working hours in which the vendor will be able to perform the following functions:
1. Schedule the worker orientation sessions for all affected shifts—preferably for the same date;
 2. Secure a facility/location to hold the worker orientation sessions (if the worker orientation sessions cannot be delivered on-site at the impacted place of business);

3. Coordinate with necessary ODJFS and Local WIA Area staff to ensure the presence of subject matter experts on Unemployment Insurance (UI), WIA, One-Stop operations, Trade Adjustment Assistance (if applicable), and any other programs beneficial to the impacted workers;
 4. Create worker orientation session agenda that will include:
 - a. Overview of WIA and Ohio's workforce development system;
 - b. Summary of One-Stop services;
 - c. Overview of UI Benefit system and the application and verification processes;
 - d. Overview of Trade Adjustment Assistance and any other available programs; and,
 - e. Overview of OhioMeansJobs and other tools and resources available to the impacted workers.
 5. Prepare and/or distribute information packets to the impacted workers.
- G. **Layoff Aversion Services:** The DOL, through Training and Employment Notice (TEN) 09-12, encourages all states and Local WIA Areas to incorporate strategies and services to prevent, reduce or eliminate the period of layoff or unemployment for impacted workers. The Local WIA Area (or ODJFS, if necessary) will determine if layoff-aversion services are needed for an Event and will identify those services in the RLB issued to initiate Phase Two of the Rapid Response procurement process. The selected vendor will work in cooperation with the Local WIA Area (or ODJFS) to identify and implement the best service delivery strategies to shorten or eliminate the duration of unemployment. Such strategies include:
1. **Direct Placement:** Connect with other employers located in the same area as the affected business to determine which have job openings and the skills needed for each vacant position. Compare the skills required for the job vacancies with the skills of the impacted workers then negotiate with the employers to find job placements for impacted workers with the skills needed by the employers.
 2. **Customized Interview Coaching:** Workshops to prepare impacted workers for interviews that will be scheduled with local employers that have job vacancies. The workshop provides information specific to the employer's business and industry and provides one-on-one coaching and activities to improve each impacted worker's opportunity for a successful interview and placement into one of the job vacancies upon displacement from the impacted business.
 3. **Pre-Feasibility Assessment:** An assessment of a business that has given notice of a pending closure or layoff event to identify strategies that may allow the business

to continue without a significant reduction in staff. Strategies may include finding alternative ownership for the business or the development and implementation of an Employee Stock Ownership Plan.

4. **Employee Stock Ownership Plan (ESOP):** A retirement plan in which a business contributes its stock (or money to buy its stock) to the plan for the benefit of its employees.

- H. **Data Collection and Reporting:** Function that will be mandatory for all vendors regardless of the amount or type of services identified in the vendor's proposal. In order to be considered for participation on the Schedule, the vendor's proposal must clearly describe a process to collect data and develop reports as requested by the Local WIA Area or by ODJFS in order to track the progress of Event activities and to comply with federal reporting requirements. The process should include measures to protect confidential information.

X. Vendor Compensation

The purpose of this RFQ and Phase One of the Rapid Response procurement process is to assess **ONLY** the qualifications, experience, and capacity of prospective vendors. No contract will be awarded as a result of this Phase One process; therefore no cost proposals are required at this time. Only vendors selected for participation on the Schedule as a result of Phase One and receive a RLB solicitation through Phase Two will be required to submit cost proposals.

XI. Format of Submission

To be accepted and forwarded to the ODJFS Proposal Review Team (PRT), the vendor's proposal must include a **signed original and 5 hard copies** of the technical proposal. The vendor must also include a non-rewritable CD-ROM copy of the entire original technical proposal, according to the format and composition details provided below.

- A. **Five (5) Hard copies:** One original and five copies of the Technical Proposal labeled: **"TECHNICAL PROPOSAL ENCLOSED FOR RAPID RESPONSE PROJECT, RFQ#: JFSR1213158048 SUBMITTED BY (VENDOR NAME AND DATE OF SUBMISSION)."**
- B. **One non-rewritable CD-ROM:** That contains a copy of the entire Technical Proposal and all requested information labeled: **"CD-ROM FOR RAPID RESPONSE PROJECT, RFQ#: JFSR1213158048 SUBMITTED BY (VENDOR NAME AND DATE OF SUBMISSION)."** The requested CD will be used by ODJFS for storage/archiving purposes and for PRRs only.
- C. The vendor's Technical Proposal will contain all the information specified for each component listed below. It is mandatory that vendor proposals are organized in the order specified below. Any other information thought to be relevant, but not applicable to a specific RFQ section number/letter must be provided as an appendix to the proposal and so marked as an additional tab. ODJFS reserves the right to exclude from consideration submitted appendices that include information or materials that

were not required in the RFQ. The proposal will be scored on the relevancy of content to the stated responsibilities as well as the conciseness, clarity, flow, and neatness of the information presented. A proposal that is incomplete, vague, unjustifiably wordy, unclear, or poorly organized may not be successful. All pages in the Technical Proposal will be sequentially numbered either per tab or for the document as a whole.

1. **Tab 1: Forms and Certifications:** The vendor must provide originals of the documents listed below, signed in blue ink by a qualified vendor representative, in this part of the technical proposal packet.
 - “Required Vendor Information and Certifications” form (provided as Attachment A to this RFQ).
2. **Tab 2: Vendor Qualifications:** The vendor proposal must include all documents and information as outlined in Section VII to demonstrate how the vendor and its staff meet the requirements, specifically:
 - a. **Sub-Tab 2a:** Vendor’s Letter of Intent to Participate (Section VII. A).
 - b. **Sub-Tab 2b:** Mandatory Vendor Qualifications, Experience, and Capabilities (Section VII. B)
 - c. **Sub-Tab 2c:** Staff Experience and Capabilities (Section VII. C)
 - d. **Sub-Tab 2d:** If applicable, Current Vendor Contractor Experience and Capabilities (Section III A)
3. **Tab 3: Scope of Work and Specifications of Services**
 - a. **Sub-Tab 3a:** Scope of Work (*Vendor’s narration that describes and effectively demonstrates the ability to perform as specified in Section VIII. Should include examples of projects to support the affirmation in Tab 5, Sub-Tab a. Vendor must also identify the Ohio counties it will be available to serve*)
 - b. **Sub-Tab 3b:** Specifications of Services (*Vendor must list all the services it will be available to provide and the Ohio counties the vendor will provide each service. The vendor must also identify the working shifts staff will be available to provide each identified service where shift availability is requested). See Section IX. Specifications of Services.*)
4. **Tab 4: Additional Vendor Information:** (*Any additional information not specifically requested herein that further demonstrates vendor qualifications*)

All pages in the Technical Proposal must be sequentially numbered, with the exception of Tab 1 contents.

XII. Selection Process

- A. **Proposal Review Team:** All proposals will be reviewed and scored by a Proposal Review Team (PRT) comprised of ODJFS staff. Vendors should not assume that the PRT members are familiar with any current or past work activities with ODJFS. Proposals that contain assumptions, lack of sufficient detail, poor organization, lack of proofreading, and unnecessary self-promotional claims will be evaluated accordingly. PRT members are required to sign disclosure forms to affirm that they have no personal or financial interest in the outcome of the proposal review and vendor selection process. The PRT reserves the right to reject any and all proposals, in whole or in part, received in response to this RFQ. The PRT may waive minor defects that are not material when no prejudice will result to the rights of any vendor or to the public.
- B. **Scoring:** In scoring the proposals, ODJFS will score in two phases: Phase I—Initial Qualifying Criteria and Phase II—Scoring of the Technical Proposal. In addition, the PRT may, at its option, elect to conduct interviews as part of the process. All score criteria are presented in the Technical Proposal Score Sheet, which is provided as **Attachment B** to this RFQ.
1. **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 B, Technical Proposal Score Sheet for a complete listing of initial disqualifiers.**
 2. **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 RFQ. Using the score sheet for Phase II scoring (see **Attachment B** of this RFQ for specific evaluation criteria), the PRT will read, review, discuss and reach consensus on the final technical score for each qualifying technical proposal.

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

Please refer to Attachment B, Technical Proposal Score Sheet for maximum and minimum allowable scoring thresholds and definitions of scoring values.

MBE/EDGE vendors selected for participation on the Schedule will be noted as such on the Schedule and will receive additional consideration during Phase Two of the Rapid Response procurement process.

- C. **Disqualifiers:**

1. Any proposal that does not meet the minimum required technical proposal score as defined in Attachment B will be disqualified from any further consideration.
2. Failure to sign and include the required forms included as Attachment A of this RFQ.
3. Any trade secret, proprietary, or confidential information (as defined in Section XIII of this RFQ) found anywhere in a vendor's proposal will result in immediate disqualification of that vendor's proposal.
4. Any sensitive personal information on staff of vendor or vendor's contractor (*e.g.*, social security numbers, addresses) must be omitted from vendor proposals, or rendered fully unreadable, or ODJFS may at its option disqualify the vendor from any consideration.

XIII. RFQ Process Information and Other Requirements:

In the event of a material breach of vendor obligations under this section, ODJFS may at its discretion terminate any contract with the vendor that results from a Phase Two procurement process as described herein.

- A. **State Contracts:** Vendors must identify on the "Required Vendor Information and Certifications" form (Attachment A to this RFQ) any current agreements with a State of Ohio agency or with a Local WIA Area. For each identified agreement, the vendor must also identify the purpose of the agreement, the amount of the agreement, the effective dates of the agreement, and the percent of performance completed.
- B. **Interview:** Vendors that submit proposals may be requested to participate in an in-depth interview as part of the evaluation process. The interview, if necessary, will be conducted by ODJFS and any local or other representatives it may appoint. ODJFS reserves the right to select a sample of responding vendors for interviews instead of conducting interviews with every vendor that submitted a proposal. The vendor will bear all costs of any scheduled interview.
- C. **Start Work Date (if selected through Phase Two):** The selected vendor must demonstrate the ability and commitment to create an Event project plan and, if selected through Phase Two, execute an agreement with the Local WIA Area (or ODJFS) and begin service delivery with no more than ten (10) business days' notice. Federal, state, and local policies prohibit the vendor from performance until an agreement is fully executed. **Any work begun by a contractor prior to this notification will NOT be reimbursable by ODJFS.**
- D. **Proposal Costs:** Each vendor will be responsible for the costs incurred in the development and submission of its proposal in response to this RFQ and for costs associated with any interviews conducted by ODJFS during the review process. ODJFS will not contribute in any way to the vendors' costs involved in this RFQ process.

- E. **Proposals Property of ODJFS:** All proposals, attachments, and any supporting documents—both hard and soft copies—submitted to ODJFS in response to this RFQ, to a RLB issued in a Phase Two solicitation, or to any other solicitation issued by ODJFS or under the direction of ODJFS will become the property of ODJFS and will be deemed public records pursuant to section 149.43 of the Ohio Revised Code (ORC).
- F. **Trade Secrets Prohibition; Public Information Disclaimer:** Vendors are prohibited from including any trade secret information as defined in ORC 1333.61 in proposals submitted in response to this RFQ, to a RLB issued through a Phase Two solicitation, or to any solicitation issued by ODJFS or under the direction of ODJFS. ODJFS will consider all proposals or similar responses and all attachments thereto that are voluntarily submitted in response to any ODJFS solicitation to be free of trade secrets. Any proposals that make claims of trade secret information will be disqualified from consideration immediately upon the discovery of such unallowable claim.
- G. **Letter of Intent:** Because this Phase One of the Rapid Response procurement process will not result in a contract or a guarantee of a contract, and because it is crucial to commence Rapid Response service delivery promptly in order to minimize the negative impact to the affected workers, ODJFS must have assurance that the vendors selected for participation on the Schedule will be available to perform if needed. The letter of intent each vendor must provide with the proposal submission will affirm each vendor's commitment to make best efforts to maintain the staffing and organizational capacities to promptly and competently provide the Rapid Response services identified in the vendor's proposal if selected for participation on the Schedule and subsequently awarded a contract through a Phase Two solicitation. The letter of intent will also demonstrate each vendor's commitment to be available and to respond to any and all RLB's received within the prescribed timeframe. (See Section VII, Item A.)
- H. **Public Release of Records:** Public release of any evaluation or monitoring reports funded under this contract 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.
- I. **Confidentiality:** All contracts or other agreements that result from a Phase Two solicitation will subject the vendor to compliance with all federal, state, and local laws that pertain to confidential personal information.
- J. **Ethical & Conflict of Interest Requirements:**
 - 1. No individual, company or organization seeking a contract or other business agreement will promise or give to any ODJFS or Local WIA Area 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.

2. No individual, company or organization seeking a contract or other business agreement with ODJFS or with a Local WIA Area will solicit any ODJFS or Local WIA Area employee to violate any of the conduct requirements for employees.
 3. Any individual, company, or organization acting on behalf of ODJFS or a Local WIA Area will refrain from activities that could result in violations of ethics and/or in conflicts of interest. Any contractor or potential contractor that violates the requirements and prohibitions defined here or of ORC 102.04 is subject to termination of the contract/agreement or to refusal by ODJFS or the Local WIA Area to enter into a contract/agreement.
 4. ODJFS and Local WIA Area employees and contractors that violate ORC sections 102.03, 102.04 2921.42 or 2921.43 may be prosecuted for criminal violations.
- K. **Unresolved Findings for Recovery:** ORC 9.24 prohibits ODJFS from awarding a contract to any individual or entity against which 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 affirms that it is not now, and will not become, subject to an “unresolved” finding for recovery under ORC 9.24 without notifying ODJFS and the Local WIA Area, when applicable, of such finding. ODJFS will review the Auditor of State’s website prior to the evaluations of any proposal submitted pursuant to this RFQ and the Local WIA Area (or ODJFS) will conduct a review of all vendors selected from the Schedule for participation in a Phase Two procurement process prior to the issuance of a RLB during Phase Two. 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.
- L. **Mandatory Contract Performance Disclosure:** Each proposal must disclose if the vendor or the vendor’s subcontractor(s) identified in the vendor’s proposal, under contracts for the provision of services that are the same or similar to those described in this RFQ, have been subject to 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 will fully explain the details of those claims, including details of all alleged breaches, any written or legal action that resulted from those allegations, and the results of any litigation, arbitration or mediation regarding those claims—including the terms of any settlement. While disclosure of any formal claims in response to this section will not automatically disqualify a vendor from consideration, ODJFS may, at its discretion, reject the vendor’s proposal after a review of the details surrounding the claims. ODJFS will make this decision based on a determination of the seriousness of the claims, the potential that the behavior that led to the claims could negatively impact vendor’s performance of work described herein, and what action is the best interest of ODJFS and the Local WIA Areas.

- M. **Mandatory Disclosures of Governmental Investigations:** Each proposal must indicate if the vendor or the vendor's subcontractor(s) identified in the vendor's proposal have been the subject of any adverse regulatory or administrative governmental action (federal, state, or local) with respect to vendor's performance of services similar to those described in this RFQ. 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 described herein, and what action is in the best interest of ODJFS and the Local WIA Areas.
- N. **Vendor Selection Restriction:** Any vendor deemed not responsible, or that submits a proposal deemed nonresponsive to the terms of this RFQ, will not be selected for participation on the Schedule.
- O. **Waiver of Minor Proposal Errors:** ODJFS may, at its sole discretion, waive minor errors or omissions in proposals, bids, and/or forms when those errors do not unreasonably obscure the meaning of the content. Additionally, ODJFS reserves the right to request clarifications or completions from vendors to any information in their proposals, bids, and/or forms, and may request such clarification as it deems necessary at any point in the proposal/bid review process.

XIV. Caveat:

ODJFS is under no obligation to select a vendor as a result of this solicitation if, in the opinion of ODJFS and the proposal review team, none of the proposals are responsive to the objectives and needs of ODJFS. ODJFS reserves the right to forego the selection of any vendor should ODJFS decide not to proceed with this procurement process.

XV. Communications Prohibitions:

From the issuance date of this RFQ, until the vendor receives written notice from ODJFS that all selections have been made and the subsequent protest period has lapsed, there may be no communications concerning the RFQ between any interested vendor and any employee of ODJFS or any other individual regardless of their employment status, who is in any way involved in the development of this RFQ or with vendor selection. The **only** exceptions to this prohibition are as follows:

- A. Communication may be permitted as necessary in the case of an existing business relationship between ODJFS and a vendor that could potentially respond to this RFQ, such communication must be limited to matters relative to the existing business relationship and must not involve any discussion that relates to this RFQ.

- B. A vendor may communicate with ODJFS only if ODJFS determines an interview is necessary for ODJFS to make a vendor selection decision and initiates the communication.
- C. ODJFS will post any necessary revisions to this RFQ, any related announcements, and all Q and A documents on the ODJFS web page established for this RFQ located at its respective DAS webpage for this project. It is the responsibility of the vendor to check the page regularly for updates. In addition, ODJFS will typically issue notice to interested vendors of any revisions to this RFQ and any related announcements. However, failure on the part of ODJFS to individually notify any vendors of any revisions or announcements related to this RFQ does not absolve the vendors from their responsibility to look for updated information through the web page.
- D. A vendor may initiate a Public Records Request (PRR) to the ODJFS Office of Legal and Acquisition Services.

Proposals submitted by a vendor that attempts any communication prohibited by this Section may be disqualified from consideration for participation on the Schedule. ODJFS is not responsible for the accuracy of any information regarding this RFQ that was obtained or gathered through a source other than the Question and Answer process described in this RFQ.

XVI. Protests

Any prospective vendor with an objection to the selections for inclusion on the RR pre-qualified vendor Schedule as a result of this solicitation or to any part of the solicitation or selection process may file a formal protest in accordance with the following guidelines:

- A. The protest must be in writing and contain the following information:
 - 1. The name, address, and telephone number of the protestor.
 - 2. The name and number of the solicitation 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.
 - 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 will be considered by ODJFS, if it is received by ODJFS' Office of Contracts and Acquisitions, within the following periods:

1. A protest based on alleged improprieties in the issuance of the RFQ or any other event that precedes the closing date for receipt of proposals that are apparent or should be apparent prior to the closing date for receipt of proposals will be filed no later than 3:00 p.m. of the closing date for receipt of proposals as specified in Section IV “Time and Date of Submission”.
2. If the protest relates to the announced vendor selections, the protest will be filed no later than 3:00 p.m. of the **seventh (7th) calendar** day after the issuance of formal letters to all responding applicants regarding the selections for inclusion on the Schedule. The date on the letters to responding applicants is the date used to determine if a protest of the vendor selection is submitted by the end of the protest period.
3. An untimely protest may be considered by ODJFS if ODJFS determines that the protest raises issues significant to the ODJFS procurement system. An untimely protest is one received by ODJFS’ Office of Contracts and Acquisitions after the time periods set forth in Item 2 of this Section.
4. All protests must be filed at the following location:

Deputy Director, Office of Contracts and Acquisitions
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, Ohio 43215-3414
5. When a timely protest is filed, the Schedule will not be released to the Local WIA Areas until a decision on the protest is issued or the matter is otherwise resolved—unless the ODJFS Director determines that a delay will severely disadvantage ODJFS or the Local WIA Areas. The vendor(s) selected for participation on the Schedule will be notified of the receipt of the protest.
6. The ODJFS Office of Contracts and Acquisitions will issue written decisions on all timely protests and will notify any vendor that filed an untimely protest of the determination whether or not to consider the protest.

Section XVII. Attachments To This RFQ:

To be completed & included in proposal packet as specified in Section XI. C

Attachment A: Required Vendor Information and Certifications

(No additional link) See attached document.

Attachment B: Technical Proposal Score Sheet *(For vendor self-evaluation purposes-do not submit)*

Attachment C: Glossary of Terms

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—Section I.

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/RFQ #:	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\RFQ 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 for 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:	_____	_____

C. Identify all state contracts which the vendor has had approved by the Controlling Board since the beginning of the last fiscal year (i.e., since July 01, 2010) through this fiscal year to date. Also include contracts approved for ODJFS or institutions of higher education:

Total number of contracts: _____

For each state contract, list the state agency and provide the following information:

State Agency/Educational Institution: _____

Contract Dollar Amount: _____

State Agency/Educational Institution: _____

Contract Dollar Amount: _____

State Agency/Educational Institution: _____

Contract Dollar Amount: _____

Attach additional pages if needed

11. Vendor and Grantee Ethics Certification

As a vendor or grantee doing business with* or receiving grants from the State of Ohio, I certify on behalf of _____(name of vendor or grantee):

- (1) I have reviewed and understand Ohio ethics and conflict of interests laws, as found in Chapter 102. and Sections 2921.42 and 2921.43 of the Ohio Revised Code.
- (2) I have reviewed and understand Executive Order Number 2007-01S.
- (3) I will not do anything inconsistent with those laws or Executive Order Number 2007-01S.
- (4) I acknowledge that failure to comply with this certification, is, by itself, grounds for termination of this contract or grant with the State of Ohio.

Signature of authorized agent

Date

*"Doing business with" includes all contracts for goods and services, excluding purchases made using the State of Ohio's Payment Card Program that cost less than \$1,000.

12. Location of Business Declaration: Vendors responding to any ODJFS RFP/RLB/RFGA (etc.) must certify that no public funds shall be spent on services provided/performed offshore by completing, signing, and returning the "Location of Business Form," which is the final section of this attachment. **FAILURE TO PROPERLY COMPLETE, SIGN AND RETURN THIS FORM, INCLUDING THE "LOCATION OF BUSINESS FORM," WILL RESULT IN DISQUALIFICATION OF THE VENDOR FROM CONSIDERATION FOR AWARD OF AN ODJFS CONTRACT.**

13. I _____, (vendor representative in Item # 7) hereby attest that I understand that **any and all information** included in this proposal is not confidential and/or trade secret information (as defined in Sections 3.3, 5.2, D., 8.5, and 8.25 of the RFP or where found in an RLB or RFQ document) and that the proposal submission may be posted in its entirety on the Internet for public viewing. 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. **The vendor affirms that they shall be solely responsible for any and all information disclosed in the proposal submission and any or all information released by ODJFS in a public records request(s).**

Attachment A—Section II.

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
RFQ#: JFSR1213158048

Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria

Vendor Name: _____

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	RFQ Section Reference	Y E S	N O
1	Was the vendor’s proposal received by the deadline as specified in the RFQ?	V.		
2	Does the vendor’s proposal include ALL required affirmative statements and certifications with ALL required signatures by vendor’s authorized representatives, as described in Section C of the RFQ?	XI., C., 1. XII., C., 2.		
3	According to those certifications, does the vendor affirmatively state that it is not on the federal Excluded Parties (debarment) list, there are no unfair labor findings against it, there is no unresolved finding from the Auditor of State (per Section 9.24 of the Ohio Revised Code) or any other action that prohibits the vendor from conducting business with the State of Ohio, the local WIA areas, or federally-funded programs?	XIII., K. XIII., L. XIII., M.		
4	Does ODJFS’ review of the Auditor of State’s Unresolved Findings for Recovery list and federal Excluded Parties list confirm vendor’s affirmations that it is not prohibited from conducting business with the State of Ohio, the local WIA areas, or federally funded programs?	XIII., K. XIII., L. XIII., M.		
5	Does the vendor’s proposal include an affirmation that the vendor’s organization has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and all are current?	VII., B., 3.		
6	Did the vendor include a Letter of Intent: a) signed by the vendor’s authorized representative that affirms the vendor’s commitment to participate on the Schedule if selected and to be readily available to provide Rapid Response services through Phase Two of the Rapid Response; b) that references this RFQ by name and by number and; c) that affirms the vendor’s availability to participate throughout the Schedule period?	III., A. VII., A. XIII., G.		
7	Did the vendor provide a description of the structure, background, and routine operations of the vendor’s organization as well as historical and current data regarding the vendor’s size and capacity, and whether the vendor is local, regional or national in scope?	VII., B., 1.		
8	Did the vendor demonstrate that the vendor’s organization has at least: a. Two (2) years experience in the planning, delivery, and/or management of workforce development and/or employment-related projects and services. --Including examples of at least one (1), but no more than three (3) similar projects successfully completed within the last five (5) years to effectively demonstrate the vendor’s experience? –AND- b. Two (2) years experience in general business practices that include administrative, operational, and budget management functions?	VII., B., 2.		
9	Did the vendor include letters of references for three (3) different projects (excluding ODJFS) the vendor successfully completed within the past five (5) years (Can be projects completed for the same entity). Each reference must at a minimum include: a. Company name and address; b. Contact person and phone number; c. Project name, dates of employment/engagement; and d. Description of services provided by the vendor or vendor’s staff in other capacities that relates to the services described herein.	VII., B., 4.		

ITEM	PROPOSAL ACCEPTANCE CRITERIA	RFQ Section Reference	Y E S	N O
***Reminder: The same individual can be assigned to more than one role as long as the qualifications and experience criteria are met!				
10	Did the vendor identify and assign an individual (Project Manager) who will coordinate and provide oversight of activities and services for an Event? Is the Project Manager a member of vendor's staff (not a contractor) who has at least five (5) years of general management experience that encompasses operational, administrative, and fiscal oversight? Does the Project Manager have a minimum of two (2) years of experience in the field of workforce development/re-employment, or other federally funded projects/programs?	VII., C., 1.		
11	<p>Did the vendor identify and assign an individual (Project Planner) who will develop the service delivery plans for each Event and will coordinate staff, resources, and activities involved in the execution of those plans? Is the Project Planner a member of the vendor's staff (not a contractor) and who has at least two (2) years experience in organizing and planning project activities (additional consideration will be given for those with experience in re-employment or employment-related projects) and has experience in performing at least two (2) or more of the following functions?</p> <ul style="list-style-type: none"> a. Development of project plans that include timelines, goals, and coordinating budgets; b. Coordination of project activities completed by both professional and technical staff members; c. Development of outreach plan that includes recruitment strategies and the use of multiple forms of media; d. Development of process/strategies for intake, orientation, and screening activities; e. Planning and facilitation of workshops and trainings; f. Planning of job fairs or similar events—including selection of a facility; g. Development of process for collection of data and development of progress and spending reports; h. Planning and scheduling meetings; and, i. Development of operational schedule that includes assignment of staff to ensure availability to clients. 	VII., C., 2.		
12	<p>Did the vendor identify and assign an individual (Service Delivery Specialist) knowledgeable of WIA and related programs and One-Stop services and who is experienced in the delivery of Rapid Response or re-employment services? Does the Service Delivery Specialist have at least three (3) years experience in performing at least three (3) or more of the following activities (see Section IX for detailed descriptions of functions)?</p> <ul style="list-style-type: none"> a. Job seeker recruitment/outreach; b. Job seeker intake, orientation, and screening; c. Employer outreach; d. Participation in the establishment of a Transition Center; e. Peer Counselor selection and training; f. Facilitation of workshops and trainings for job seekers; g. Delivery of training to staff, One-Stop partners, or other individuals to perform re-employment or employment-related functions; h. Delivery of instruction to staff, One-Stop partners, and/or other stakeholders on procedures, rules, and policies applicable to a project or program; i. Collaboration with labor organizations on projects/activities relative to re-employment or layoffs; j. Delivery of instruction and/or guidance to job seekers on resume development and job interview skills; k. Coordination of job fair or similar event; l. Job search assistance; m. Case management; and, n. Implementation of layoff aversion/business succession strategies. 	VII., C., 3.		

ITEM	PROPOSAL ACCEPTANCE CRITERIA	RFQ Section Reference	Y E S	N O
13	<p>Did the vendor identify and assign “Service Delivery Representative(s)”? Does each Service Delivery Representative—regardless of actual job title—have at least one (1), but preferably three (3) years experience in the performance of training and/or services of similar size and scope as described in Section IX? Does the Service Delivery Representative(s) experience include at least one of the following:</p> <ul style="list-style-type: none"> a. Outreach and recruitment activities; b. Registration/intake; c. Client assessment; d. Training/workshops; e. Data collection and reporting; f. Facilitation of job fairs or similar events; g. Outcome assessment and customer surveys; h. Collaborations with labor organizations; i. Coordination of meetings and other communications among partner entities for a specific project or program; j. Facilitation of meetings with clients, staff, and/or other stakeholders; k. Case management; l. Budget management; and, m. Agenda development. 	VII., C., 4.		
14	Does the vendor clearly identify the Rapid Response services it has the ability to provide during the Schedule period?	IX.		
15	Does the vendor clearly identify all Ohio counties where it will be available to provide services or clearly states that it will be available to provide services statewide?	IX.		
16	If applicable, did the vendor’s submission include letter(s) of intent or other means from all entities the vendor identifies as existing subcontractors of the vendor’s organization that will be assigned to key positions identified in Section VII, Item C of the RFQ? If this does not apply, the vendor will receive a “Not Applicable (N/A)” in the “YES” column for this requirement.	VII., C.		
17	Did the vendor include a description of a process for Data Collection and Reporting as required in Section IX of the RFQ?	IX.		
18	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 RFQ?	XII., C., 3. XIII., F.		
19	Did the vendor 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?	VII. XII., C., 4.		

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 Workforce Development. 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 RFQ, and assign the appropriate point value, as follows:

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

The point values assigned by the PRT on each individual criterion will then be multiplied by its designated weight. That weight designation indicates the criterion’s relative importance. A technical proposal’s total PHASE II score will be the sum of the point values, multiplied by their respective weights, for all the evaluation criteria. The review team will collectively score each individual qualifying proposal, considering the proposal’s responsiveness, as well as its quality and thoroughness relative to the program needs and expectations as established in the RFQ.

Vendor Name: _____

Technical proposals which do not meet or exceed a total score of at least **256 points** out of a maximum of **456.5 points**, will be disqualified from further consideration. Only vendors with Technical Proposals that meet or exceed the minimum required technical points will be considered for inclusion on the Schedule.

EVALUATION CRITERIA--Phase II A.

ITEM #	EVALUATION CRITERIA Phase II A.	RFQ SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
VENDOR QUALIFICATIONS							
ORGANIZATIONAL EXPERIENCE							
1	The vendor's proposal demonstrates that their organization has the ability to meet the required timeframes for a response to a Request for Letterhead Bids (RLB) and for commencement of service delivery.	III., B.	2				
2	The vendor's proposal effectively demonstrates that the vendor has the resources and staffing levels to provide all of the services in the Ohio counties it identifies to be within its capabilities.	VII., B.	3				
3	The vendor's proposal has clearly demonstrated that the vendor's organization has at least: a. Two (2) years experience in the planning, delivery, and/or management of workforce development and/or employment-related projects and services. Include examples of at least one (1), but no more than three (3) similar projects successfully completed within the last five (5) years to effectively demonstrate the vendor's experience; and, b. Two (2) years experience in general business practices that include administrative, operational, and budget management functions.	VII., B., 2.	1				
4	The references included in the vendor's proposal clearly demonstrate the successful performance of the types of services the vendor has identified in their proposal.	VII., B., 4.	2				
STAFF EXPERIENCE AND CAPABILITIES							
5	Project Manager: The Project Manager must be a member of vendor's staff (not a contractor) and must have at least five (5) years of general management experience that encompasses operational, administrative, and fiscal oversight. In addition, the Project Manager must have a minimum of two (2) years of experience in the field of workforce development/re-employment, or other federally funded projects/programs.	VII., C., 1.	1				
6	Project Planner: The Project Planner must be a member of vendor's staff and not a contractor and must have at least two (2) years experience in organizing and planning project activities (additional consideration will be given for those with experience in re-employment or employment-related projects). Experience must include performance of at least two (2) or more of the following functions: a. Development of project plans that include timelines, goals, and coordinating budgets; b. Coordination of project activities completed by both professional and technical staff members; c. Development of outreach plan that includes recruitment strategies and the use of multiple forms of media; d. Development of process/strategies for intake, orientation, and screening activities; e. Planning and facilitation of workshops and trainings; f. Planning of job fairs or similar events—including selection of a facility; g. Development of process for collection of data and development of progress and spending reports; h. Planning and scheduling meetings; and, i. Development of operational schedule that includes assignment of staff to ensure availability to clients.	VII., C., 2.	1				

ITEM #	EVALUATION CRITERIA Phase II A.	RFQ SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
7	<p>Service Delivery Specialist: The Service Delivery Specialist must have at least three (3) years experience in the performance of at least three (3) or more of the following activities (see Section IX for detailed descriptions of functions):</p> <ul style="list-style-type: none"> a. Job seeker recruitment/outreach; b. Job seeker intake, orientation, and screening; c. Employer outreach; d. Participation in the establishment of a Transition Center; e. Peer Counselor selection and training; f. Facilitation of workshops and trainings for job seekers; g. Delivery of training to staff, One-Stop partners, or other individuals to perform re-employment or employment-related functions; h. Delivery of instruction to staff, One-Stop partners, and/or other stakeholders on procedures, rules, and policies applicable to a project or program; i. Collaboration with labor organizations on projects/activities relative to re-employment or layoffs; j. Delivery of instruction and/or guidance to job seekers on resume development and job interview skills; k. Coordination of job fair or similar event; l. Job search assistance; m. Case management; and, n. Implementation of layoff aversion/business succession strategies. 	VII., C., 3.	1				
8	<p>Service Delivery Representatives: Each Service Delivery Representative—regardless of actual job title—must have at least one (1), but preferably three (3) years experience in the performance of training and/or services of similar size and scope as described in Section IX. Experience should include at least one of the following:</p> <ul style="list-style-type: none"> a. Outreach and recruitment activities; b. Registration/intake; c. Client assessment; d. Training/workshops; e. Data collection and reporting; f. Facilitation of job fairs or similar events; g. Outcome assessment and customer surveys; h. Collaborations with labor organizations; i. Coordination of meetings and other communications among partner entities for a specific project or program; j. Facilitation of meetings with clients, staff, and/or other stakeholders; k. Case management; l. Budget management; and, m. Agenda development. 	VII., C., 4.	1				
SCOPE OF WORK							
Regardless of the size of the vendor or the number or types of services a potential vendor lists in its proposal, each vendor must provide a narrative that identifies the processes the vendor will use to quickly and competently perform the functions listed below within the required timeframes. The narrative must be provided in addition to the references, project descriptions, staff curricula vitae requested in Article VII.							
9	The vendor has demonstrated the ability to create a proposal that includes a service delivery plan and corresponding budget that is customized to the Event and to the identified needs of the displaced workers.	VIII., A.	3				
10	The vendor has demonstrated the ability to execute an agreement with the Local WIA Areas (or ODJFS) for the delivery of Rapid Response services and begin service delivery on the date specified by the Local WIA Area.	VIII., B.	1				
11	The vendor has demonstrated the ability to make adjustments to the service delivery plan, service delivery methods, or the types of services being provided if necessary throughout the Event period.	VIII., C.	2				
12	The vendor has demonstrated the ability to work in cooperation with the Local WIA Area, ODJFS, local employers, stakeholders, and, if applicable, labor organizations to ensure that all needed services and assistance are available to the affected workers throughout the Event period.	VIII., D.	1				

ITEM #	EVALUATION CRITERIA Phase II A.	RFQ SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
13	The vendor has demonstrated ability to comprehend and follow WIA rules and all federal, state, and local laws and policies that are applicable to the programs and services that will be provided—including rules to protect confidential information.	VIII., E.	1				
SPECIFICATION OF SERVICES							
To be considered for participation on the Schedule, a vendor must be available to provide one or more of the following services in one or more Ohio counties of the state. The proposal must clearly identify which of the services listed below the vendor will be available to perform, the staff who will be assigned to these functions, the number of staff that will be available, and the work shifts that the services will be available. The proposal must also clearly identify the Ohio county(ies) in which the vendor will be available to perform. Please limit the description of each service to two (2) pages. Rapid Response services include:							
14.	Workforce Transition Committee: The vendor has provided a plan to establish and coordinate activities for group of individuals who will work in cooperation with the Local WIA Area's Rapid Response Team to coordinate the delivery of Rapid Response services until the conclusion of Event period or a time otherwise specified in the agreement between the Local WIA Area (or ODJFS) and the selected vendor.	IX., A.	One shift only: 1 Two shifts: 2 Three shifts: 3				
15a.	Transition Center: The vendor has provided a plan to establish and operate a place—either “on-site” (the impacted business site) or off-site—where impacted workers can receive information and assistance.	IX., B.	On-site: 1 Off-site: 2 Both: 3				
15b.	The vendor has clarified the number of shifts when the Transition Center will be available to impacted workers.	IX., B.	One Shift: 1 Two Shifts: 2 Three Shifts: 3				
16.	Peer-to-Peer Network: The vendor has provided a plan to select and train a group of impacted workers who will serve as Peer Counselors and educate other impacted workers on the programs and services available at the Transition Center and through the One-Stop service delivery system. The vendor has specified if staff will be available to provide these services on first, second, third, or all shifts.	IX., C.	One shift: 1 Two shifts: 2 Three shifts: 3				
17a.	Workshops: The vendor has provided a plan to schedule, plan, conduct, and/or facilitate workshops as necessary. The vendor has specified if staff will be available to provide workshops during second and third shift working hours.	IX., D.	One shift: 1 Two shifts: 2 Three shifts: 3				
17b.	Additional weight for workshops with focus on re-employment or job-matching services.	IX., D.	3				
18.	Job Fair: The vendor has provided a plan as to how they will plan and coordinate events in which representatives from local businesses provide information on available jobs within their respective companies. Some job fairs include representatives of local colleges who provide information about the academic programs offered at their respective colleges and about options for financial assistance.	IX., E.	1				
19.	Worker Orientations: The vendor has provided a plan to schedule, plan, and deliver sessions to inform the affected workers about the benefits, services, and resources available to assist them during their layoff and transition to new employment. The vendor's proposal has specified if the vendor's staff will be available to provide worker orientations to all three working shifts and if not, identified the working hours in which the vendor will be able to perform the required functions as delineated in the RFQ.	IX., F.	One shift: 1 Two shifts: 2 Three shifts: 3				

ITEM #	EVALUATION CRITERIA Phase II A.	RFQ SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
20.	<p>Layoff Aversion Services: The vendor has provided a plan to work in cooperation with the Local WIA Area (or ODJFS) to implement service delivery strategies to shorten or eliminate the duration of unemployment per Training and Employment Notice (TEN) 09-12.</p> <p>1. Direct Placement: Connect with other employers located in the same area as the affected business to determine which have job openings that could be filled by impacted workers.</p> <p>2. Customized Interview Coaching: Workshops to prepare impacted workers for interviews that will be scheduled with local employers that have job vacancies. The workshop provides information specific to the employer's business and industry and provides one-on-one coaching and activities to improve each impacted worker's opportunity for a successful interview and placement into one of the job vacancies upon displacement from the impacted business.</p> <p>3. Pre-Feasibility Assessment: An assessment of a business that has given notice of a pending closure or layoff event to identify strategies that may allow the business to continue without a significant reduction in staff. Strategies may include finding alternative ownership for the business or the development and implementation of an Employee Stock Ownership Plan.</p> <p>4. Employee Stock Ownership Plan (ESOP): A retirement plan in which a business contributes its stock (or money to buy its stock) to the plan for the benefit of its employees.</p>	IX., G.	3				
21.	Data Collection and Reporting: The vendor has included a process to collect data and develop reports as requested by the Local WIA Area or by ODJFS in order to track the progress of Event activities and to comply with federal reporting requirements. The process includes measures to protect confidential information.	IX., H.	0.25				
PROPOSAL ORGANIZATION							
22	The vendor's proposal complies with the required submission organization/format.	XII., B.	0.25				
23	The vendor's proposal has been thoroughly proofread for spelling and grammatical errors.	XII., B.	0.25				
TRADE SECRET INFORMATION							
24	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 RFQ? [A "no" response will disqualify the vendor's proposal and will not advance to any further consideration.]	XII., C.. 3. / XIII., F.		YES	NO		
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
TOTAL SCORE:							

Based upon the Phase II A. Total Technical Score earned, does the vendor's proposal proceed to Phase II B. for additional consideration for demonstrating being an MBE-EDGE vendor? (Vendor's Total Phase II A. Technical Score must be at least 256 points.)

Yes _____ No _____ (If "No," Vendor's Technical Proposal will not receive further consideration.)

PHASE II B.— Additional Consideration		RFQ Sec. Ref.	NO	YES (+10 pts.)
1.	MBE-EDGE Vendor --Has the vendor provided evidence that they are an MBE-EDGE vendor?	XII., B.		
PHASE II. B. TOTAL POINTS: [10 max. allowable points]				
VENDOR'S GRAND TOTAL SCORE [Phase II A. + Phase II B. pts.]:				

Attachment C: Glossary of Terms
ODJFS RFQ: JFSR1213158048
Rapid Response

Case Management - A client-centered approach in the delivery of services designed to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, including computer based technologies to provide job and career search assistance.

Client – For purposes of this RFQ, a client is an individual impacted by a business closure or layoff who receives Rapid Response services.

Client Assessment – Process to identify the skills, knowledge and abilities of a client, and to determine the appropriate combination of employment and training services that will enable the client to achieve sustainable employment.

Displaced/Dislocated Workers - A dislocated worker is any adult 18 years and older who:

1. Has been terminated or laid off, or has received a notice of termination or layoff.
2. Is eligible for, or has exhausted entitlement to unemployment compensation
3. Has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation, and is unlikely to return to a previous industry or occupation
4. Has been terminated or laid off, has received a notice of termination or layoff as a result of a permanent closure or any substantial layoff from a business—including a general announcement by business representatives that the closure of the business will occur within 180 days.
5. Was self-employed but is unemployed as a result of general economic conditions.
6. Is a displaced homemaker.

Employer Outreach – Activities that increase employers’ awareness of Rapid Response services, and the supply of workers available in the labor market due to regional layoffs and closures.

Event – Any situation that will subject workers to termination or layoff—including the downsizing or closure of a business. Includes notification of a pending event via news media, individual worker notice, issuance of a Worker Adjustment and Retraining Notification (WARN), or by word-of-mouth. The classification of an event is without regard to the number of individuals potentially impacted.

Intake – Process to collect basic information needed from a client for program participation, record keeping, and eligibility determination. (e.g., name, contact information, work history, and other required data)

Job Fairs – an organized event for employers to meet with job seekers.

Job Readiness Classifications – Classifications of the skill levels of individuals who have been/will be displaced due to an event. The classification of an impacted worker indicates the level of Rapid Response services that will be required for the worker’s successful re-employment.

1. **Job Ready** – An impacted worker with skill levels sufficient to anticipate an immediate return to the workforce although minimal core and/or intensive services may be needed to update or enhance existing skills.
2. **Nearly Job Ready** – An impacted worker who requires core and/or intensive services—which can include minimal skill upgrades and certifications—to update and/or enhance existing skills and advance the impacted worker to a “job-ready” status.
3. **Not Job Ready** – An impacted worker lacking skills sufficient to meet current job market needs and requires training services to advance to a “job-ready” status. A plan to serve this worker could include traditional training and/or on-the-job training.

Job Search Assistance - Core services to provide assistance and instruction to a client on the best methods and resources to use in efforts to seek, locate, apply for, and obtain a job. Job search assistance may include—but is not limited to—job search techniques, orientation to the labor market, resume preparation assistance, development of a job search plan, job development, referrals to job openings, job placement services, job finding clubs, job search workshops, vocational exploration, relocation assistance, and re-employment services, such as orientation, skills determination and pre-layoff assistance.

Attachment C: Glossary of Terms
ODJFS RFQ: JFSR1213158048
Rapid Response

Labor Organization – A group of member employees, often working for a common employer or within an industry, which exists for the primary purpose of collective bargaining with the employer(s). Functions may include resolving labor disputes, negotiating wages, and determining other terms and conditions of employment.

Layoff Aversion Services – Services to both employers and to individuals when the threat of a layoff or closure event exists. Successful layoff aversion projects understand the business cycle, have knowledge of local labor market conditions and demands, and build relationships with business and community partners that benefit businesses throughout the business cycle, from peak, to decline, to recovery, to growth.

1. Services to employers involve the implementation of strategies to improve the competitiveness and viability of an employer’s business to reduce the likelihood of a layoff or closure event. Services may include—but are not limited to—Updates to the skills of the employer’s existing workers, training to provide workers with new skills, the development of plans to more effectively organize and manage the workers and/or to increase the productivity of the business.
2. Services to workers include skills enhancement and training to provide new skills that can occur whether an event is threatened or imminent, and can also include matching workers with job opportunities when an event is imminent to reduce or eliminate the time period a worker is unemployed.

Local WIA Area(s) - A geographic area comprised of single or multiple units of general local governments designated as a local workforce investment area by the Governor to receive funds to administer the Workforce Investment Act (WIA) activities. Local workforce areas are often called "local areas" or "local WIA areas".

Off-Site - For purposes of this RFQ, this refers to a physical location other than that of the business subject to the layoff or closure event.

Office of Workforce Development (OWD) – An office within ODJFS that provides administration and operational management for Ohio’s WIA programs—including Rapid Response. OWD’s primary responsibility is to promote job creation and to advance Ohio’s workforce.

Ohio Department of Job and Family Services (ODJFS) – The state agency currently recognized by the United States Department of Labor (DOL) as the entity responsible for the administration and oversight of WIA-funded programs in the State of Ohio.

On-Site: For purposes of this RFQ, this refers to the physical location of the business subject to the layoff or closure event.

One-Stop Service Delivery System - A system under which entities responsible for administering separate workforce investment, educational, and other human resource programs (referred to as “One Stop partners”) collaborate to create a seamless system of service delivery that will enhance access to the programs’ services, prevent duplication, and improve long term employment outcomes for individuals who participate in these programs and receive services through the One-Stop Service Delivery System.

Outreach Plan – A written and approved plan to implement strategies designed to improve the skills of the local workforce and meet specific demands of local employers.

Peer-to-Peer Counselor – An individual from a company/organization that is downsizing/closing that has been trained to have basic knowledge of available supportive services, to recognize signs of stress and grief, and to refer co-workers to the appropriate Rapid Response and support services as needed.

Peer-to-Peer Network – A network of Peer-to-Peer Counselors within a company/organization trained to act as liaisons among the workforce system, their employer, and co-workers facing an impending layoff.

Rapid Response - A WIA-funded program to provide immediate assistance to workers and employers upon receipt of notice of a threatened or imminent business layoff or closure event with the purpose to avert or to minimize the impact of the event on the workers and to reduce or eliminate the time a worker remains unemployed.

Rapid Response Services - The early intervention services typically initiated by a local Rapid Response Team or its contractor in response to notice of a threatened or imminent business layoff or closure event. Specific services are identified in Section IX of the RFQ.

Attachment C: Glossary of Terms
ODJFS RFQ: JFSR1213158048
Rapid Response

Rapid Response Service Delivery Team – A group of individuals from the local One-Stop and other agencies, organizations and vendors that conduct assessments of events, identify the specific services needed for each event, and ensure the delivery of the needed services in a timely and effective manner.

Recruitment – For purposes of this RFQ, recruitment is outreach conducted to impacted workers and to local employers in efforts to encourage participation in a program or activity by promoting the benefits of such participation. Recruitment can include group presentations, outreach, distribution of information, or soliciting of referrals from community agencies or employers.

Request for Letterhead Bids (RLB) - A semi-formal procurement process that involves a solicitation for project-specific bids from vendors believed to have the capacity and staff needed to provide a needed product or service.

Screening Activities – For purposes of this RFQ, it is an assessment of impacted workers' education, skills, and other personal information to identify eligible participants for a program, job, or other activity with limited availability, in order to identify the candidates most likely to perform successfully.

Social Networks – Internet sites such as Facebook, Twitter, Pinterest, LinkedIn etc. where individuals can share information.

Trainings - A planned, systematic sequence of instruction or other learning experience delivered on an individual or group basis under competent supervision to impart skills, knowledge, or abilities to prepare individuals for employment.

Transition Center – A physical location selected in consideration of a specific business layoff or closure event or of a specific targeted purpose to enhance the availability of Rapid Response services to dislocated workers. A transition center could consist of an off-site, fully staffed, equipped, leased space or to an on-site space/room.

Worker Orientation – A meeting organized by the Rapid Response Team and the employer and/or labor organization, where information on available services is provided to the individuals facing a layoff.

Workforce investment Act of 1998(WIA) – Provides funding and guidelines for the structure of a national workforce preparation and employment system designed to be implemented and maintained at the state and local levels to meet the needs of both employers and individual job seekers. Title I of the Workforce Investment Act includes: Statewide and Local Workforce Investment Systems, State and Local Workforce Policy Boards, One-Stop Systems, Eligible Training Providers for adults, dislocated workers and youth, Youth activities, Adult and Dislocated Worker Employment and Training Activities, Performance Accountability System, Job Corps, and National WIA programs administered by the US Department of Labor.

Workshops – Instruction provided to a group of people usually in a hands-on, facilitated environment to complete a creative project, discuss a topic, or study a subject. Programs may offer workshops to convey information and enhance understanding of a process or function to multiple attendees.

References:

Ohio Rapid Response Procedures Manual – A manual that outlines Ohio's Rapid Response Service Delivery System. www.ohioired.gov/Misc/RRProcedureManual.pdf

OhioMeansJobs.com (OMJ) - An online job-matching tool created to help Ohio's job seekers access job openings and connect Ohio's businesses with qualified and available workers. See <https://ohiomeansjobs.com>.

OhioRED – An Event tracking system for documenting Rapid Response activity across Ohio. Rapid Response Service Delivery Teams have the responsibility to ensure the timely entry of event-related data for sufficient tracking and reporting of Ohio's Rapid Response activities. www.ohioired.gov

Trade Adjustment Assistance – Re-employment services and allowances for impacted workers who were displaced as a result of increased imports. <http://www.doleta.gov/tradeact>