



Department of
Job and Family Services

John R. Kasich, Governor
Cynthia C. Dungey, Director

February 17, 2016

Dear Vendor:

This letter is to announce the release of the Ohio Department of Job and Family Services' (ODJFS) Request for Proposals (RFP) number JFSR1617218112 on behalf of the Governor's Office of Faith-Based and Community Initiatives (GOFBCI) for the purpose of competitively selecting one qualified non-profit organization to provide program administration services, including food and delivery service coordination, for GOFBCI's multi-pronged Summer Meals Program. This initiative consists of three separate programs - the Summer Rural Delivery Meals Program, the Summer Weekend Meals Program, and the Mobile Farmers' Markets Program - that are designed to combat childhood hunger and food insecurity in Ohio by increasing the amounts of food available for children in the summer months.

The organization selected through this RFP process will be responsible for administering the three programs for providing food to school children during the summer months of calendar year 2016. The selected organization must procure, package, and distribute shelf-stable meals that meet United States Department of Agriculture (USDA) Daily Nutritional Recommendations and that are suitable for children's tastes. Use of subcontractors for elements of the work described in this RFP is permissible. Collaborations and partnerships that yield in-kind donations, discounts on purchases, reductions in service expenses, or any other cost-savings measures that result in the greatest possible percentage of program funds being used for the purchase of food for children in the program are strongly encouraged and will be rewarded in the proposal scoring and vendor selection processes as described in this RFP.

Through this RFP process, ODJFS and GOFBCI (collectively referred to as the State) will select one nonprofit organization (e.g., one holding current [501(c)(3)] status) with significant experience in areas such as program operations, nutrition programs, food acquisition, packaging and delivery, and inventory tracking and management. This RFP is released by ODJFS which acts as fiscal agent for GOFBCI. State level supervision of all activities of the SMP Contractor will be performed by GOFBCI. The SMP contractor may begin working as soon as the State of Ohio Purchase Order (P.O.) is available but cannot begin the distribution of meals until June 2016, when schools are no longer in session.

If you are interested in submitting a proposal for this important project, please obtain the RFP through the ODJFS web site at <http://www.jfs.ohio.gov/rfp/>. If you do not have Internet access to this document or 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
PH: (614) 728-5693

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

Sincerely,



Jay Easterling
Deputy Director
Contracts and Acquisitions

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

An Equal Opportunity Employer and Service Provider

Dear Potential Vendor:

ODJFS recently sent you notice of a competitive opportunity that we believed could be of interest to you, **RFP# JFSR1617218112 for GOFBCI Summer Meals Program Services**. In an effort to increase the number of qualified vendors competing for ODJFS personal service contracts, we are trying to informally gather information from potential vendors to help us improve the quality of our competitive procurements and to simplify the process for vendors to respond to them.

If you have decided not to apply for this opportunity, please place a check-mark by all factors that contributed to your decision not to respond. Please provide any additional comments on these or other factors that you believe may be helpful.

	We may have received the notice, but it was not directed to the right person or division for a decision to be made. <i>(In the spaces below, please provide the correct contact information for the persons or division that such notices should be sent to.)</i>
	We received notice, and were interested, but we could not locate the RFP on the web site.
	We received notice, but there was insufficient time to prepare and submit our response.
	The ODJFS need for goods or services in not a good match for this organization's expertise.
	The project plan or the project need was not described well enough.
	The level of expertise, qualifications, professional history required or desired did not match this organization or its staff.
	The level of experience, qualifications, professional history required or desired was unrealistic for this project.
	The timing of the project did not fit with the availability of this organization's resources.
	The procurement document (RFP, RLB, RFGA, etc.) was too complicated.
	The instructions for composing and/or submitting a proposal/bid in response to the RFP, RLB, etc., were too complicated.
	The likelihood of being selected was too small to justify the effort of responding.
	State Government contracts do not pay well.
	Payment for State Government contracts usually requires extra effort and/or is too slow to arrive.
	Other?

Please provide correct, specific, and/or additional contact information for any persons, officers or divisions to be notified of future opportunities:

Name:		Name:	
Title:		Title:	
Company/Division:		Company/Division:	
Mailing Address:		Mailing Address:	
Mailing Address:		Mailing Address:	
Mailing Address:		Mailing Address:	
E-mail Address:		E-mail Address:	
Fax Number:		Fax Number:	
Phone Number:		Phone Number:	

If we may contact you for additional information, please provide your contact information here:

NAME:

TITLE:

Phone Number:

E-mail Address:

We appreciate your time and value your opinions. Thank you for your assistance on this ODJFS project!

**GOVERNOR'S OFFICE OF FAITH-BASED AND
COMMUNITY INITIATIVES (GOFBCI):
SUMMER MEALS PROGRAM SERVICES**

RFP Number JFSR1617218112

**Issued By:
The Ohio Department of Job and Family Services**

**Governor’s Office of Faith-Based and Community Initiatives (GOFBCI):
Summer Meals Program Services RFP**

RFP #: JFSR1617218112

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**ODJFS REQUEST FOR PROPOSALS (RFP):
Summer Meals Program Services RFP
RFP #: JFSR1617218112**

SECTION I. GENERAL PURPOSE

1.1 Purpose

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Proposals (RFP) on behalf of the Governor's Office of Faith-Based and Community Initiatives (GOFBCI) for the purpose of competitively selecting one qualified non-profit organization to provide program administration services, including food and delivery service coordination, for GOFBCI's multi-pronged Summer Meals Program. This initiative consists of three separate programs - the Summer Rural Delivery Meals Program, the Summer Weekend Meals Program, and the Mobile Farmers' Markets Program – that are designed to combat childhood hunger and food insecurity in Ohio by increasing the amounts of food available for children in the summer months.

The organization selected through this RFP process will be responsible for administering the three programs for providing food to school children during the summer months of calendar year 2016. The selected organization must procure, package, and distribute shelf-stable meals that meet United States Department of Agriculture (USDA) Daily Nutritional Recommendations and that are suitable for children's tastes. Use of subcontractors for elements of the work described in this RFP is permissible. Collaborations and partnerships that yield in-kind donations, discounts on purchases, reductions in service expenses, or any other cost-savings measures that result in the greatest possible percentage of program funds being used for the purchase of food for children in the program are strongly encouraged and will be rewarded in the proposal scoring and vendor selection processes as described in this RFP.

Through this RFP process, ODJFS and GOFBCI (collectively referred to as the State) will select one nonprofit organization (*e.g.*, one holding current [501(c)(3)] status) with significant experience in areas such as program operations, nutrition programs, food acquisition, packaging and delivery, and inventory tracking and management. In order to be selected by the State for this work, interested and qualified organizations (also referred to as 'vendors') must prepare and submit materials according to directions provided in this RFP; those materials submitted by vendors for scoring are referred to in this RFP as 'proposals.' This RFP also describes the process and standards the State will use to assess and score those proposals and to select the vendor to provide the services. The one vendor selected by the State for this work may be referred to in this RFP as either the 'selected vendor' or 'the SMP (Summer Meals Program) Contractor.'

This RFP is released by ODJFS which acts as fiscal agent for GOFBCI. State level supervision of all activities of the SMP Contractor will be performed by GOFBCI. The SMP contractor may begin working as soon as the State of Ohio Purchase Order (P.O.) is available but cannot begin the distribution of meals until June 2016, when schools are no longer in session. Any extension of the original contract shall be subject to certification of an existing appropriation in accordance with section 126.07 of the Revised Code.

1.2 Background

The SMP Contractor will work with the Ohio Department of Education (ODE) and their Summer Food Service Program (SFSP) sponsors in eligible communities across the state. The SFSP sponsors are chosen by ODE to operate the USDA SFSP that provides lunch meals to eligible children during the week. These sponsors may offer the meals in places like churches, libraries, parks, and other locations. The SMP Contractor will administer the program utilizing existing SFSP sponsors to provide the Summer Weekend Meals to children who attend their sites. The SMP Contractor will also administer the program that utilizes non-profit organizations in up to eleven (11) specific rural Ohio counties to deliver meals to children's homes or other locations convenient for families who participate in the Summer Rural Delivery Meals Program to pick them up one time per week. Finally, the SMP contractor will administer a Mobile Farmers' Markets Program using sub-contractors(s) and sponsors to distribute fresh produce and protein items to children and families who participate in either the Summer Weekend Meals Program or Summer Rural Delivery Meals Program.

The total program funding for the ten (10) weeks in State Fiscal Year (SFY) 2016 contract is \$2,330,000.00 inclusive of all expenditures, as follows:

- \$1,300,000.00 for the Summer Weekend Meals Program;
- \$530,000.00 for the Summer Rural Delivery Meals Program; and,
- \$500,000.00 for the Mobile Farmers' Markets Program.

Although SFY 2016 ends on June 30, 2016, the SMP will continue to operate through August even though the program will cross state fiscal years. Accordingly, the selected vendor will perform its responsibilities under the contract and corresponding P.O. for the final weeks of SFY 2016 and a corresponding P.O. for the early weeks of SFY 2017. Vendors must determine what portions of the work will be performed, and what corresponding costs will be incurred, in the SFYs 2016 and 2017 for the Summer 2016 program and include that information in their proposals. Vendors' own administrative costs, if any will be charged, are to be shown for each SFY for the Summer 2016 program.

All funds to be used for the purchase of food, delivery from manufacturer, and packing supplies must be encumbered by June 30, 2016. A portion of Summer Rural Delivery Meals funding for delivery and administration for the local sub-contractors must be budgeted for the period of July through September of 2016, in SFY 2017. Any contract extensions for summers of 2017 and 2018 will utilize similar allocation structures.

Vendors will be required to explain in their proposals how, and the extent to which, they will maximize the quantity and quality of foods to be provided to children through their ability to leverage partnerships, donations, and other cost-saving measures for all cost categories involved in administering the programs. Vendors responding to this RFP must show proposed budgets that utilize the greatest possible percentage of program funds for the purchase of food.

Vendors are not required to provide detailed financial breakdowns for the summer 2017 or 2018 program. The ability of the successful bidder to demonstrate how the program will operate in 2016 shall be considered evidence as to the Vendor's capacity to perform the same work, under contract extensions, for subsequent summer programs.

1.3 Overview of the Project

The SMP Contractor will be responsible for the management of the three-component Summer Meals Program. Those duties will include the competitive selection of delivery coordinators and the acquisition of a wide variety (both shelf-stable food and fresh produce and protein items) of nourishing child-friendly food. These responsibilities also include the acquisition of packaging and delivery supplies; overseeing meal assembly; the management of all deliveries; documenting and managing inventory and program records; site visits as needed; and the reporting of program activities to GOFBCI. The SMP Contractor will also be required to ensure the safe handling and storage of all foods for the program by any suppliers, sub-contractors, or others involved with the handling, transporting, and storage of foods for the SMP.

The Summer Meals Program exists to ensure weekend continuity of access to good nutrition for children participating in SFSP when the SFSP meal distribution outlets are inaccessible by providing the children with nutritious meals to have at home. To this end, the SMP Contractor will be responsible for procuring, packing, and delivering:

1. Six (6) shelf-stable meals per package for children participating in the Summer Weekend Meals Program;
2. Eleven (11) shelf-stable meals for children participating in the Rural Delivery Meals Program; and,
3. At a minimum, one million, two hundred fifty thousand (1,250,000) pounds of fresh produce and protein items to children participating in both programs.

The meals must adhere to the USDA Daily Nutrition Recommendations, and delivery coordinators and sponsor sites must be eligible, renewing sponsors in the Federal Summer Food Service Program.

1.4 Objectives of the Project

The goal for the Summer Weekend Meals Program is to ensure that eligible children who attend partnering SFSP sites receive nutritious meals on weekends when the sites are closed. The goal of the Summer Rural Delivery Meals Program is to ensure that children residing in rural areas who may not have access to lunch at SFSP sites receive lunch and weekend meals. The goal of the Mobile Farmers' Market program is to supplement the Summer Weekend Meals and Summer Rural Delivery Meals Programs with a variety of fresh produce and protein items each week.

1.5 Time Frames

The State is seeking to contract with a qualified vendor from June 1, 2016 through September 30, 2018 for programming in the summer of 2016, 2017, and 2018; however, as state law prohibits the State from making financial commitments beyond any state fiscal biennium, such renewal is contingent upon funding availability, all the necessary contract approvals, including approval by the Controlling Board, continuing programmatic need, and satisfactory performance by the SMP Contractor, and is at the discretion of the State. The State and the selected vendor may begin establishing the timeframes and requirements of the summer 2017 and summer 2018 program as soon as it is mutually agreeable to both parties after the completion of the prior summer program.

SECTION II. PROCUREMENT PROCESS INFORMATION

2.1 Anticipated Procurement Timetable

The State reserves the right to revise the following schedule in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations.

DATE	EVENT/ACTIVITY
February 24, 2016	ODJFS releases RFP on ODJFS and DAS Web Sites; Q&A period opens. - RFP becomes active; vendors may submit inquiries for RFP clarification.
March 9, 2016	Vendor Q&A period for vendor questions closes, 8 a.m. - No further inquiries for RFP clarification will be accepted.
March 16, 2016	ODJFS provides final answers to vendor questions (estimated).
March 31, 2016	Deadline for vendors to submit proposals to ODJFS (3 p.m.). - This is the beginning the ODJFS process of proposal review. LATE PROPOSALS WILL NOT BE CONSIDERED. NO EXCEPTIONS WILL BE MADE.
April 14, 2016	ODJFS issues contract award notification letter (estimated). - Vendors that submitted proposals in response to this RFP will be sent letters stating whether their proposal was selected for award of the contract.
May 16, 2016	Controlling Board review of contract (<i>estimated—if applicable</i>). - Contract with the selected vendor may require review and approval.
Summer Meals Program Services 2016	
June 1, 2016	Implementation* (estimated—following notification of all contractual and funding approvals). - ODJFS contracts are not valid and effective until the state Office of Budget Management approves the purchase order.
June 30, 2016	Project Completion – All summer 2016 work must be completed and approved by GOFBCI Contract Manager.
July 1, 2016 - September 30, 2016	Contract period for remainder of 2016 Summer Meals Program.*** (SFY 17)
Summer Meals Program Services 2017	
June 1, 2017	Implementation* (estimated—following notification of all contractual and funding approvals). - ODJFS contracts are not valid and effective until the state Office of Budget Management approves the purchase order.
June 30, 2017	Project Completion – All SFY 2017 work must be completed and approved by GOFBCI Contract Manager.

July 1, 2017 - September 30, 2017	Planned contract renewal periods for remainder of 2017 Summer Meals Program.*** (SFY 18)
Summer Meals Program Services 2018	
June 1, 2018	Implementation* (estimated—following notification of all contractual and funding approvals). - ODJFS contracts are not valid and effective until the state Office of Budget Management approves the purchase order.
June 30, 2018	Project Completion – All SFY 2018 work must be completed and approved by GOFBCI Contract Manager.
July 1, 2018- September 30, 2018	Planned contract renewal period for remainder of 2018 Summer Meals Program.*** (SFY 19)

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

** Subject to approval by the Controlling Board, the contract period is expected to run from approximately June 1, 2016 through September 30, 2016. Renewal or extension of the contract for the summer 2017 and summer 2018 programs will be subject to approval by the Controlling Board, continuing programmatic need, and satisfactory contractor performance, and is at the discretion of the State. Should funding necessary for this project become unavailable at any time during the effective term of the contract, the contract shall be canceled in accordance with standard contract provisions.

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

Potential vendors or other interested parties may ask clarifying questions regarding this RFP via the Internet during the Q&A Period as outlined in Section 2.1, Anticipated Procurement Timetable. To ask a question, potential vendors must use the following Internet process:

- * Access the ODJFS Web Page at <http://jfs.ohio.gov//>
- * Select "Doing Business with ODJFS" from the bottom of the page;
- * Select "RFP's" from the left side column;
- * Select RFP Number *JFSR1617218112* from the list of competitive opportunities;
- * Follow the link to the dedicated web page;
- * Select "Submit Inquiry" near the bottom of the web page;
- * Follow instructions there for submitting questions; or, to view posted questions and answers,
- * Select "View Q and A" near the bottom of the web page.

Questions about this RFP must reference the relevant part of this RFP, the heading for the provision under question, and the page number where the provision can be found. The name of a representative of the vendor (or other interested party), the company name, phone number, and e-mail address must be provided to submit an inquiry. ODJFS may, at its option, disregard any questions which do not appropriately reference an RFP provision or location within the RFP, or which do not include identification

of the originator of the question. Questions submitted after **8:00 a.m.** on the date the Q&A period closes will not be answered.

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

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

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

Requests for copies of any previous RFPs, RLBs, RFGAs (or etc.) or for past vendor proposals, score sheets or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFP. ODJFS will only answer those questions submitted within the established time period for the Vendor Q&A process (see Section II, Anticipated Procurement Timetable, above), and which pertain to issues of RFP clarity, and which are not requests for public records. The State is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

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

2.3 Communication Prohibitions

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

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 2.2, Internet Question & Answer (Q&A) Period; RFP Clarification Opportunity;
2. As necessary in any pre-existing or on-going business relationship between ODJFS and any vendor that could submit a proposal in response to this RFP;

3. As part of any vendor interview process or proposal clarification process initiated by ODJFS, which ODJFS deems necessary in order to make a final selection;
4. If it becomes necessary to revise any part of this RFP, ODJFS will post those revisions, amendments, etc., to the website dedicated to this RFP;* and,
5. Any Public Records Request (PRR) made through the ODJFS Office of Legal and Acquisition Services (OLAS).

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

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

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

SECTION III. VENDOR EXPERIENCE AND QUALIFICATIONS

3.1 Mandatory Vendor Qualifications

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

- A. Vendor must have a federal non-profit organization tax status such as 501(c)(3) certification. Vendors must include a copy of their current and valid certification with their technical proposal as specified in Section 5.2, Tab 2;
- B. Vendor must have at least three (3) years of experience in:
 1. Food procurement;
 2. Scheduling food delivery;
 3. Managing sub-contractors; and,
 4. Administration of programs serving at-risk youth and/or families living in poverty; and,

- C. Vendor must identify and assign a Project Manager that possesses at least three (3) years of experience in all of the following activities:
1. Food procurement;
 2. Scheduling food delivery;
 3. Managing sub-contractors; and,
 4. Administration of programs serving at-risk youth and/or families living in poverty.

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

3.2 Organizational Experience and Capabilities

Vendors are to describe their organization's and key staff experience and credentials to demonstrate to the State the vendor's understanding of, and likelihood of success in, the work described in this RFP. As part of the evaluation process, vendors are to provide the following information to be scored by the State:

- A. A detailed description of their work conducting a food procurement and delivery program sufficiently comparable to the work described in this RFP as to indicate a likelihood of success if selected for contract award;
- B. Letters of Reference from partnership(s), collaborations, etc., to substantiate that work. Letters of Reference must be included in the proposals and may not be submitted separately (any letters received separately from a vendor's proposal will be disregarded); and,
- C. A narrative description of a previous project for which the vendor has successfully performed responsibilities that were similar in size and scope to those that will be required under the contract for this program (Note: Vendors *may* reference the same project in response to both items A. and C. of this section provided they can clearly describe how the one project provided them with the range of work experiences discussed in those items.).

3.3 Staff Experience and Capabilities

The appropriateness of the staff proposed by a vendor for key leadership and/or functional roles is an indication of the vendor organization's level of expertise and qualifications for this work. The vendor shall:

- A. Identify by position and by name, those staff they consider key to the project's success (at minimum, key staff identified must include a Project Manager). A resume must be included for the person proposed for the Project Manager position. The proposed Project Manager will be scored on the requirements identified in Section 3.1, C, above. The Project Manager will serve as the single point of contact for the GOFBCI and the sponsors; and,
- B. Proposed program staff assigned to this program should include an individual with an accounting degree or with federal program accounting experience.

Important: It is the affirmative responsibility of the vendor submitting a proposal to remove all sensitive personal information (e.g., 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 will become part of the public record.

SECTION IV. SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES

4.1 Scope of Work - Proposed Work Plan

A vendor's proposal must demonstrate clearly to the State that the vendor has a clear understanding of the work to be performed, the objectives to be accomplished, a commitment to program success, and also has a sound plan for how, if awarded the contract, the vendor would successfully perform the work and complete the objectives. Proposals submitted in response to this RFP must present a detailed work plan; **following award of the contract, the selected SMP Contractor will be required to submit its proposed work plan in finalized form for approval by GOFBCI prior to beginning any other portion of the project work.** In developing their proposals, all vendors must fully and appropriately plan and price their proposed projects, including all necessary preparatory and intervening steps needed to achieve the stated or mandatory objectives.

Proposed work plans must discuss how the vendor will, at minimum:

- A. Procure shelf-stable meals for both the Summer Weekend Meals and Summer Rural Delivery Meals Programs and fresh produce and protein items for the Mobile Farmers' Markets. Meals must:
 - 1. Be shelf-stable (with the possible exception of items that will be distributed through the Mobile Farmers' Markets) and appealing to children and adolescents;
 - 2. Meet USDA Daily Nutritional Recommendations;
 - 3. Contain packages that are easily accessible for children without parental assistance;
 - 4. Not require cooking or heating for a child to consume them (with the possible exception of some protein items that could be distributed through the Mobile Farmers' Markets);
 - 5. Contain shelf-stable aseptic milk with their packages; and,
 - 6. Be planned for consistency in nutrition, but offer a variety of foods and menus, potentially by creating and utilizing a meal/menu rotation plan to keep children engaged.
- B. Procure and deliver to sponsors, at a minimum, six (6) meals per child for ten (10) weeks for ten thousand (10,000) children in the Summer Weekend Meals Program (600,000 shelf-stable meals);
- C. Procure and deliver to local sub-grantees, at a minimum, eleven (11) meals per child for ten (10) weeks for (two thousand, five hundred) 2,500 children in the Summer Rural Delivery Meals Program (275,000 shelf-stable meals);

- D. Procure and deliver to sponsor sites and local sub-contractor(s) a minimum of one million, two hundred fifty thousand (1,250,000) pounds of fresh produce and protein items for distribution to participants in the Summer Weekend Meals and Summer Rural Delivery Meals Programs via Mobile Farmers' Markets;
- E. Ensure all standards, rules, and guidelines for the safe handling and the safe storage of foods for the SMP are met or exceeded at all times by all suppliers, sub-contractors, distribution and delivery sites, and any other persons, firms, and organizations involved in any way with foods for the SMP;
- F. Ensure all food is delivered to the sponsor sites in ready to distribute form;
- G. Work with sub-contractor(s) to provide delivery from the manufacturer, to a location for packing, and delivery to the sites for distribution to the participants;
- H. Procure fresh produce and protein items and ensure their timely delivery to sponsors. Proposed work plan may contain a plan for produce distribution that doesn't include individual sponsors;
- I. Set and monitor delivery schedules;
- J. Track the inventory on hand at the sponsor sites so that stock can be accounted for and replenished accordingly [Note: Sponsor sites will demonstrate to the selected vendor the number of approved children who received the bags/boxes vs. the number of bags/boxes remaining in sponsor site's inventory.];
- K. Maintain the quality and freshness of food items and meals throughout the 10-week period. GOFBCI understands that the availability of aseptic milk may be limited and cost prohibitive; therefore, non-fat dry milk is a suitable substitute;
- L. Conduct site visits and work with GOFBCI staff to ensure program compliance; and,
- M. Create an opportunity, through weekly calls, newsletter, electronic or social media for sub-contractor(s) to serve as a single point of providing information and problem solving.

4.2 Specifications of Deliverables

The SMP Contractor for this program will be required to perform, at minimum, the following program deliverables:

A. Summer Rural Delivery Meals Program:

The SMP Contractor will conduct an RFP process and enter into a sub-contract relationship with local non-profit organizations that will hire licensed drivers who will deliver eleven shelf-stable meals per box to TANF eligible children residing in eleven (11) of Ohio's most rural counties. Depending on the identified needs of the local community, the meals will either be delivered directly to eligible children's homes or they will be made available at specific times and locations for families to pick up. Delivery Coordinators

may propose a combination of both delivery types noted above. The locations for pick up will be easily accessible and centrally located for families. Families will pick up eleven (11) meals once per week when transportation or financial issues make it impossible to attend the SFSP sites daily. Delivery Coordinators may propose an alternate pick up schedule to make meals pick-up more readily accessible to families.

1. Request For Proposal (RFP) for Delivery Coordinators:

The SMP Contractor will coordinate with GOFBCI to develop an RFP for Delivery Coordinators open to rural school districts with 40 percent (40%) or more of their population at or below 200 percent (200%) of the Federal Poverty guidelines. Districts within this category are located in Adams, Athens, Gallia, Holmes, Jackson, Lawrence, Meigs, Morgan, Pike, Scioto and Vinton counties. The SMP Contractor will incorporate the following mandatory requirements within their RFP. The selected Delivery Coordinators will:

- a. Preferably either be a school district working independently to provide delivery services, directly or by subcontract, or a community non-profit organization working in partnership with the local school district to provide the same required delivery services. The organization may include the local food bank;
- b. Work in partnership with the SMP Contractor to deliver meals on a schedule that meets the needs of both organizations. Proof of delivery to the recipient is required and shall be made available to the SMP Contractor;
- c. Ensure that meal packages are delivered weekly (Delivery Coordinators must specify the day of the week delivery will occur, and the specified day of the week must remain consistent through the term of the program); and,
- d. Be eligible, renewing sponsors in the Federal Summer Food Service Program with the Ohio Department of Education, Office of Child Nutrition.

2. Procure Food:

- a. Purchase nutritious, shelf-stable, nonperishable foods that will provide children with two (2) breakfast meals, seven (7) lunch meals, and two (2) dinner meals each week that will meet the USDA Daily Nutritional Recommendations; and,
- b. Leverage buying power to purchase food at the lowest possible cost no later than June 30, 2016 to provide Summer Rural Delivery Meals for the approximate program period covering June 1, 2016 to August 30, 2016. All food is to be purchased no later than June 30, 2016 to provide for the entire Summer Rural Delivery Meals Program period.

3. Procure Packing Materials:

- a. Procure through donation or purchase (or a combination thereof) packing materials which may include tape, boxes, and other materials necessary for preparing food for delivery that will be used for packaging Summer Rural Delivery Meals. If donations

cannot be procured, purchase the appropriate amount of materials needed. All packing material is to be purchased no later than June 30, 2016 to provide for the entire Summer Rural Delivery Meals period; and,

- b. Document attempts to secure donated packing materials.

4. Package Food:

- a. Ensure food items are packaged for distribution to Delivery Coordinator sites. Each package will contain two (2) breakfast meals, seven (7) lunch meals, and two (2) dinner meals and must arrive at the Delivery Coordinator location ready to distribute with no further assembly required; and,
- b. Ensure that information about the Governor's Start Talking! Program and weekly Know! Parent Tips are inserted into each package. SMP Contractor should include printing cost in the proposed budget. Specifications for printing can be found in Appendix E.

5. Delivery of Packages:

- a. Procure food delivery services for the approximate period covering June 1, 2016, or upon issuance of a State of Ohio purchase order, whichever is later, to August 30, 2016 from the locations of the food manufacturer to appropriate packing location and from packing location to Delivery Coordinator sites; and,
- b. Food delivery schedules must be amicable for all parties, and packaged food must arrive at the Delivery Coordinators' location.

6. Administer the Summer Rural Delivery Meals Program Applications:

- a. Accept applications for potential Delivery Coordinators, **Summer Rural Delivery Meals Program Application: Summer 2016**, attached herein as Appendix A, review and score applications, and award funds for the Delivery Coordinator sites;
- b. The Delivery Coordinator should work with the local school district for assistance in distributing notifications to parents about the program and to the extent possible, identifying eligible children;
- c. Provide to the parent or legal guardian of potential eligible participants the **Summer Rural Delivery Meals Program Eligibility Application - Summer 2016**, attached herein as Appendix B, and assist parents or legal guardians in completing the application;
- d. The Delivery Coordinator must verify program eligibility; and,
- e. Present material about the Governor's Start Talking! Program and collect Know! Parent Tips registration from parents who wish to participate. Information is attached herein as Appendix E.

7. Site Processing and Distribution:

- a. Ensure packaged meals are delivered to the Delivery Coordinator sites and provide payment to Delivery Coordinators who are selected through the SMP Contractor's RFP process in Section 4.2, A, 1., above to deliver meals to eligible children's homes.

B. Summer Weekend Meals Program:

1. The SMP Contractor will provide weekend summer meals to supplement existing SFSP which ensure that at-risk children in low-income families can continue to receive nutritious meals when they do not have access to school breakfasts and lunches. The Summer Weekend Meals Program provides a safety measure during the weekends when children are vulnerable to hunger and SFSPs are not open. The SMP Contractor will provide the following contractual activities:

- a. Coordinate with ODE and the GOFBCI Contract Manager to develop an application process for sponsor sites for the Summer Weekend Meals Program. The SMP Contractor will make use of the **Summer Weekend Meals Program Application: Summer 2016** attached as Appendix C; work with GOFBCI and ODE on sponsor site selections; and ensure applicants conform to the required criteria as set forth in the application for potential sponsors; and,
- b. The SMP Contractor will oversee the sponsor sites' efforts on the following mandatory requirements for sites:
 - i. Will work in partnership with the selected sponsor sites to deliver meals on a schedule that meets the needs of both organizations. Proof of delivery to the recipient is required and will be made available to the SMP Contractor;
 - ii. Will be eligible, renewing sponsors in the Federal Summer Food Service Program with ODE, Office of Child Nutrition; and,
 - iii. Will work in partnership with the sponsor sites in their efforts to ensure that the program serves eligible children. Sites will determine TANF eligibility by using the **Summer Weekend Meals Program Eligibility Application – Summer 2016** (attached as **Appendix D**).
 - iv. Present material about the Governor's Start Talking! program and collect Know! Tips registration from parents who wish to participate. Information is attached herein as Appendix E.

2. Procure Food:

- a. Purchase nutritious, shelf-stable, nonperishable foods that will provide children with two (2) breakfast meals, two (2) lunch meals, and two (2) dinner meals per weekend and that will meet the USDA Daily Nutritional Recommendations; and,

- b. Leverage buying power to purchase food at the lowest possible cost no later than June 30, 2016 to provide Summer Weekend Meals for the period covering approximately June 1, 2016 to August 30, 2016. All food is to be purchased no later than June 30, 2016 (or the end of the relevant state fiscal year associated with the summer program) to provide for the entire Summer Weekend Meals period.

3. Procure Packing Materials:

- a. Procure through donation or purchase (or a combination thereof) packing materials which may include tape, boxes, disposable bags, and other materials necessary for preparing food for delivery by June 30, 2016 (or the end of the relevant state fiscal year associated with the summer program) that will be used for packaging Summer Weekend Meals. If donations cannot be procured, purchase the appropriate amount of materials needed. All packing material is to be purchased no later than June 30, 2016 (or the end of the relevant state fiscal year associated with the summer program) to provide for the entire Summer Weekend Meals period; and,
- b. Document attempts to secure donated packing materials.

4. Package Food:

- a. Ensure food items are packaged for distribution to sponsor sites. Each package will contain two (2) breakfast meals, two (2) lunch meals, and two (2) dinner meals. Meal packages must arrive fully assembled at the sponsor sites ready to distribute to children; and,
- b. Ensure that information about the Governor's Start Talking! Program and weekly Know! ParentTips are inserted into each package. SMP Contractor should include printing cost in the proposed budget. Specifications for printing can be found in Appendix E.

5. Delivery of Packages:

- a. Procure food delivery services for the approximate period covering June 1, 2016 or upon issuance of a State of Ohio purchase order, to August 30, 2016 from the locations of the food manufacturer to appropriate packing facilities and from packing facilities to sponsor sites for distribution. All food must be procured by June 30, 2016; and,
- b. Food delivery schedules must be amicable for all parties. No certain day of the week is mandated for delivery, but summer weekend meal packages must be available for distribution by the conclusion of each Friday of the Summer Weekend Meals Program period.

C. Mobile Farmers' Market Program:

1. Procure and purchase fresh produce, including fresh fruits and vegetables, and other protein items for distribution to eligible children and their families through SFSP distribution sites, including Summer Weekend Meals Program, Summer Rural Delivery Meals Program, and other established sites feeding eligible children.

Must include at least one (1) protein item (e.g., peanut butter, chicken, eggs, potatoes) and four other fruit or vegetable options each week. When possible, different varieties should be used every week for a total of at least eighteen (18) different fruits and vegetables over the course of the summer. Fruits and vegetables must represent a range of colors and nutrients. Examples of color and variety can be found below:

- a. Green- peppers, broccoli, cucumbers;
 - b. Red- peppers, cherry tomatoes, apples;
 - c. Melons- watermelon, cantaloupe; and,
 - d. Other- carrots, corn, bananas, grapes, peaches, squash.
2. Facilitate a Mobile Farmers' Market that will provide and deliver fresh produce to SFSP distribution sites and Summer Rural Delivery participants:
 - a. Procure and purchase produce, including fresh fruits and vegetables, and other protein items (at least eighteen (18) different items) for distribution to needy children and their families through SFSP distribution sites, including Summer Weekend Meals Program and Summer Rural Delivery Meals Program;
 - b. Procure and purchase food service poly-bags to package the fresh produce, fresh fruits, vegetables, and protein items; and,
 - c. Secure a delivery service provider that will distribute the above products to each SFSP distribution site or Delivery Coordinator. Proposed work plan may contain a plan for produce distribution that doesn't include individual sponsors.

D. Reports:

1. Submit to the GOFBCI Contract Manager a final report not later than sixty (60) days from the close of the program. The final report will provide:
 - a. A summary of the allocation and expenditure of program funds;
 - b. Product pounds distributed to children by SFSP site location; and,
 - c. The number of meals distributed to TANF eligible children during the 10-week program. The SMP Contractor will use the **Summer Weekend Meals Program and Summer Rural Delivery Meals Program Eligibility Application – Summer 2016** (see Appendix B and Appendix D) to determine and document TANF eligible children.
2. Submit to GOFBCI a weekly report detailing the number of Summer Weekend Meals distributed, the number of Summer Rural Delivery Meals distributed, and the number of pounds of produce distributed; and,

3. The SMP Contractor will comply with applicable audit requirements under the Office of Management and Budget (OMB) Omni-Circular, Title 2 of the Code of Federal Regulations (CFR) Part 200 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

4.3 Administrative Structures—Proposed Work Plan

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

- A. Provide a technical approach and work plan to be implemented that addresses the scope of work activities (see Sec. 4.1, A through M) and all deliverables (Sec. 4.2, A through D) required in this RFP (Note: the work plan proposed by the selected vendor must be finalized and approved by GOFBCI prior to implementation);
- B. Provide a proposed timeline for the project;
- C. Describe a status reporting procedure for reporting work completed, and resolution of unanticipated problems;
- D. Provide a current organizational chart (including any sub-contractors) and specify the key management and administrative personnel who will be assigned to this project; and,
- E. Provide a sample menu for the 10-week program which includes a variety of products that meet USDA Daily Nutritional Recommendations.

SECTION V. PROPOSAL FORMAT & SUBMISSION

5.1 Proposal Submission Information

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

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

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

AND

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

The vendor's original technical and cost proposals must contain all the information and documents specified in Section 5.2, Format for Organization of the Proposal. The vendor's total proposal submission (both the technical and cost proposals in all required copies) must be received by ODJFS complete no later than 3:00 p.m. on **March 31, 2016**. Faxes or e-mailed submissions will not be accepted. **Proposals must be addressed to:**

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

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

Along with the technical proposal, the vendor must submit the cost proposal in a separate, sealed envelope/package labeled: **"DO NOT OPEN. COST PROPOSAL ENCLOSED FOR GOFBCI: SUMMER MEALS PROGRAM SERVICES, RFP JFSR1617218112 SUBMITTED BY [VENDOR'S NAME]."**

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

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

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

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

proposals delivered to any ODJFS location other than the address specified above. No confirmation of mailed proposals can be provided.

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

5.2 Format for Organization of the Proposal

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

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

A. **Proposal Organization**

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

Vendors must organize their technical proposals in the following order:

Tab 1 Required Vendor Information and Certifications Document

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

Attachment A, Section II. -- **Standard Affirmation and Disclosure Form** Banning the Expenditure of Public Funds on Offshore Services. This form must be completed and signed by every vendor or applicant seeking to do business with the Ohio

Department of Job and Family Services. This must be submitted as part of the response to any request for proposals, invitation to bid, request for grant applications, informal quotations, or other such competitive process. Failure by any vendor to complete, sign, and return the Standard Affirmation and Disclosure Form with its proposal will result in rejection of the proposal as being non-responsive and disqualified from further consideration, per Executive Order 2011-12K..

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

In order to be acknowledged as a vendor with an Ohio presence (as described in RFP Section 8.26, Ohio Presence Consideration) for additional scoring consideration, the vendor must demonstrate in this Tab 1 section of its proposal either that it currently has a physical presence in Ohio or has concrete plans for establishing a physical presence. Information to be presented includes the actual or proposed location of the vendor's presence, a description of the work to be performed at that location, and the number of its personnel to operate from the Ohio location. If the Ohio location is planned but not yet operational, an estimated implementation schedule should be provided.

Tab 2 Vendor Experience and Qualifications

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

The vendor must include information to demonstrate how the vendor meets the mandatory qualifications as described in Section 3.1, of this RFP. Vendors are to provide their federal non-profit organization tax status such as 501(c)(3) certification in this tab.

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

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

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

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

Tab 3 Administrative Structures—Proposed Work Plan (Section 4.3, A through E) This section should describe in detail (in the order as outlined) the vendor's administrative structures as specified in Section 4.3, Administrative Structures—Proposed Work Plan, of this RFP.

Sub-Tab 3a. Item A - Section 4.3, A (see Sec. 4.1, A through M) This section should describe in detail how the vendor proposes to successfully perform, at minimum,

each activity of the scope of work identified in Sections 4.1, Scope of Work - Proposed Work Plan. The responses must address each activity fully.

Sub-Tab 3b. Item B - Section 4.3, B (see Sec. 4.2, A through D) This section should describe in detail how the vendor proposes to successfully achieve each of the deliverables specified in Section 4.2, Specifications of Deliverables, of this RFP. The responses must address each element separately. Vendors should place their responses for each deliverable identified in Section 4.2 behind separate sub-tabs as described above.

Sub-Tab 3c. Item C - Section 4.3, C

Sub-Tab 3d. Item D - Section 4.3, D

Sub-Tab 3e. Item E - Section 4.3, E

Tab 4 (Optional - as needed) Vendor Attachments or Appendices

B. Cost Proposal

Three (one signed original and two copies) copies of the Cost Proposal must be submitted in a separate, sealed envelope, and labeled: **“DO NOT OPEN. COST PROPOSAL ENCLOSED FOR GOFBCI: SUMMER MEALS PROGRAM SERVICES, RFP JFSR1617218112 SUBMITTED BY [VENDOR’S NAME HERE]. ”**

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

Vendors are to complete the Cost Proposal Form, provided as Attachment D to this RFP according to instructions, sign it, and submit it fully completed as the separate sealed cost proposal. The Cost Proposal Form requires vendors to provide a group of individual prices for those services defined in Section 4.2 Specifications of Deliverables. Vendors are to use their professional comprehension of the effort required to perform those services and to offer to ODJFS its flat, all-inclusive fee for performing each. The prices offered in the vendor’s cost proposal will be the prices in effect throughout the contract period, including any renewal contracts.

Vendors are to use the format in Attachment D, Cost Proposal Form, to submit their cost proposal for SFYs 2016 through 2017. At the vendor’s discretion, additional documentation may also be included with the completed Attachment D as explanatory information, but when making the vendor selections and when executing the contract, ODJFS will consider only the dollar amounts displayed on the Cost Proposal Form.

In calculating their total proposed cost, vendors must consider costs resulting from each deliverable listed in Section 4.2 of this RFP, as well as all program costs, primary and incidental, necessary to complete all program activities (whether explicitly identified by ODJFS in this RFP or not).

C. IMPORTANT –DISQUALIFIERS FOR PROPOSAL ERRORS:

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

SECTION VI. CRITERIA FOR PROPOSAL EVALUATION & SELECTION

6.1 Scoring of Proposals

ODJFS will contract with a vendor that best demonstrates the ability to meet requirements as specified in this RFP. Vendors submitting a response will be evaluated based on the capacity and experience demonstrated in their technical and cost proposal. All qualifying proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from GOFBCI and their designees. Vendors should not assume that the review team members are familiar with any current or past work activities with ODJFS. Proposals containing assumptions, lack of sufficient detail, poor organization, lack of proofreading and unnecessary use of self-promotional claims will be evaluated accordingly. PRT members will be required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the proposal review and contractor selection process.

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

A. Phase I. Review—Initial Qualifying Criteria:

In order to be fully reviewed and scored, proposals submitted must pass Phase I. Review as required in the Technical Proposal Score Sheet. **Any "no" for the listed Phase I. criteria will**

eliminate a proposal from further consideration. Please refer to Attachment C, Technical Proposal Score Sheet for a complete listing of initial disqualifiers.

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

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

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

After establishing which vendor proposals are technically qualified to advance to Phase III for consideration of their corresponding cost proposals, ODJFS will add ten (10) points to the proposals of those vendors which have also demonstrated an Ohio presence as described in Sections 5.2 and 8.26 of this RFP. For those technically qualified vendors with an Ohio presence, their final technical score will be the sum of the score they earned according to the Phase II review described above plus the additional specified points. That sum will be used for those vendors in Phase III, as described below.

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

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

The PRT will recommend to the Executive Director of GOFBCI (or the Executive Director's designee) the technically qualified vendor offering the proposal most advantageous to the State, as determined by the processes and requirements established in this RFP, including the following process for considering qualified vendors' cost proposals in order to make the contract award.

The qualified vendor whose proposal earns the highest technical score through the process described in this Section VI and commits to devoting the highest percentage of the program budget to the purchase of food (for ease of description hereafter, the "food percentage") for the Summer Meals Program will be recommended for award as the SMP Contractor.

If two (2) or more qualified vendors are tied for the highest technical score earned through this process, the one offering to devote the greatest food percentage will be recommended.

However, in the event that one or more qualified vendors commit to a higher food percentage, but earned lower technical scores than vendors that proposed lower food percentages, the following process will be used to select the vendor for recommendation of award:

1. Points for qualified vendors' food percentages will be calculated and added to the vendors' respective technical quality scores as determined in Phase II;
2. The number of possible food percentage points will be equal to the maximum number of the possible total technical quality points as shown on the Technical Proposal Score Sheet, Attachment C to this RFP;
3. Each qualified vendor's food percentage points will be its proposed food percentage of the maximum possible number of points (see the example below);
4. To each qualified vendor's actual technical score, that vendor's food percentage points will be added; and,
5. The qualified vendor earning the highest sum of total technical score points and food percentage points will be the vendor recommended as the SMP Contractor.

EXAMPLE:	Hypothetical maximum technical score = 50 points
	<u>Possible maximum food percentage points = 50 points</u>
	Vendor A's Technical Score actually earned = 42 points
	Vendor A's Food Percentage offered = 98%
	Vendor A's food percentage points (98% of 50 points) = 49
	Vendor A's final points total: 42 + 49 = 91
	Vendor B's Technical Score actually earned = 48 points
	Vendor B's Food Percentage offered = 75%
	Vendor B's food percentage points (75% of 50 points) = 37.5 (round up to 38)
	Vendor B's final points total: 48 + 38 = 86
	Vendor C's Technical Score actually earned = 45 points
	Vendor C's Food Percentage offered = 90%
	Vendor C's food percentage points (90% of 50 points) = 45
	Vendor C's final points total: 45 + 45 = 90

In this hypothetical scenario, Vendor A would be recommended for award.

ODJFS may, at its sole discretion, negotiate with all technically qualifying vendors for a revised cost proposal.

6.2 Review Process Caveats

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

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

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

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

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

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

6.3 Final Vendor Recommendation

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

SECTION VII. PROTEST PROCEDURE

7.1 Protests

Any vendor objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
 1. The name, address, and telephone number of the protestor;
 2. The name and number of the RFP being protested;
 3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 4. A request for a ruling by ODJFS;

5. A statement as to the form of relief requested from ODJFS; and
 6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely protest shall be considered by ODJFS, if it is received by the ODJFS Office of Contracts and Acquisitions, within the following periods:
1. A protest based on alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. the closing date for receipt of proposals, as specified in Section 2.1, Anticipated Procurement Timetable, of this RFP.
 2. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 p.m. of the *seventh (7th)* business day after the issuance of formal letters sent to all responding vendors regarding the State's intent to make the award. The date on these ODJFS letters to responding vendors is the date used to determine if a protest regarding the intent to award is submitted by the end of the protest period.
- C. An untimely protest may be considered by ODJFS if ODJFS determines that the protest raises issues significant to the department's procurement system. An untimely protest is one received by ODJFS' Office of Contracts and Acquisitions after the time periods set forth in Item B of this section.
- D. All protests must be filed at the following location:
- Deputy Director
ODJFS Office of Contracts and Acquisitions
30 East Broad Street, 31st Floor
Columbus, Ohio 43215
- E. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Executive Director of GOFBCI determines that a delay will severely disadvantage the State. The vendor(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- F. The ODJFS Office of Contracts and Acquisitions shall issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

7.2 Caveats

ODJFS is under no obligation to issue a contract as a result of this or any solicitation if, in the opinion of ODJFS and the proposal review team, none of the proposals are responsive to the objectives and needs of the Department.

ODJFS reserves the right to not select any vendor should ODJFS decide not to proceed. Changes in this RFP of a material nature will be provided via the website dedicated to this RFP. All vendors are responsible for obtaining any such changes without further notice by ODJFS.

After issuance of an award letter, ODJFS reserves the right to rescind the award and choose the next most responsive bidder, if ODJFS and the recommended vendor are unable to come to a mutually acceptable contractual agreement.

SECTION VIII. CONDITIONS AND OTHER REQUIREMENTS

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

8.1 State Contracts

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

8.2 Interview

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

8.3 Start Work Date

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

8.4 Proposal Costs

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

8.5 Trade Secrets Prohibition; Public Information Disclaimer

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

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

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

8.6 Contractual Requirements

- A. Any contract resulting from the issuance of this RFP is subject to the terms and conditions as provided in the model contract, which is included as Attachment B of this RFP;
- B. Many of the terms and conditions contained in the model contract (See Attachment B) are required by state and federal law; however, the vendor may propose changes to the model contract by annotating the model, and returning it with the vendor's proposal submission. Any changes are subject to ODJFS review and approval;
- C. Payments for any and all services provided pursuant to the contract are contingent upon the availability of state and/or federal funds;
- D. All aspects of the contract apply equally to work performed by any and all subcontractors;
- E. The contractor, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFP. The contractor, and any subcontractor(s), agrees to be bound by the same standards of confidentiality that apply to the employees of ODJFS and the State of Ohio. Any violation of confidentiality will result in an immediate termination of the contract, and may result in legal action;
- F. As a condition of receiving a contract from ODJFS, the contractor, and any subcontractor(s), shall certify compliance with any court order for the withholding of child support which is

issued pursuant to Section 3119, 3121, 3123, and 3125 of the ORC. The contractor, and any subcontractor(s), must also agree to cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring that the contractor or employees of the contractor meet child support obligations established under state law;

- G. By signing an ODJFS contract, a vendor agrees that all necessary insurance is in effect; and

8.7 Travel Reimbursement

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

8.8 Minority Business Enterprise

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

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

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

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

8.9 Subcontractor Identification and Participation Information

Any vendors proposing to use a subcontractor that does not require a competitive procurement for any part of the work described in this RFP must clearly identify the subcontractor(s) and their tasks in their proposals. The proposal must include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

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

- E. A statement that the subcontractor has read and understands the RFP, the nature of the work, and the requirements of the RFP.

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

8.10 Public Release of Evaluations and/or Reports

Public release of any evaluation or monitoring reports funded under this 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.

8.11 Confidentiality

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

8.12 Key Personnel

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

8.13 Ethical & Conflict of Interest Requirements

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

8.14 Health Insurance Portability & Accessibility Act (HIPAA) Requirements

As a condition of receiving a contract from ODJFS, the contractor, and any subcontractor(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and the implementing regulations found at 45 C.F.R. Section 164.502 (e) and Sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the contractor from or on behalf of ODJFS that meets

the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health & Human Services, specifically 45 CFR 164.501 and any amendments thereto. The selected vendor can reasonably anticipate HIPAA language in the contract that results from this RFP.

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

8.15 Waiver of Minor Proposal Errors

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

8.16 Proposal Clarifications

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

8.17 Contractual Requirements and Prevailing Wage Requirements

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

8.18 Unresolved Findings for Recovery (ORC 9.24)

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

8.19 Mandatory Contract Performance Disclosure

Each proposal must disclose whether the vendor's performance, or the performance of any of the proposed subcontractor(s), under contracts for the provision of services that are the same or similar to those to be provided for the project which is the subject of this RFP has resulted in any "formal claims" for breach of those contracts. For purposes of this disclosure, "formal claims" means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. If any such claims are disclosed, vendor shall fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration or mediation regarding those

claims, including terms of any settlement. While disclosure of any formal claims in response to this section will not automatically disqualify a vendor from consideration, at the sole discretion of ODJFS, such claims and a review of the background details may result in a rejection of the vendor's proposal. ODJFS will make this decision based on its determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the vendor's performance of the work, and the best interests of ODJFS.

8.20 Mandatory Disclosures of Governmental Investigations

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

8.21 Mandatory Disclosures of Work Location

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

8.22 Vendor Selection Restriction

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

8.23 Prohibition Against Services Performed Outside the United States

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

8.24 Proposal Submissions As Public Record

Vendors will be required to attest in Attachment A, Section I, Item #15 that no information included in their proposal submission is confidential and/or a trade secret (as defined in Sections 3.3, 5.2, C, and 8.5 of the RFP or where found in an RLB document) and will be posted in its entirety on the Internet for public

viewing, or otherwise publicly released. Following submission to ODJFS, all proposals submitted may become part of the public record. The vendor affirms that it shall be solely responsible for any and all information disclosed in the proposal submission and any or all information released by ODJFS in any public records requests.

8.25 Combating Trafficking In Persons

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

8.26 Ohio Presence Consideration

The vendor that is awarded the contract resulting from this RFP is required to maintain a physical presence in Ohio throughout the term of the contract, including all renewal periods. Therefore, each vendor must either demonstrate in its proposal that it currently has a physical presence in Ohio or demonstrate concrete plans for establishing a physical presence, to include the actual or proposed location of the vendor's presence. Vendor proposals must identify the work to be performed for this project at that location and identify vendor personnel, either by staff name or function, that will operate from the Ohio location. ODJFS reserves the right, at its sole discretion to reject any proposals which fail to comply with this requirement.

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

SECTION IX. ATTACHMENTS AND THEIR USES

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

SECTION X. APPENDICES AND THEIR USES

- A. Summer Rural Delivery Meals Program Application: Summer 2016 (*For vendor reference*)
- B. Summer Rural Delivery Meals Program Eligibility Application- Summer 2016 (*For vendor reference purposes*)

- C. Summer Weekend Meals Program Application: Summer 2016 *(For vendor reference)*
- D. Summer Weekend Meals Program Eligibility Application – Summer 2016 *(For vendor reference)*
- E. Start Talking! Youth Drug Prevention Materials *(For vendor reference)*
**Know! Week #1-Week#10 should be copied double sided on plain paper. The Know! Tip that corresponds to the program week (i.e., Week #1 meal package) should include Know! Week #1., etc.*

The Know! Tips Sign up should be available as parents enroll their children in the summer meals program and each family should be provided with a 2-sided on plain paper copy of the Start Talking 10 tips when they enroll their child.

Thank you for your interest in this important project.

Attachment A

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

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

9. Mandatory Vendor Certifications:

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

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

AND

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

AND

I _____ (signature of representative shown in Item #7, above) hereby certify and affirm that _____ (name of the vendor shown in Item # 3, above), **either is not subject to a finding 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:	_____	_____
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% 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, 2013) 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 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. I have read the ODJFS Model Contract attached to the RFP/RLB, and if awarded a contract, I will not ____ (or) I will ____ request changes to the standard language, and have marked the requested changes and returned the model document with this proposal for consideration by ODJFS. (If so, ODJFS will review those requested changes if you are the selected vendor. All requested changes to model contract language are subject to ODJFS approval.) (NOTE: Item 13 is not applicable and not required when the subject ODJFS procurement opportunity is offered only to State Term Schedule Vendors.)

13. I _____, (vendor representative in Item # 7) hereby affirm that this proposal accurately represents the capabilities and qualifications of _____ (vendor's name), and I hereby affirm that the cost(s) bid to ODJFS for the performance of services and/or provision of goods covered in this proposal in response to the ODJFS RFP/RLB/other purchase opportunity is a firm fixed price, inclusive of all incidental as well as primary costs. (Failure to provide the proper affirming signature on this item may result in the disqualification of your proposal/bid.)

14. **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.**

15. 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 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

**GOVERNOR'S OFFICE OF FAITH-BASED COMMUNITY INITIATIVES
CONTRACT FOR SERVICES**

C-1415-21-0000

RECITALS:

This Contract is entered into between the Governor's Office of Faith-Based Community Initiatives (GOFBCI) and Vendor Name (CONTRACTOR).

- A. GOFBCI issued a Request for Proposals (RFP) titled _____, numbered _____, and dated [DATE], which is hereby incorporated by reference.
- B. The GOFBCI proposal review team recommended for award the Application of CONTRACTOR, submitted by CONTRACTOR on [Date] which is hereby incorporated by reference.
- C. In the event of any inconsistency or ambiguity between the provisions of the RFP, the Proposal, or this Contract, the provisions of this Contract will determine the obligations of the parties. In the event that this Contract fails to clarify any inconsistency or ambiguity between the RFP and the Proposal, the RFP will determine the obligations of the parties. In the event of a disputed issue that is not addressed in any of the aforementioned documents, the parties hereby agree to make every reasonable effort to resolve the dispute in keeping with the objectives of this Contract and the budgetary and statutory constraints of GOFBCI.
- D. Key personnel that are identified by the CONTRACTOR as critical to the success of the Contract may not be removed without a reasonable notice to GOFBCI, and replacements will not be made without GOFBCI approval.

ARTICLE I. PURPOSE; DELIVERABLES

- A. CONTRACTOR will perform its responsibilities (Deliverables) under this Contract as follows: OR CONTRACTOR will perform its responsibilities (Deliverables) under this Contract in accordance with the RFP and the Proposal. The responsibilities are summarized as follows:
- B. The GOFBCI Contract Manager is GOFBCI Contract Manager, or his/her successor.
- C. The GOFBCI Contract Manager may periodically communicate specific requests and instructions to CONTRACTOR concerning the performance of the Deliverables described in this Contract. CONTRACTOR agrees to comply with any requests or instructions to the satisfaction of GOFBCI within 10 business days after CONTRACTOR's receipt of the requests or instructions. GOFBCI and CONTRACTOR expressly understand that any requests or instructions will be strictly to ensure the successful completion of the Deliverables described in this Contract, and are not intended to amend or alter this Contract in any way. If CONTRACTOR believes that any requests or instructions would materially alter the terms and conditions of this Contract or the compensation stated hereunder, CONTRACTOR will immediately notify GOFBCI pursuant to the notice provisions of this Contract. CONTRACTOR agrees to consult with the GOFBCI Contract Manager as necessary to ensure understanding of the Deliverables and the successful completion thereof.
- D. Ownership of Deliverables.
 - 1. All Deliverables provided by CONTRACTOR under this Contract or with funds hereunder, including any documents, data, photographs and negatives, electronic reports/records, or other media, are the property of GOFBCI, which has an unrestricted right to reproduce, distribute, modify, maintain, and use the Deliverables. CONTRACTOR will not obtain copyright, patent, or other proprietary protection for the Deliverables. CONTRACTOR will not include in any Deliverable any copyrighted matter, unless the copyright owner gives prior written approval for GOFBCI and CONTRACTOR to use such copyrighted matter in the manner provided herein. CONTRACTOR agrees that all

Deliverables will be made freely available to the public unless GOFBCI determines that, pursuant to state or federal law, such materials are confidential or otherwise exempted from disclosure.

2. All Deliverables provided or produced pursuant to this Contract will be considered "works made for hire" within the meaning of copyright laws of the United States and the State of Ohio. GOFBCI is and will be deemed sole author of the Deliverables and sole owner of all rights therein. If any portion of the Deliverables is deemed not a "work made for hire," or if there are any rights in the Deliverables not conveyed to GOFBCI, CONTRACTOR agrees to, and by executing this Contract does, assign GOFBCI all worldwide rights, title, and interest in and to the Deliverables. GOFBCI acknowledges that its sole ownership of the Deliverables under this Contract does not affect CONTRACTOR's right to use general concepts, algorithms, programming techniques, methodologies, or technology that CONTRACTOR developed prior to or as a result of this Contract or that are generally known and available.
 3. CONTRACTOR understands that it must submit a written request to GOFBCI and receive express written permission from GOFBCI to include any of its own pre-existing, proprietary materials in any of the Deliverables under this Contract. GOFBCI's approval of the inclusion of pre-existing, proprietary materials is predicated on CONTRACTOR granting to GOFBCI and the State of Ohio a worldwide, non-exclusive, perpetual, royalty-free license to use, modify, sell, and otherwise distribute all such materials that are included in the Deliverables under this Contract. Upon request by CONTRACTOR, GOFBCI will incorporate into any future copies of the Deliverables under this Contract any proprietary notice(s) CONTRACTOR may reasonably require for any pre-existing, proprietary materials included in the Deliverables of this Contract. Any proprietary notices will be the minimum required by law so as not to be seen as an endorsement by GOFBCI or an advertisement for CONTRACTOR.
- D. [UNIVERSITY] The Deliverables produced by CONTRACTOR under this Contract will be copyrighted in the name of CONTRACTOR. CONTRACTOR hereby grants to GOFBCI a perpetual, royalty free, non-exclusive, and irrevocable license to use, reproduce, publish, modify, and distribute any Deliverable either in whole or in part, and to produce derivative works. CONTRACTOR will assure that all products contain appropriate copyright attribution and GOFBCI will treat Deliverable products as the intellectual property of CONTRACTOR for purposes of ORC 149.43. CONTRACTOR further reserves the right to use the Deliverables produced under this Contract for research and academic purposes, including the right to publish the work in scholarly journals or other academic publications.

ARTICLE II. EFFECTIVE DATE OF THE CONTRACT

- A. This Contract is in effect from _____ or the date of issuance of an approved State of Ohio purchase order, whichever is later, through _____, unless this Contract is suspended or terminated prior to the expiration date. This Contract may be renewed through June 30, 201X, upon satisfactory completion of activities hereunder, appropriation of funds by the Ohio General Assembly, and at the sole discretion of GOFBCI. GOFBCI will issue a notice to CONTRACTOR if GOFBCI decides to renew this Contract. CONTRACTOR will not obligate resources in anticipation of a renewal until notice is provided.
- B. It is expressly understood by both GOFBCI and CONTRACTOR that this Contract will not be valid and enforceable until the Director of the Ohio Office of Budget and Management, first certifies, pursuant to Section 126.07 of the Ohio Revised Code (ORC), that there is a balance in the appropriation not already allocated to pay existing obligations. The GOFBCI Contract Manager will notify CONTRACTOR when this certification is given.

ARTICLE III. COMPENSATION

- A. The total amount payable under this Contract is TOTAL AMT Dollars (\$TOTAL). GOFBCI will pay an amount up to SFY1 AMT Dollars (\$SFY 1) for State Fiscal Year (SFY) 2016, and up to SFY2 AMT Dollars (\$SFY2) for SFY 2017, expressly for the completion of the Deliverables. CONTRACTOR understands that the terms of this Contract do not provide for compensation in excess of the total amount listed in this section. CONTRACTOR hereby waives the interest provisions of ORC 126.30.
- B. It is further agreed that reimbursement of travel expenditures shall not exceed [SFY1 Travel Dollar Amount] Dollars (\$SFY1 Travel) for SFY [SFY1] and [SFY2 Travel Dollar Amount] Dollars (\$SFY2) for SFY [SFY2],

which amounts are included in the total compensation figures above. Expense reimbursement authorized by this section is limited to actual and necessary expenses subject to the limits as established pursuant to ORC 126.31, which are set forth in OAC 126-1-02, as well as any other laws, regulations, or Governor's Executive Orders limiting travel expenses. CONTRACTOR expressly agrees not to submit claims for expenses which do not meet the requirements of this Section and further agrees to submit all claims to the GOFBCI Contract Manager for approval prior to submitting a claim for reimbursement.

- C. With the exception of travel expenses, line item expenses listed in the budget may be reallocated upon the written approval of the GOFBCI Contract Manager as long as the total amounts per SFY and the total overall Contract amount remains unchanged. Any changes to the travel costs will require a written amendment to this Contract.
- D. Compensation will be paid pursuant to CONTRACTOR's accepted budget [or cost proposal] as incorporated below [or as attached].
- E. CONTRACTOR will submit detailed invoices on a one-time, monthly, quarterly, annual basis to the GOFBCI Contract Manager Name, 77 South High Street, 30th Floor, Columbus, Ohio 43215. CONTRACTOR agrees to use an invoice instrument to be prescribed by GOFBCI and will include in each invoice:
1. CONTRACTOR's name, complete address, and federal tax identification number;
 2. Contract number and dates;
 3. Purchase order number;
 4. Amount and purpose of the invoice, including such detail as required per the compensation section of this Contract; deliverables completed, description of services rendered, hourly rates and numbers of hours (if applicable), amount of monthly fee (if applicable), and itemized travel and other expenses if permitted by this Contract;
 5. Description of Deliverables performed during the billing period; and
 6. Other documentation requested by the GOFBCI Contract Manager.
- F. CONTRACTOR expressly understands that GOFBCI will not compensate CONTRACTOR for any work performed prior to CONTRACTOR's receipt of notice from the GOFBCI Contract Manager that the provisions of ORC 126.07 have been met as set forth in ARTICLE II, nor for work performed after the ending date of this Contract.
- G. CONTRACTOR expressly understands that GOFBCI does not have the ability to compensate CONTRACTOR for invoices submitted after the State of Ohio purchase order has been closed. CONTRACTOR must submit final invoices for payment no later than 90 calendar days after the ending date of this Contract. Failure to do so will be deemed a forfeiture of the remaining compensation due hereunder.
- H. CONTRACTOR understands that availability of funds is contingent on appropriations made by the Ohio General Assembly or by funding sources external to the State of Ohio, such as federal funding. If the Ohio General Assembly or the external funding source fails at any time to continue funding GOFBCI for the payments due under this Contract, this Contract will be terminated as of the date funding expires without further obligation of GOFBCI or the State of Ohio.
- I. CONTRACTOR and GOFBCI understand that the terms of this Contract, when combined with any other payments made to or open encumbrances with CONTRACTOR during the same SFY, cannot establish compensation in excess of Fifty Thousand and 00/100 Dollars (\$50,000.00) aggregate without prior approval from the State Controlling Board in accordance with ORC 127.16.

ARTICLE IV. SUSPENSION AND TERMINATION, BREACH AND DEFAULT

- A. This Contract will automatically terminate upon expiration of the time period in ARTICLE II, or upon completion of all Deliverables, or once all compensation has been paid.

- B. Notwithstanding other provisions in this ARTICLE, either party may terminate this Contract at will by giving 30 calendar days written notice to the other party. Upon written notice to CONTRACTOR, GOFBCI may immediately suspend this Contract at GOFBCI's sole discretion.
- C. Notwithstanding the provisions of Sections A or B, above, GOFBCI may suspend or terminate this Contract immediately upon delivery of a written notice to CONTRACTOR if:
1. GOFBCI loses funding as described in ARTICLE III;
 2. GOFBCI discovers any illegal conduct by CONTRACTOR; or
 3. CONTRACTOR has violated any provision of ARTICLE VIII.

Suspension or termination under this provision shall not entitle CONTRACTOR to any rights or remedies described in Section F of this ARTICLE.

- D. Unless otherwise provided for in this ARTICLE, CONTRACTOR will have 30 calendar days within which to cure any breach that is curable after receipt of written notice from GOFBCI that CONTRACTOR is in breach of any of its obligations under this Contract. If CONTRACTOR fails to cure the breach within the 30 calendar days after written notice or if the breach is not curable, GOFBCI may immediately suspend or terminate this Contract. GOFBCI may also suspend or terminate this Contract when breaches are persistent, regardless of whether they are cured within 30 calendar days. For purposes of this Section, "persistent" means that GOFBCI has notified CONTRACTOR 2 times in writing of CONTRACTOR's failure to meet any of its contractual obligations. The 2 notices do not have to relate to the same obligation or type of failure. After the second notice, GOFBCI may suspend or terminate this Contract without a cure period if CONTRACTOR again fails to meet any contractual obligation. At the sole discretion of GOFBCI, certain instances of breach may require a shorter cure period than the 30 calendar days generally applicable in this Section. In such instances, GOFBCI will include in its notice of breach the shorter cure period deemed appropriate. If GOFBCI does not give timely notice of a breach to CONTRACTOR, GOFBCI has not waived any of its rights or remedies concerning the breach.
- E. CONTRACTOR, upon receiving notice of suspension or termination, will:
1. Cease performance of the suspended or terminated Deliverables;
 2. Take all necessary steps to limit disbursements and minimize costs including, but not limited to, suspending or terminating all contracts and subgrants related to suspended or terminated Deliverables and refusing any additional orders;
 3. Prepare and furnish a report to GOFBCI, as of the date the notice of termination or suspension was received, that describes the status and percentage of completion of all Deliverables, including the results accomplished and the conclusions reached through Deliverables;
 4. Deliver all records in their native format relating to cost, work performed, supporting documentation for invoices submitted to GOFBCI, and deliver any and all materials or work produced under or pertaining to this Contract whether completed or not; and
 5. Perform any other tasks GOFBCI requires.
- F. In the event of suspension or termination under this ARTICLE, GOFBCI will, upon receipt of a proper invoice from CONTRACTOR, determine the amount of any unpaid Contract funds due to CONTRACTOR for Deliverables performed before CONTRACTOR received notice of termination or suspension. In order to determine the amount due to CONTRACTOR, GOFBCI will base its calculations on the payment method described in ARTICLE III and any funds previously paid by or on behalf of GOFBCI. GOFBCI will not be liable for any further claims submitted by CONTRACTOR.
- G. If GOFBCI terminates this Contract for any reason provided in this ARTICLE, except for termination at will pursuant to Section B or termination for loss of funding pursuant to Section C, GOFBCI will be entitled to utilize another contractor to complete the Deliverables of this Contract on any commercially reasonable terms as GOFBCI and the covering contractor may agree. In this event, CONTRACTOR will be liable to

GOFBCI for all costs related to covering the project to the extent that such costs, when combined with payments already made to CONTRACTOR prior to termination, exceed the costs that GOFBCI would have incurred under this Contract. CONTRACTOR's liability under this Section is in addition to any other remedies available to GOFBCI pursuant to this Contract.

- H. Upon CONTRACTOR's breach or default of provisions, obligations, or duties embodied in this Contract or any term of an award, a federal statute or regulation, an assurance, a State plan or application, a notice of award, or other applicable rule, GOFBCI reserves the right to exercise any administrative, contractual, equitable, or legal remedies available without limitation. Any waiver by GOFBCI of an occurrence of breach or default is not a waiver of subsequent occurrences. If GOFBCI or CONTRACTOR fails to perform any obligation under this Contract and the other party subsequently waives the failure, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive other failures that may occur. Waiver by GOFBCI will not be effective unless it is in writing signed by the GOFBCI Director.

ARTICLE V. NOTICES

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

ARTICLE VI. RECORDS, DOCUMENTS AND INFORMATION

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

- A. CONTRACTOR agrees that any media produced pursuant to this Contract or acquired with Contract funds will become the property of GOFBCI. This includes all documents, reports, data, photographs (including negatives), and electronic reports and records. GOFBCI will maintain the unrestricted right to reproduce, distribute, modify, maintain, and use the media in any way GOFBCI deems appropriate. CONTRACTOR further agrees not to seek or obtain copyright, patent or other proprietary protection for any materials or items produced under this Contract. CONTRACTOR understands that all materials and items produced under this Contract will be made freely available to the public unless GOFBCI determines that certain materials are confidential under federal or state law.
- A. [UNIVERSITY] GOFBCI agrees that any media (including documents, reports, data, photographs, negatives, electronic reports and records) produced pursuant to this Contract or acquired with Contract funds will become the property of CONTRACTOR; however, CONTRACTOR hereby grants to GOFBCI a perpetual, royalty free, non-exclusive, and irrevocable license to use, reproduce, publish, modify, and distribute any such media.
- B. All GOFBCI information that is classified as public or private under Ohio law will be treated as such by CONTRACTOR. Should the nature of any information be in question, GOFBCI will determine whether the information is public or private. CONTRACTOR will restrict the use of any information, systems, or records GOFBCI provides to the specific Deliverables of this Contract. CONTRACTOR and its employees agree to

be bound by the same standards and rules of confidentiality that apply to employees of GOFBCI and the State of Ohio. CONTRACTOR agrees that the terms of this section will be included in any subcontract executed by CONTRACTOR for work under this Contract.

- C. CONTRACTOR information that is proprietary and has been specifically identified by CONTRACTOR as proprietary will be held as confidential by GOFBCI. Proprietary information is information that would put CONTRACTOR at a competitive disadvantage in CONTRACTOR's market place and trade if it were made public. GOFBCI reserves the right to require reasonable evidence of CONTRACTOR's assertion of the proprietary nature of any information. The provisions of this ARTICLE are not self-executing. CONTRACTOR must demonstrate that any information claimed as proprietary meets the definition of "trade secrets" found at ORC 1333.61. CONTRACTOR will defend such a claim.
- D. For Audit Purposes Only: All records relating to cost, work performed, supporting documentation for invoices submitted to GOFBCI, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR and will be made available for audit by state and federal government entities that include but are not limited to, ODJFS, GOFBCI, the Ohio Auditor of State, the Ohio Inspector General and all duly authorized law enforcement officials. The records and materials will be retained and made available for a minimum of 3 years after CONTRACTOR receives the last payment pursuant to this Contract. If an audit, litigation or similar action is initiated during this time period, CONTRACTOR will retain the records until the action is concluded and all issues are resolved, or until the end of the 3 year period if the action is resolved prior to the end of the 3 year period. If applicable, CONTRACTOR must meet the requirements of the federal Office of Management and Budget (OMB) Omni-Circular, Title 2 of the Code of Federal Regulations (CFR) Part 200. CONTRACTOR acknowledges, in accordance with ORC 149.43, that financial records related to the performance of services under this Contract are presumptively deemed public records.
- E. All records relating to cost, work performed, supporting documentation for invoices submitted to GOFBCI, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR in accordance to the appropriate records retention schedule. The appropriate records retention schedule for this Contract is INSERT RECORDS SCHEDULE [Must be minimum of 3 years, 2 CFR 200.333]. If any records are destroyed prior to the date as determined by the appropriate records retention schedule, CONTRACTOR agrees to pay all costs associated with any cause, action or litigation arising from such destruction.
- F. CONTRACTOR agrees to retain all records in accordance with any litigation holds that are provided to them by GOFBCI, and actively participate in the discovery process if required to do so, at no additional charge. Litigation holds may require CONTRACTOR to keep the records longer than the approved records retention schedule. CONTRACTOR will be notified by GOFBCI when the litigation hold ends and retention can resume based on the approved records retention schedule. If CONTRACTOR fails to retain the pertinent records after receiving a litigation hold from GOFBCI, CONTRACTOR agrees to pay all costs, damages and expenses associated with any cause, action or litigation arising from such destruction.
- G. CONTRACTOR hereby agrees to current and ongoing compliance with Title 42, Sections 1320d through 1320d-8 of the United States Code (42 USC 1320d through 1320d-8) and the implementing regulations found at 45 CFR 164.502(e) and 164.504(e) regarding disclosure of Protected Health Information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). CONTRACTOR further agrees to include the terms of this section in any subcontracts that may be executed pursuant to this Contract.

ARTICLE VII. AMENDMENT AND ASSIGNMENT

- A. This writing constitutes the entire agreement between GOFBCI and CONTRACTOR with respect to all matters herein. Only a writing signed by both parties may amend this Contract. However, GOFBCI and CONTRACTOR agree that any amendments to any laws or regulations cited herein will result in the correlative modification of this Contract without the necessity for executing written amendments. It is agreed that line item budget modifications may be made in writing by the GOFBCI Contract Manager without a written amendment pursuant to ARTICLE III. Any written amendment to this Contract will be prospective in nature.
- B. CONTRACTOR agrees not to assign any interest in this Contract nor transfer any interest in the Contract without the prior written approval of GOFBCI. CONTRACTOR will submit any requests for approval of

assignments and transfers to the GOFBCI Contract Manager at least 10 business days prior to the desired effective date. CONTRACTOR understands that any assignments and transfers will be subject to any conditions GOFBCI deems necessary and that no approval by GOFBCI will be deemed to provide for any GOFBCI obligation that exceeds the Contract amount specified in ARTICLE III of this Contract.

ARTICLE VIII. CONTRACTOR CERTIFICATION OF COMPLIANCE WITH SPECIAL CONDITIONS

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

- A. If at any time, CONTRACTOR is not in compliance with the conditions affirmed in this Section, GOFBCI will consider this Contract *void ab initio* and will deliver written notice to CONTRACTOR. Any funds the State of Ohio paid CONTRACTOR for work performed before CONTRACTOR received notice that the Contract is *void ab initio* will be immediately repaid or the State of Ohio may commence an action for recovery against CONTRACTOR.
1. **Federal Debarment Requirements.** CONTRACTOR affirms that neither CONTRACTOR nor any of its principals or subcontractors, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal agency. CONTRACTOR also affirms that within 3 years preceding this Contract neither CONTRACTOR nor any of its principals:
 - a. Have been convicted of, or had a civil judgment rendered against them for commission of fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local public transaction or contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements; or for receiving stolen property; or
 - b. Are presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) for the commission of any of the offenses listed in this paragraph and have not had any federal, state, or local, public transactions terminated for cause or default.
 2. **Qualifications to Conduct Business.** CONTRACTOR affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and all are current. If at any time during the Contract period CONTRACTOR, for any reason, becomes disqualified from conducting business in the State of Ohio, CONTRACTOR will immediately notify GOFBCI in writing and will immediately cease performance of all Deliverables.
 3. **Unfair Labor Practices.** CONTRACTOR affirms that neither CONTRACTOR nor its principals are on the most recent list established by the Ohio Secretary of State, pursuant to ORC 121.23, which would identify CONTRACTOR as having more than one unfair labor practice contempt of court finding.
 4. **Finding for Recovery.** CONTRACTOR affirms that neither CONTRACTOR nor its principals or subcontractors, is subject to a finding for recovery under ORC 9.24, or it has taken the appropriate remedial steps required, or otherwise qualifies under ORC 9.24 to contract with the State of Ohio.
[DELETE IF UNIVERSITY]
- B. If at any time CONTRACTOR is not in compliance with the conditions affirmed in this Section, GOFBCI may immediately suspend or terminate this Contract and will deliver written notice to CONTRACTOR. CONTRACTOR will be entitled to compensation, upon submission of a proper invoice per ARTICLE III, only for work performed during the time CONTRACTOR was in compliance with the provisions of this Section. Any funds paid by the State of Ohio for work performed during a period when CONTRACTOR was not in compliance with this Section will be immediately repaid or the State of Ohio may commence an action for recovery against CONTRACTOR.

1. **Americans with Disabilities.** CONTRACTOR, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
2. **Fair Labor Standards and Employment Practices.**
 - a. CONTRACTOR certifies that it is in compliance with all applicable federal and state laws, rules, and regulations governing fair labor and employment practices.
 - b. In carrying out this Contract, CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, military status, disability, age, genetic information, or sexual orientation, in making any of the following employment decisions: hiring, layoff, termination, transfer, promotion, demotion, rate of compensation, and eligibility for in-service training programs.
 - c. CONTRACTOR agrees to post notices affirming compliance with all applicable federal and state non-discrimination laws in conspicuous places accessible to all employees and applicants for employment.
 - d. If applicable, CONTRACTOR agrees to comply with the provisions of Equal Employment Opportunity Clause (41 CFR Part 60), the Davis-Bacon Act (40 USC 3141-3148), the Copeland Act (40 USC 3145), and the Contract Work Hours and Safety Standards Act (40 USC Chapter 37), regarding labor standards for federally assisted construction contracts.
 - e. CONTRACTOR will incorporate the foregoing requirements of this Paragraph 2 in all of its subgrants or subcontracts for any of the work prescribed herein.
3. **Ethics and Conflicts of Interest Laws.**
 - a. CONTRACTOR certifies that by executing this Contract, it has reviewed, knows and understands the State of Ohio's ethics and conflict of interest laws. CONTRACTOR further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or any Executive Orders.
 - b. CONTRACTOR certifies, by executing this Contract, that no party who holds a position listed or described in ORC 3517.13 (I) or (J), has made, while in his/her current position, one or more personal monetary contributions in excess of One Thousand and 00/100 Dollars (\$1,000.00) to the current Governor or to the Governor's campaign committee when he was a candidate for office, within the previous 2 calendar years. ORC 3517.13 does not apply to professional associations organized under ORC Chapter 1785.
 - c. CONTRACTOR agrees to refrain from promising or giving to any GOFBCI employee anything of value that could be construed as having a substantial and improper influence upon the employee with respect to the employee's duties. CONTRACTOR further agrees that it will not solicit any GOFBCI employee to violate ORC 102.03, 2921.42, or 2921.43.
 - d. CONTRACTOR agrees that CONTRACTOR, its officers, employees, and members have not nor will they acquire any interest, whether personal, business, direct or indirect, that is incompatible, in conflict with, or would compromise the discharge and fulfillment of CONTRACTOR's functions and responsibilities under this Contract. If CONTRACTOR, its officers, employees, or members acquire any incompatible, conflicting, or compromising interest, CONTRACTOR agrees it will immediately disclose the interest in writing to the ODJFS Chief Legal Counsel at 30 East Broad Street, 31st Floor, Columbus, Ohio 43215. CONTRACTOR further agrees that the person with the conflicting interest will not participate in any Deliverables until GOFBCI and ODJFS determine that participation would not be contrary to public interest.

4. **Lobbying Restrictions.**

- a. CONTRACTOR affirms that no federal funds paid to CONTRACTOR by GOFBCI through this Contract or any other agreement have been or will be used to lobby Congress or any federal agency in connection with a particular contract, grant, cooperative agreement or loan. CONTRACTOR further affirms compliance with all federal lobbying restrictions, including 31 USC 1352. If this Contract exceeds One Hundred Thousand and 00/100 Dollars (\$100,000.00), CONTRACTOR affirms that it has executed and filed the Disclosure of Lobbying Activities standard form LLL, if required by federal regulations, and is in compliance with 45 CFR 2543.87 the Byrd anti-lobbying amendment.
- b. CONTRACTOR certifies compliance with the Ohio executive agency lobbying restrictions contained in ORC 121.60 to 121.69.

5. **Child Support Enforcement.** CONTRACTOR agrees to cooperate with GOFBCI and any child support enforcement agency in ensuring that CONTRACTOR and its employees meet child support obligations established by state and federal law including present and future compliance with any court or valid administrative order for the withholding of support issued pursuant to the applicable sections of ORC Chapters 3119, 3121, 3123, and 3125.

6. **Pro-Child Act.** If any Deliverables call for services to minors, CONTRACTOR agrees to comply with the Pro-Children Act of 1994; Public Law 103-277, Part C – Environment Tobacco Smoke that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of 18.

7. **Drug-Free Workplace.** CONTRACTOR, its officers, employees, members, any subcontractors and/or any independent contractors (including all field staff) associated with this Contract agree to comply with all applicable state and federal laws, including, but not limited to, 41 USC Chapter 10, regarding a drug-free workplace. CONTRACTOR will make a good faith effort to ensure that none of CONTRACTOR's officers, employees, members, or subgrantees will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.

8. **Work Programs.** CONTRACTOR agrees not to discriminate against individuals who have or are participating in any work program administered by any county department of Job and Family Services under ORC Chapter 5101 or 5107.

9. **MBE/EDGE.** Pursuant to the Governor's Executive Order 2008-13S, CONTRACTOR agrees to purchase goods and services under this Contract from certified Minority Business Enterprise (MBE) and Encouraging Diversity, Growth, and Equity (EDGE) vendors whenever possible. CONTRACTOR agrees to encourage any of its subgrantees or subcontractors to purchase goods and services from certified MBE and EDGE vendors. In accordance with 2 CFR 200.321, CONTRACTOR agrees to take affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible.

9. **MBE Requirement.**

- a. CONTRACTOR is required to seek and set aside at least 15% of the cost of work for qualified Minority Business Enterprises (MBE). In seeking MBE subcontractors, the CONTRACTOR must utilize a competitive process to which only Ohio certified MBEs may respond and require the MBE to maintain their certification through the term of the agreement, including any renewals.
- b. CONTRACTOR shall indicate on all invoices submitted to GOFBCI the dollar amount attributed to the goods or services provided by the MBE subcontractors along with documentation of the MBE subcontractor's activities. CONTRACTOR shall report its monetary payments to the MBE subcontractor under this Contract monthly to the GOFBCI Contract Manager.

- c. CONTRACTOR may apply for a modification or waiver of the 15% MBE subcontractor set-aside requirement, however, such modification or waiver request may be submitted no earlier than 6 months from the contract award and no later than 2 months of the completion of the contract, whichever is sooner. CONTRACTOR may apply in writing, on a form prescribed by GOFBCI, for a waiver or modification of the MBE set-aside requirement from the GOFBCI Contract Manager. CONTRACTOR shall submit evidence acceptable to GOFBCI demonstrating that the CONTRACTOR made a good faith effort to seek MBE subcontractors, in order to justify the granting of a waiver or modification. Within 30 days of receipt of the request, GOFBCI will determine whether CONTRACTOR's good faith efforts and submitted documentation justify the granting of a waiver or modification. If a waiver or modification is denied, CONTRACTOR will have an opportunity to attain the requirement before the completion of the work. If CONTRACTOR fails to attain the requirement, CONTRACTOR may be found in non-compliance with the terms of the contract.

10. **Expenditure of Public Funds for Offshore Services—Executive Order Requirements.**

[UNIVERSITY] CONTRACTOR, a public university, certifies that by executing this Contract, it has reviewed and understands GOFBCI's obligation under Governor's Executive Order 2011-12K, and will perform no services required under this Contract outside of the United States. [delete a-d]

- a. CONTRACTOR certifies that by executing this Contract, it has reviewed, understands, and will abide by the Governor's Executive Order 2011-12K and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States.
- b. Prior to performing any services, and when there is a change in the location of any services provided under this Contract, CONTRACTOR must disclose:
 - (1) The location(s) where all services will be performed by CONTRACTOR or any subcontractor;
 - (2) The location(s) where any state data associated with any of the services through this Contract will be accessed, tested, maintained, backed-up, or stored; and
 - (3) The principal location of business for the contractor and all subcontractors.
- c. CONTRACTOR also affirms, understands, and agrees to immediately notify GOFBCI of any change or shift in the location(s) of services performed by CONTRACTOR or its subcontractors under this Contract, and no services shall be changed or shifted to a location outside of the United States.
- d. Termination, Sanction, Damages: GOFBCI is not obligated and shall not pay for any services provided under this Contract that CONTRACTOR or any of its subcontractors performed outside of the United States. If services are performed outside of the United States, this will be treated as a material breach of the Contract, and CONTRACTOR shall immediately return to GOFBCI all funds paid for those services.

In addition, if CONTRACTOR or any of its subcontractors perform any such services outside of the United States, GOFBCI may, at any time after the breach, terminate this Contract for such breach, upon written notice to CONTRACTOR. If GOFBCI terminates the Contract, GOFBCI may buy substitute services from a third party, and may recover the additional costs associated with acquiring the substitute services.

11. [PRIVATE ENTITY] **Combating Trafficking in Persons.**

- a. CONTRACTOR agrees that it is in compliance with the Federal Acquisition Regulation (FAR) for Combating Trafficking in Persons, 48 CFR Subpart 22.17, in which "the United States Government has adopted a zero tolerance policy regarding trafficking in persons." The provisions found in 48 CFR Subpart 52.2, specifically Subpart 52.222-50 are hereby incorporated into this Contract by reference.

- b. CONTRACTOR, its employees, its subcontractors, or subcontractor's employees are prohibited from the following activities:
- (1) Engaging in severe forms of trafficking in persons during the period of performance of the Contract;
 - (2) Procuring commercial sex acts during the period of performance of the Contract; or
 - (3) Using forced labor in the performance of the Contract.
- c. CONTRACTOR agrees that it shall notify its employees, and require all of its subcontractors to notify their employees, of the prohibited activities described in the preceding paragraph.
- d. GOFBCI has the right to immediately and unilaterally terminate this Contract if any provision in this Section is violated and GOFBCI may implement section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104), see 2 CFR Part 175.
11. [PUBLIC UNIVERSITY] **Combating Trafficking in Persons.** Pursuant to 22 USC 7104(g), this Contract may be terminated without penalty if CONTRACTOR or any subcontractor paid with Contract funds:
- a. Engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time this Contract or any subcontracts or subagreements are in effect; or
 - b. Uses forced labor in the performance of activities under this Contract or under any subcontracts or subagreements.
 - c. CONTRACTOR agrees that it shall notify, and require all of its subcontractors to notify, its employees of the prohibited activities described in the preceding paragraph.
 - d. GOFBCI has the right to immediately and unilaterally terminate this Contract if any provision in this Section is violated and GOFBCI may implement section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104), see 2 CFR Part 175.
12. **Civil Rights Assurance.** The CONTRACTOR hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.).
13. **Clean Air Act and Federal Water Pollution Control Act.** CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Regional Office of the United States Environmental Protection Agency (USEPA) and GOFBCI.
14. **Energy Policy and Conservation Act.** CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act in accordance with 42 U.S.C. 6201. Violations must be reported to the Regional Office of the USEPA and GOFBCI.
15. **Solid Waste Disposal.** CONTRACTOR agrees to comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the USEPA at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding federal fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and

resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the USEPA guidelines.

16. **Rights to Inventions.** If applicable, if any products or services under this Contract meet the definition of "funding agreement" under 37 CFR 401.2(a), and CONTRACTOR enters into a subcontract or subgrant with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that funding agreement, the Contractor must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any applicable federal and state regulations.
17. **Certification of Compliance.** CONTRACTOR certifies that it is in compliance with all other applicable federal and state laws, regulations, and rules and will require the same certification from its subgrantees or subcontractors.

ARTICLE IX. BUSINESS CONTINUITY PLAN

- A. CONTRACTOR recognizes that certain services under this Contract are vital to GOFBCI and must be continued without interruption. CONTRACTOR shall be prepared to continue providing such services identified by GOFBCI, during periods of disaster, crisis, or other unexpected break in services based upon a Business Continuity Plan (Plan). CONTRACTOR is required to implement and maintain a sustainable Plan throughout the term of this Contract, and provide the Plan to GOFBCI upon request. The Plan will, at a minimum:
 1. Enable continued performance under this Contract in the event of a disaster or other unexpected break in services; and
 2. Ensure the continuity for identified vital services and supporting facilities.
- B. For purposes of this Article, the term "disaster" means an unanticipated incident or event, including, but not limited to, force majeure events, technological accidents or human-caused events that may cause a material service or critical application to be unavailable without any reasonable prediction for resumption; or causes data loss, property damage or other business interruption without any prediction for recovery within a commercially reasonable time period.

ARTICLE X. MISCELLANEOUS PROVISIONS

- A. **Independent Contractor.** CONTRACTOR agrees that no agency, employment, joint venture, or partnership has been or will be created between GOFBCI and CONTRACTOR. CONTRACTOR further agrees that as an independent contractor, it assumes all responsibility for any federal, state, municipal or other tax liabilities along with workers compensation, unemployment compensation and insurance premiums that may accrue as a result of funds received pursuant to this Contract. CONTRACTOR agrees that it is an independent contractor for all purposes including, but not limited to, the application of the Fair Labor Standards Act, the Social Security Act, the Federal Unemployment Tax Act, the Federal Insurance Contribution Act, provisions of the Internal Revenue Code, Ohio tax law, Workers Compensation law, and Unemployment Insurance law. CONTRACTOR acknowledges and agrees any individual providing personal services under this Contract is not a public employee for the purposes of Chapter 145 of the Revised Code. Pursuant to ORC 145.038, GOFBCI is required to provide individuals and business entities with fewer than 5 employees the Independent Contractor Acknowledgment (Form PEDACKN), please see Attachment A. This form requires CONTRACTOR to acknowledge that GOFBCI has notified CONTRACTOR that he or she has not been classified as a public employee and no OPERS contributions will be made on his or her behalf for these services. If CONTRACTOR is a business entity with fewer than 5 employees, please have each employee complete the PEDACKN form, the first two pages of Attachment A. If CONTRACTOR is not an individual or a business entity with fewer than 5 employees, please complete page 3 of Attachment A.
- B. **Limitation of Liability.** To the extent allowable by law, CONTRACTOR agrees to hold GOFBCI harmless in any and all claims for personal injury, property damage, infringement resulting, and/or any other claims

arising from the performance of the Deliverables. CONTRACTOR's sole and exclusive remedy for any GOFBCI failure to perform under this Contract will be an action in the Ohio Court of Claims pursuant to ORC Chapter 2743 that will be subject to the limitations set forth in this ARTICLE. In no event will GOFBCI be liable for any indirect or consequential damages, including loss of profits, even if GOFBCI knew or should have known of the possibility of such damages. To the extent that GOFBCI is a party to any litigation arising out of or relating in any way to this Contract or the performance thereunder, such an action shall be brought only in a court of competent jurisdiction in Franklin County, Ohio.

- B. **[UNIVERSITY] Limitation of Liability.** Each party agrees to be responsible for any of its own negligent acts or omissions or those of its agent, employees, or subcontractors. Each party further agrees to be responsible for its own defense and any judgments and costs that may arise from such negligent acts or omissions. Nothing in this Contract will impute or transfer any such liability or responsibility from one party to the other. To the maximum extent permitted by law, the parties' liability for damages, whether in contract or in tort, may not exceed the total amount of compensation payable to CONTRACTOR under ARTICLE III or the actual amount of direct damages incurred by any party whichever is less. CONTRACTOR's sole and exclusive remedy for GOFBCI's failure to perform under this Contract is an action in the Ohio Court of Claims, pursuant to ORC Chapter 2743, and subject to the limitations set forth in this ARTICLE. In no event will either party be liable for any indirect or consequential damages, including loss of profits, even if a party knew or should have known of the possibility of such damages.
- C. **Infringement of Patent or Copyright.** To the extent allowable by law and subject to ORC 109.02, CONTRACTOR agrees to defend any suit or proceeding brought against GOFBCI, any official or employee of GOFBCI acting in his or her official capacity, or the State of Ohio due to any alleged infringement of patent or copyright arising out of the performance of this Contract, including all work, services, materials, reports, studies, and computer programs provided by CONTRACTOR. GOFBCI will provide prompt notification in writing of such suit or proceeding; full right, authorization, and opportunity to conduct the defense thereof; and full disclosure of information along with all reasonable cooperation for the defense of the suit. GOFBCI may participate in the defense of any such action. CONTRACTOR agrees to pay all damages and costs awarded against GOFBCI, any official or employee of GOFBCI in his or her official capacity, or the State of Ohio as a result of any suit or proceeding referred to in this Section C. If any information and/or assistance is furnished by GOFBCI at CONTRACTOR's written request, it is at CONTRACTOR's expense. If any of the materials, reports, or studies provided by CONTRACTOR are found to be infringing items and the use or publication thereof is enjoined, CONTRACTOR agrees to, at its own expense and at its option, either procure the right to publish or continue use of such infringing materials, reports, or studies; replace them with non-infringing items of equivalent value; or modify them so that they are no longer infringing. The obligations of CONTRACTOR under this Section survive the termination of this Contract, without limitation.
- C. **[UNIVERSITY] Infringement of Patent or Copyright.** To the extent permitted by law, if any of the materials, reports, or studies provided by CONTRACTOR are found to be infringing items and the use or publication thereof is enjoined, CONTRACTOR agrees to, at its own expense and at its option, either procure the right to publish or continue use of such infringing materials, reports, or studies; replace them with non-infringing items of equivalent value; or modify them so that they are no longer infringing. The obligations of CONTRACTOR under this Section survive the termination of this Contract, without limitation.
- D. **Liens.** CONTRACTOR will not permit any lien or claim to be filed or prosecuted against GOFBCI or the State of Ohio because of any labor, services, or materials furnished. If CONTRACTOR fails, neglects, or refuses to make prompt payment of any claims for labor, services, or materials furnished to CONTRACTOR in connection with this Contract, GOFBCI, ODJFS or the State of Ohio may, but is not obligated to, pay those claims and charge the amount of payment against the funds due or to become due to CONTRACTOR under this Contract.
- E. **Delay.** Neither party will be liable for any delay in its performance that arises from causes beyond its control and without its negligence or fault. The delaying party will notify the other promptly of any material delay in performance and will specify in writing the proposed revised performance date as soon as practicable after notice of delay. The delaying party must also describe the cause of the delay and its proposal to remove or mitigate the delay. Notices will be sent pursuant to ARTICLE V. In the event of excusable delay, the date of performance or delivery of products may be extended by amendment, if applicable, for a time period equal to that lost due to the excusable delay. Reliance on a claim of excusable delay may only be asserted if the delaying party has taken commercially reasonable steps to mitigate or

avoid the delay. Items that are controllable by CONTRACTOR's subcontractor(s) will be considered controllable by CONTRACTOR, except for third-party manufacturers supplying commercial items and over whom CONTRACTOR has no legal control. The final determination of whether an instance of delay is excusable lies with GOFBCI in its discretion.

- F. **Counterpart.** This Contract may be executed in one, or more than one counterpart and each executed counterpart shall be considered an original, provided that such counterpart is delivered to the other party by facsimile, mail courier or electronic mail, all of which together shall constitute one and the same agreement.

ARTICLE XI. CONSTRUCTION

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

Signature Page Follows:

Remainder of page intentionally left blank

TEMPLATE

**GOVERNOR'S OFFICE OF FAITH-BASED COMMUNITY INITIATIVES
CONTRACT FOR SERVICES**

SIGNATURE PAGE

C-1415-21-0000

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS CONTRACT AGREEMENT AS OF THE DATE OF THE SIGNATURE OF THE DIRECTOR OF THE GOVERNOR'S OFFICE OF FAITH-BASED COMMUNITY INITIATIVES.

Vendor Name

Governor's Office of Faith-Based and Community Initiatives

Authorized Signature (Blue Ink Please)

Kimberly A. Hettel, Director

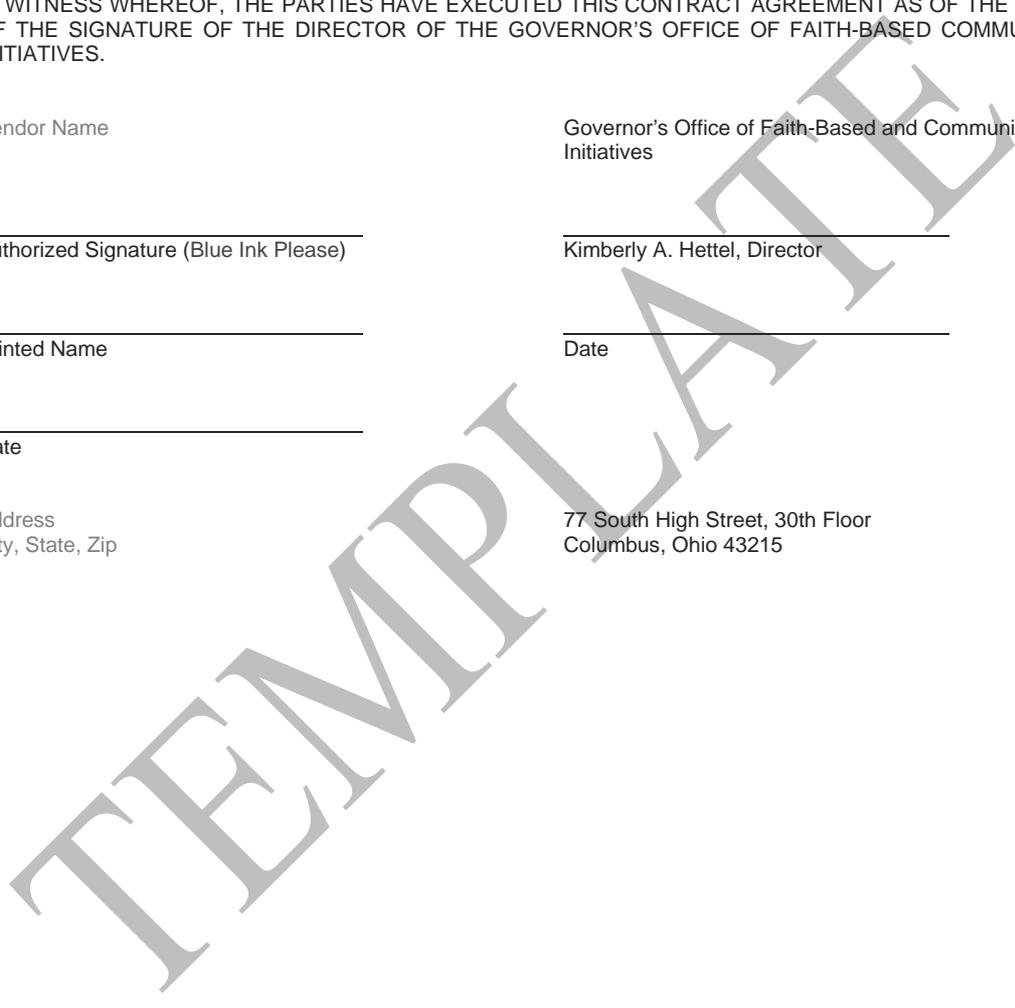
Printed Name

Date

Date

Address
City, State, Zip

77 South High Street, 30th Floor
Columbus, Ohio 43215



ATTACHMENT C
RFP#: JFSR1617218112
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	RFP Section Reference	YES	NO
1	Was the vendor’s proposal received by the deadline as specified in the RFP?	2.1 / 5.1		
2	Did the vendor submit a proposal comprised of a Technical Proposal and a Cost Proposal?	5.1 / 5.2		
3	Vendor’s proposal includes all required affirmative statements and certifications, signed by the applicant’s responsible representative, as described in Attachment A to the RFP?	5.2		
4	Included in those certifications, the vendor states that it is not excluded from entering into an agreement with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or R.C. § 9.24.	5.1 / 8.19/ 8.20		
5	ODJFS’ review of the Auditor of State website verifies that the vendor is not excluded from contracting with ODJFS by R.C. § 9.24 for an unresolved finding for recovery.	5.1 / 8.18		
6	Has the vendor included a copy of their current and valid federal non-profit organization tax status certification, such as 501(c)(3)?	3.1, A.		
7	Has the vendor organization demonstrated at least three (3) years of experience in: food procurement; scheduling food delivery; managing sub-contractors; and administration of programs serving at-risk youth and/or families living in poverty?	3.1, B.		
8	Has the vendor identified and assigned a Project Manager that possesses at least three (3) years experience in all of the following activities: food procurement; scheduling food delivery; managing sub-contractors; and administration of programs serving at-risk youth and/or families living in poverty?	3.1, C.		
9	Did the review team (in its initial/cursory review of the vendor’s proposal) determine that the proposal was free of trade secret/proprietary information as specified/restricted in the RFP?	5.2, C. / 8.5		
10	14. Has the vendor proposed any changes to the ODJFS model contract attached to this competitive document for use in the event of its selection for this project? Requested changes to the model agreement have no effect on a vendor’s proposal score. However, any such requested changes must be approved by ODJFS either as requested or following a process of negotiation. At the sole discretion of ODJFS, any proposed changes to the ODJFS model agreement that cannot be accepted or negotiated without causing undue delay (as defined by ODJFS) in the execution of a contract may result in the disqualification of the vendor and its application. See Section 6.2, Review Process Caveats, and Section 8.6, Contractual Requirements of the RFP for more details on this situation.	Yes, changes proposed	No changes proposed	
11	If changes were proposed by this vendor, are those changes such that ODJFS disqualifies the vendor?	Disqualified		NOT Disqualified

PHASE II: Criteria for Scoring of Technical Application

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

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

A technical proposal's total PHASE II score will be the sum of the point value for all the evaluation criteria. The review team will collectively score each individual qualifying proposal. Technical proposals which do not meet or exceed a total score of at least **1065 points** (a score which represents that it "meets" all the evaluation criteria) out of a maximum of **1386 points**, will be disqualified from further consideration, and its project budget will neither be opened nor considered. Only those vendors whose Technical Proposals meet or exceed the minimum required technical points will advance to PHASE III of the technical proposal score sheet.

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
APPLICANT QUALIFICATIONS							
MANDATORY APPLICANT QUALIFICATIONS							
1	The vendor organization has demonstrated at least three (3) years of experience in food procurement, scheduling food delivery, managing sub-contractors, and administration of programs serving at-risk youth and/or families living in poverty.	3.1. B.	4				
2	The vendor has identified and assigned a Project Manager that possesses at least three (3) years experience in all of the following activities: food procurement; scheduling food delivery; managing sub-contractors; and administration of programs serving at-risk youth and/or families living in poverty.	3.1. C.	3				
ORGANIZATIONAL EXPERIENCE & CAPABILITIES							
3	The vendor has provided a detailed description of their work conducting a food procurement and delivery program sufficiently comparable to the work described in this RFP as to indicate a likelihood of success if selected for contract award.	3.2. A.	3				
4	The vendor has included letters of reference from partnership(s), collaborations, etc., that substantiate the work.	3.2. B.	2				
5	The vendor has provided a narrative description of a previous project for which the vendor has successfully performed responsibilities that were similar in size and scope to those that will be required under the contract for this program.	3.2. C.	2				
STAFF EXPERIENCE & CAPABILITIES							
6	The vendor has identified, by position and by name, those staff they consider key to the project's success (at minimum, key staff identified must include a Project Manager) and has provided a resume for the identified Project Manager that indicates qualifications appropriate to this work.	3.3. A.	1				
7	The vendor's proposed program staff assigned to this program includes an individual with an accounting degree or with federal program accounting experience.	3.3. B.	1				
SCOPE OF WORK							
8	The vendor has provided a plan as to how they will procure shelf-stable meals for both the Summer Weekend Meals and Summer Delivery Meals programs and fresh produce and protein items for the Mobile Farmers' Markets. Meals must: 1. Be shelf-stable (with some acceptable exceptions) and appealing to children and adolescents; 2. Meet USDA Daily Nutritional Recommendations; 3. Contain packages that are easily accessible for children without parental assistance; 4. Not require cooking or heating (with some acceptable exceptions) for a child to consume them; 5. Contain shelf-stable aseptic milk with their packages; and, 6. Be planned for consistency in nutrition, but offer a variety of foods and menus, potentially by creating and utilizing a meal/menu rotation plan to keep children engaged.	4.1. A.	4				
9	The vendor has provided a plan as to how they will procure and deliver to sponsors, at a minimum, 6 meals per child for 10 weeks for 10,000 children in the Summer Weekend Meals Program (600,000 shelf-stable meals).	4.1. B.	3				
10	The vendor has provided a plan as to how they will procure and deliver to local sub-grantees, at a minimum, 11 meals per child for 10 weeks for 2,500 children in the Summer Rural Delivery Meals Program (275,000 shelf-stable meals).	4.1. C.	3				
11	The vendor has provided a plan as to how they will procure and deliver to sponsor sites and local sub-contractor(s) a minimum of 1.25 million pounds of fresh produce and protein items for distribution to participants in the Summer Weekend Meals and Summer Rural Delivery Meals programs via Mobile Farmers' Markets.	4.1. D.	3				

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weighting	Doesn't Meet	Partially Meets	Meets	Exceeds
				0	6	8	10
12	Ensure all standards, rules, and guidelines for the safe handling and the safe storage of foods for the SMP are met or exceeded at all times by all suppliers, sub-contractors, distribution and delivery sites, and any other persons, firms, and organizations involved in any way with foods for the SMP.	4.1, E.	4				
13	The vendor has provided a plan as to how they will ensure all food is delivered to the sponsor sites in ready to distribute form.	4.1, F.	2				
14	The vendor has provided a plan as to how they will work with sub-contractor(s) to provide delivery from the manufacturer, to a location for packing, and delivery to the sites for distribution to the participants.	4.1, G.	2				
15	The vendor has provided a plan as to how they will procure fresh produce and protein items and ensure their timely delivery to sponsors.	4.1, H.	2				
16	The vendor has provided a plan as to how they will set and monitor delivery schedules.	4.1, I.	2				
17	The vendor has provided a plan as to how they will track the inventory on hand at the sponsor sites so that stock can be accounted for and replenished accordingly.	4.1, J.	3				
18	The vendor has provided a plan as to how they will maintain the quality and freshness of food items and meals throughout the 10-week period.	4.1, K.	4				
19	The vendor has provided a plan as to how they will conduct site visits and work with GOFBCI staff to ensure program compliance.	4.1, L.	1				
20	The vendor has provided a plan as to how they will create an opportunity, through weekly calls, newsletter, electronic or social media for sub-contractor(s) to serve as a single point of providing information and problem solving.	4.1, M.	1				
SPECIFICATIONS OF DELIVERABLES							
Summer Rural Delivery Meals Program							
21	The vendor has provided a plan as to how they will coordinate with GOFBCI to develop an RFP for Delivery Coordinators open to rural school districts with 40 percent or more of their population at or below 200 percent of the Federal Poverty guidelines. Districts within this category are located in Adams, Athens, Gallia, Holmes, Jackson, Lawrence, Meigs, Morgan, Pike, Scioto and Vinton counties and has included in their plan all the mandatory requirements (as listed in the ODJFS RFP) within their RFP.	4.2, A., 1.	2				
22	The vendor has provided a plan as to how the Delivery Coordinator will work in partnership with the selected SMP Contractor to deliver meals on a schedule that meets the needs of both organizations. Proof of delivery to the recipient is required and shall be made available to the selected SMP Contractor.	4.2, A., 1, b.	1				
23	The vendor has provided a plan as to how the Delivery Coordinator will ensure that meal packages are delivered weekly (Delivery Coordinators must specify the day of the week delivery will occur, and the specified day of the week must remain consistent through the term of the program).	4.2, A., 1., c.	1				
24	The vendor has provided a statement that the Delivery Coordinator will be eligible, renewing sponsors in the Federal Summer Food Service Program with the Ohio Department of Education, Office of Child Nutrition.	4.2, A., 1., d.	2				
25	The vendor has provided a plan as to how they will purchase nutritious, shelf-stable, nonperishable foods that will provide children with two breakfast meals, seven lunch meals, and two dinner meals each week that will meet the USDA Daily Nutritional Recommendations.	4.2, A., 2., a.	4				
26	The vendor has provided a plan as to how they will leverage buying power to purchase food at the lowest possible cost no later than June 30, 2016 to provide Summer Rural Delivery Meals for the approximate program period covering June 1, 2016 to August 30, 2016. All food is to be purchased no later than June 30, 2016 to provide for the entire Summer Rural Delivery Meals Program period.	4.2, A., 2., b.	4				
27	The vendor has provided a plan as to how they will procure through donation or purchase (or a combination thereof) packing materials which may include tape, boxes, and other materials necessary for preparing food for delivery that will be used for packaging Summer Rural Delivery Meals. If donations cannot be procured, purchase the appropriate amount of materials needed. All packing material is to be purchased no later than June 30, 2016, to provide for the entire Summer Rural Delivery Meals period.	4.2, A., 3., a.	2				
28	The vendor has provided a plan as to how they will document attempts to secure donated packing materials.	4.2, A., 3., b.	1				

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weighting	Doesn't Meet	Partially Meets	Meets	Exceeds
				0	6	8	10
29	The vendor has provided a plan as to how they will ensure food items are packaged for distribution to delivery coordinator sites. Each package will contain two breakfast meals, seven lunch meals, and two dinner meals and must arrive at the Delivery Coordinator location ready to distribute with no further assembly required.	4.2, A., 4., a.	2				
30	The vendor has provided a plan as to how they will ensure that information about the Governor's Start Talking! Program and weekly parent Know! Parent Tips are inserted into each package.	4.2, A., 4., b.	1				
31	The vendor has provided a plan as to how they will procure food delivery services for the approximate period covering June 1, 2016, or upon issuance of a State of Ohio purchase order, whichever is later, to August 30, 2016, from the locations of the food manufacturer to appropriate packing location and from packing location to Delivery Coordinator sites.	4.2, A., 5., a.	3				
32	The vendor has provided a plan as to how they will ensure that food delivery schedules will be amicable for all parties, and packaged food will arrive at the Delivery Coordinators' location.	4.2, A., 5., b.	2				
33	The vendor has provided a plan as to how they will accept applications for potential Delivery Coordinators using the Summer Meals Delivery Meals Program Application: Summer 2016, review and score applications, and award funds for the Delivery Coordinator sites.	4.2, A., 6., a.	3				
34	The vendor has provided a plan as to how the delivery coordinator will work with the local school district for assistance in distributing notifications to parents about the program and to the extent possible, identifying eligible children.	4.2, A., 6., b.	2				
35	The vendor has provided a plan as to how the delivery coordinator will provide to the parent or legal guardian of potential eligible participants the Summer Rural Delivery Meals Program Eligibility Application-Summer 2016, attached as Appendix B, and assist parents or legal guardians in completing the application.	4.2, A., 6., c.	2				
36	The vendor has provided a plan as to how they will ensure that the delivery coordinator will verify program eligibility.	4.2, A., 6., d.	3				
37	The vendor has provided a plan as to how they will present material about the Governor's Start Talking! program and collect Know! Tips registration from parents who wish to participate. Information is attached as Appendix E.	4.2, A., 6., e.	1				
38	The vendor has provided a plan as to how they will ensure packaged meals are delivered to the delivery coordinator sites and provide payment to delivery coordinators who are selected through the SMP Contractor's RFP process in Section 4.2, A., 1., of the RFP to deliver meals to children's homes.	4.2, A., 7.	2				
Summer Weekend Meals Program							
39	The vendor has provided a plan as to how they will coordinate with ODE and the GOFBCI Agreement Manager to develop an application process for sponsor sites for the Summer Weekend Meals Program. The SMP Contractor will make use of the Summer Weekend Meals Program Application: Summer 2016 attached as Appendix C; work with GOFBCI and ODE on sponsor site selections; and ensure applicants confirm to the required criteria as set forth in the application for potential sponsors.	4.2, B., 1., a.	2				
40	The vendor has provided a description as to how the Selected Sponsor Sites will work in partnership with the selected SFP Contractor to deliver meals on a schedule that meets the needs of both organizations. Proof of delivery to the recipient is required and will be made available to the SMP Contractor.	4.2, B., 1., b.	1				
41	The vendor has provided a description as to how the Selected Sponsor Sites will be eligible, renewing sponsors in the Federal Summer Food Service Program with ODE, Office of Child Nutrition.	4.2, B., 1., b.	2				
42	The vendor has provided a description as to how the Selected Sponsor Sites will work in partnership with the sponsor sites in their efforts to ensure that the program serves eligible children as well as how sites will determine TANF eligibility by using the Summer Weekend Meals Program Eligibility Application-Summer 2016 attached as Appendix D.	4.2, B., 1., b.	4				
43	The vendor has provided a plan as to how they will present material about the Governor's Start Talking! program and collect Know! Tips registration from parents who wish to participate. Information is attached as Appendix E.	4.2, B., 1., b.	1				
44	The vendor has provided a plan as to how they will purchase nutritious, shelf-stable, nonperishable foods that will provide children with two breakfast meals, two lunch meals, and two dinner meals per weekend and that will meet the USDA daily nutritional recommendations.	4.2, B., 2., a.	4				

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
45	The vendor has provided a plan as to how they will leverage buying power to purchase food at the lowest possible cost no later than June 30, 2016 to provide Summer Weekend Meals for the period covering approximately June 1, 2016 to August 30, 2016. All food is to be purchased no later than June 30, 2016 (or the end of the relevant state fiscal year associated with the summer program) to provide for the entire Summer Weekend Meals period.	4.2, B., 2., b.	4				
46	The vendor has provided a plan as to how they will procure through donation or purchase (or a combination thereof) packing materials which may include tape, boxes, disposable bags, and other materials necessary for preparing food for delivery by June 30, 2016 that will be used for packaging Summer Weekend Meals. If donations cannot be procured, purchase the appropriate amount of materials needed. All packing material is to be purchased no later than June 30, 2016 to provide for the entire Summer Weekend Meals period.	4.2, B., 3., a.	2				
47	The vendor has provided a plan as to how they will document attempts to secure donated packing materials.	4.2, B., 3., b.	1				
48	The vendor has provided a plan as to how they will ensure food items are packaged for distribution to sponsor sites and that each package will contain two breakfast meals, two lunch meals, and two dinner meals and must arrive fully assembled at the sponsor sites ready to distribute to children.	4.2, B., 4., a.	2				
49	The vendor has provided a plan as to how they will ensure that information about the Governor's Start Talking! Program and Weekly Parent Know! Tips are inserted into each package.	4.2, B., 4., b.	1				
50	The vendor has provided a plan as to how they will procure food delivery services for the approximate period covering June 1, 2016 or upon issuance of a State of Ohio purchase order, to August 30, 2016 from the locations of the food manufacturer to appropriate packing facilities and from packing facilities to sponsor sites for distribution. All food must be procured by June 30, 2016.	4.2, B., 5., a.	3				
51	The vendor has provided a plan as to how they will ensure that food delivery schedules are amicable for all parties. No certain day of the week is mandated for delivery, but summer weekend meal packages must be available for distribution by the conclusion of each Friday of the Summer Weekend Meals program period.	4.2, B., 5., b.	2				
Mobile Farmers' Market Program							
52	The vendor has provided a plan as to how they will procure and purchase fresh produce, including fresh fruits and vegetables, and other protein items for distribution to eligible children and their families through SFSP distribution sites, including Summer Weekend Meals, Summer Rural Delivery Meals Program, and other established sites feeding eligible children. Must include at least one protein item (e.g., peanut butter, chicken, eggs, potatoes) and four other fruit or vegetable options each week. If possible, use a different variety every week for a total of 18 different fruits and vegetables over the course of the summer. Fruits and vegetables must represent a range of colors and nutrients. Examples of color and variety can be found below: a. Green- peppers, broccoli, cucumbers; b. Red- peppers, cherry tomatoes, apples; c. Melons- watermelon, cantaloupe; and, d. Other- carrots, corn, bananas, grapes, peaches, squash.	4.2, C., 1.	4				
53	The vendor has provided a plan as to how they will facilitate a Mobile Farmers' Market that will provide and deliver fresh produce and goods to SFSP distribution sites and Summer Rural Delivery participants: a. Procure and purchase fresh produce, including fresh fruits and vegetables, and other protein items (at least 18 different items) for distribution to needy children and their families through SFSP distribution sites, including Summer Weekend Meals and Summer Rural Delivery Meals Program; b. Procure and purchase food service poly bags to package the fresh produce, fresh fruits, vegetables, and other protein items; and, c. Secure a delivery service provider that will distribute the above products to each SFSP distribution site or delivery coordinator.	4.2, C., 2.	3				

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weighting	Doesn't Meet	Partially Meets	Meets	Exceeds
				0	6	8	10
54	The vendor has provided a plan as to how they will submit to the GOBFCI Contract Manager weekly reports and a final report not later than sixty (60) days from the close of the program that provides detailed information as explained in the RFP.	4.2, D., 1. & 2	2				
55	The vendor has provided a statement that they will comply with applicable audit requirements under the Office of Management and Budget (OMB) Omni-Circular, Title 2 of the Code of Federal Regulations (CFR) Part 200 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.	4.2, D., 3.	1				
ADMIN. STRUCTURES—PROPOSED WORK PLAN							
56	The vendor has provided a proposed timeline for the project.	4.3, B.	3				
57	The vendor has provided a status reporting procedure for reporting work completed, and resolution of unanticipated problems.	4.3, C.	3				
58	The vendor has provided a current organizational chart (including any sub-contractors) and specify the key management and administrative personnel who will be assigned to this project.	4.3, D.	2				
59	The vendor has provided a sample menu for the 10-week program which includes a variety of products that meet USDA Daily Nutritional Recommendations.	4.3, E.	3				
PROPOSAL ORGANIZATION							
60	The vendor has submitted a proposal which complies with the specified submission format.	5.2	.25				
61	The vendor has submitted a proposal which is free of self-promotional claims.	6.1	.25				
62	The vendor has submitted a proposal which has been thoroughly proofread for spelling and grammatical errors.	6.1	.25				
TRADE SECRET INFORMATION							
63	The review team in its comprehensive review of the vendor's proposal has determined that the proposal was free of trade secret/proprietary information as specified/restricted in the RFP. [A "no" response will disqualify the vendor's proposal and will not advance to the consideration of the vendor's Cost Proposal.]	5.2, C. 8.5			YES	NO	
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
PHASE II. 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 an Ohio Presence? (Vendor's Total Phase II A. Technical Score must be at least 1065 points.)

Yes _____ No _____ (If "No," Vendor's Technical Proposal will not receive further consideration and their Cost Proposal will not be opened.)

PHASE II B.— Additional Consideration		RFP Sec. Ref.	N O	YES (+10 pts.)
1.	Ohio Presence--Has the vendor provided evidence of having an Ohio presence?	5.2, A. 8.26		
PHASE II. B. TOTAL POINTS: [10 max. allowable points]				
VENDOR'S GRAND TOTAL SCORE [Phase II A. + Phase II B. pts.]: [May not exceed 1396 pts.]				

**GOFBCI: Summer Meals Program Services
ODJFS RFP # JFSR1617218112**

**ATTACHMENT D:
Cost Proposal Form and Instructions**

On the cost proposal form (provided as Attachment D. to this RFP), vendors are to propose their firm, fixed, all-inclusive cost, by State Fiscal Year, for each deliverable and cost category. The proposed prices for each deliverable are to represent the entire cost the vendor offers for the full and successful completion of that deliverable. The sum of the proposed costs for all deliverables to be performed under the resulting contract will be the vendor's total cost for successful completion of the work described in this RFP.

Vendors are to use their business expertise to price the work described in this RFP, taking into consideration any intervening steps or activities that must be performed in order to complete that work, even if ODJFS does not explicitly identify those intervening steps in the RFP, and offer their costs accordingly. No separate travel expenses or any other type of expenses will be paid under the contract to result from this RFP.

The total contract award for the selected proposal will be for the full duration of the project, from the award date through the termination date and any subsequent renewals. Compensation for contractor's services will be made payable per-deliverable, as specified in the cost form. Compensation of a portion of a per-deliverable price may be available (on a monthly or other basis as mutually agreed upon) for satisfactory work and progress toward the completion of the deliverable. Compensation to the contractor for any purchases of food and packing materials must be supported with thorough and detailed documentation, and will be for actual expenses up to the budgeted amount for those cost categories. The State reserves the right to request program budget adjustments. Any changes requested by the contractor to the accepted program budget following contract execution will be subject to review and any required approvals, potentially including approval by the State Controlling Board.

Cost Narrative

Vendors have the option of attaching a succinct cost narrative to explain and justify costs, and to submit it as part of the Cost Proposal. A Cost Narrative may be advisable to explain any costs which the vendor has chosen to combine, to explain how hourly rates were achieved (if applicable), or to make the connections between costs and the technical proposal.

JFSR1617218112 – Summer Meals Program Cost Proposal Form

DELIVERABLES	SFY 16 JUNE	SFY 17 JULY	SFY 17 AUGUST	SFY 17 SEPTEMBER	GRAND TOTAL \$ FOR DELIVERABLE (SFY 16-17)
A - Summer Rural Delivery Meals Program--\$530,000.00					
			Set at: \$530,000.00 [Grand Total of All Cost Categories]		
Sec. 4.2, A., 1.	\$	\$	\$	\$	
Sec. 4.2, A., 2.	\$	\$	\$	\$	Food \$
Sec. 4.2, A., 3.	\$	\$	\$	\$	
Sec. 4.2, A., 4.	\$	\$	\$	\$	
Sec. 4.2, A., 5.	\$	\$	\$	\$	
Sec. 4.2, A., 6.	\$	\$	\$	\$	
Sec. 4.2, A., 7.	\$	\$	\$	\$	
					Set at: \$530,000.00 [Grand Total of Administrative Fee and all Deliverables]
B - Summer Weekend Meals Program--\$1,300,000.00					
			Set at: \$1,300,000.00 [Grand Total of All Cost Categories]		
Sec. 4.2, B., 1.	\$	\$	\$	\$	
Sec. 4.2, B., 2.	\$	\$	\$	\$	Food \$
Sec. 4.2, B., 3.	\$	\$	\$	\$	
Sec. 4.2, B., 4.	\$	\$	\$	\$	
Sec. 4.2, B., 5.	\$	\$	\$	\$	
					\$
C - Mobile Farmers' Market Program--\$500,000.00					
			Set at: \$500,000.00 [Grand Total of All Cost Categories]		
Sec. 4.2, C., 1.	\$	\$	\$	\$	Food \$
Sec. 4.2, C., 2.	\$	\$	\$	\$	
					[Grand Total of Administrative Fee and all Deliverables]
D - Program Reports—No Charge					
Sec. 4.2, D., 1.	\$0.00	\$0.00	\$0.00	\$0.00	No Cost Deliverable
Sec. 4.2, D., 2.	\$0.00	\$0.00	\$0.00	\$0.00	No Cost Deliverable
Sec. 4.2, D., 3.	\$0.00	\$0.00	\$0.00	\$0.00	No Cost Deliverable
GRAND TOTAL PROGRAM FUNDING = \$2,330,000.00 -- <u>Vendor's Proposed Total Cost:</u> [Grand Total Program Funds for all three components of the Summer Meals Program]					\$

The total combined funding the vendor proposes to devote to the purchase of food for all three programs of SMP = \$ _____

Of the SMP grand total of \$2,330,000.00, the vendor's proposed food purchase total represents what percent? _____%

This cost proposal accurately represents how SMP funding would be used to achieve program objectives and represents the full and total cost for the satisfactory completion of all work as described in this RFP and in the proposal as submitted by:

Vendor Name: _____ Vendor Representative Signature: _____

Representative's printed name and title: _____

APPENDIX A

Summer Delivery Meals Program Grant Application: Summer 2016

Part 1: Grant Proposal

Basic Information

Organization Name:

Physical Address:

County: City: Zip Code:

Tax ID Number:

Mailing Address: *(if different from physical address)*

Meal Delivery Project Director Name:

Project Director E-mail Address:

Project Director Phone Number:

Is the primary applicant (listed above) a local school district?

If not, which school district(s) will the applicant partner with?

Background Information

Organization Mission

A brief summary of your organization's overall mission and purpose (please only use the space provided)

APPENDIX A

Summer Delivery Meals Program Grant Application: Summer 2016

Organization Goals and Objectives

A brief outline of your organization's primary goals and objectives (please only use the space provided)

Overview of Programs

A list of the program(s) your organization operates and a brief description of each (please only use the space provided)

Meal Delivery Program Plan

Explanation of Need

Please outline the barriers in your community that prevent some children from accessing summer meals through traditional SFSP sites (please use only the space provided)

APPENDIX A

Summer Delivery Meals Program Grant Application: Summer 2016

Amount of Funding Requested: Number of Weeks Running Program:

Projected Number of Children Served Per Week:

Implementation Plan

Provide an overview of how your organization and its partners would use grant funding to provide summer meals to children who cannot access traditional SFSP sites. Discuss how you will use a list from your local school district(s) of income-eligible students and identify those students that, due to transportation/access barriers, are unable to attend traditional SFSP sites. Describe, in detail, your planned method of delivery, including the use of volunteer groups, youth employment programs, paid staff, etc.

APPENDIX A

Summer Delivery Meals Program Grant Application: Summer 2016

Collaboration

Check this box if you are NOT a school district but you plan to collaborate with your local school district(s)

Please provide an explanation for how you will collaborate with your local school district(s):

List other partner non-profit organizations and other stakeholders that will work with you on this project. Provide an explanation for each about how their partnership will contribute to the program's success. List any known meal distribution sites, if using a distribution model. Indicate any confirmed or anticipated in-kind contributions, matching donations, or other support from community partners, in addition to estimated number of volunteer hours that will be contributed.

APPENDIX A

Summer Delivery Meals Program Grant Application: Summer 2016

Delivery and Storage Information

Does your delivery location have a dock?

What size truck can your location accommodate?

What hours can you take delivery of product?

Please list the delivery address, if different from the address on the first page of the application.

Delivery Address:

City:

Zip Code:

Please list the contact information for deliveries:

Contact Name:

Phone Number:

E-mail Address:

How many pallets or cases of product can your location store in a week?

[] By checking this box, you verify that meals will be stored securely and according to Health Department code.

Describe where the product will be stored prior to distribution:

APPENDIX A

Summer Delivery Meals Program Grant Application: Summer 2016

Part 2: Project Budget

Please provide costs for all applicable budget items; if a budget item does not apply to your proposal, please leave the cost blank. You must provide an explanation for the estimated cost of each budget item (i.e., if budgeting for salary for a driver, indicate the hourly rate + fringe benefit rate used to determine the cost)

Item and Description	Cost (\$)
-----------------------------	------------------

Salary for Driver
Enter explanation

Salary for Program Manager (up to 5% of total grant request)
Enter explanation

Mileage Reimbursement (up to \$0.52 per mile)
Enter explanation

Postage Costs
Enter explanation

Copies/Envelopes
Enter explanation

Supplies (up to 5% of total grant request)
Enter explanation

Background Checks
Enter explanation

Other (provide justification)
Enter explanation

Total Budget:

APPENDIX A

Summer Delivery Meals Program Grant Application: Summer 2016

Thank you for your application for funding through the Summer Delivery Meals Program 2016. Please read the following final instructions before submitting your application.

1. Your application MUST be submitted electronically, by e-mail. Applications sent by mail or fax will not be considered.
 - a. Please include "Summer Delivery Meals Program" in your e-mail subject header.
 - b. Submit your finished application to XXXXXX SMP GRANTEE PROVIDES.
2. Applications MUST also include a copy of your organization's IRS determination letter confirming your status as a tax exempt 501(c)(3) organization in order to be considered (unless you are a school district). Please attach a scanned copy to the same e-mail with your application.
3. If the applicant is not a school district, the application MUST also include a Memorandum of Understanding (MOU) from the local school district(s). Please attach a signed MOU to the same e-mail with your application.
4. The deadline for submission of applications is XXXXX. No applications will be accepted after this deadline.
 - a. You will receive a confirmation e-mail within two business days of when your application was received.
5. Notification of awards will be made by XXXX through e-mail to the e-mail address provided in your application. It is vital that you have provided an accurate e-mail address. If you have any questions while completing your application, or related to this funding opportunity, please visit XXXXXX to view FAQs and submit your questions.

Thank you again for your interest in this funding opportunity and for all that you do!

Summer Weekend Meals Program Grant Application: Summer 2016

The Offices of Governor John R. Kasich and First Lady Karen W. Kasich and the Governor's Office of Faith-Based and Community Initiatives recognize for many at-risk children, access to meals over the weekends when Summer Food Service Program sites are closed can be difficult. Governor Kasich and the Governor's Office of Faith-Based and Community Initiatives have partnered with the selected SMP vendor and the Ohio Department of Education to produce the Governor's Summer Weekend Meals Program. This program provides shelf-stable weekend meals for children participating in Summer Food Service Programs to take home.

Eligibility Criteria:

In its fourth year, the program has been expanded and Summer Food Service Program sponsors in good standing with the Ohio Department of Education are eligible to apply if they fit into *one or more* of the following eligibility criteria:

- Participated in Governor's Summer Weekend Meals Program in a prior year and/or participated in the USDA Backpack Pilot Demonstration
- Serve children in counties in which *40% or more of the population is living in households at or below 200% of the federal poverty level according to the U.S. Census Bureau 2008-2012 American Community Survey –OR– 28% or more of the child population are living in food insecure households according to Feeding America's Map the Meal Gap 2013).*

Applicants not in good standing with the Ohio Department of Education Office of Child Nutrition are not eligible. Funding for weekend meals is limited and the SMP vendor, the Ohio Department of Education, and the Governor's Office of Faith-Based and Community Initiatives reserve the right to make final decisions about participating Summer Food Service Program sponsors based on geographic need, past performance, quality of applications, and academic risk factors (if applicable).

APPENDIX C

Basic Information

Sponsor Name:

Physical Address:

County:

City:

Zip Code:

IRN Number:

Mailing Address:

(if different from physical address)

Project Director/Contact Person Name:

Project Director E-mail Address:

Project Director Phone Number:

Number of Sites:

Estimated Number of Children Participating Per Week:

Program Information

Describe the process for notifying families of eligible children and obtaining consent to participate. Sponsors agree to use the Summer Food Application 2016.

APPENDIX C

Describe the need in your community for children to receive additional meals for the weekend when your SFSP sites are not operating.

Describe the expertise of the sponsor and site personnel in managing the Summer Food Service Program, and how site personnel will handle taking on this additional program. Include information about your ability to engage community volunteers and other support.

APPENDIX C

Average Number of Weekend Meals Distributed Weekly in 2015(if applicable):

Average Daily Attendance in 2015:

Anticipated Daily Attendance in 2016:

Please explain any increases or decreases in the estimated number of children to be served in 2016

Name of Person Responsible for Completing Weekly Inventory:

E-mail:

Phone Number:

Fax Number:

Please list any additional information you would like to share about your program.

APPENDIX C

Delivery and Storage Information

Does your delivery location have a dock?

What size truck can your location accommodate?

What hours can you take delivery of product?

Please list the delivery address, if different from the address on the first page.

Delivery Address:

City:

Zip Code:

Please list the contact information for deliveries:

Contact Name:

Phone Number:

Cell Phone Number:

Fax Number:

E-mail Address:

Backup Contact:

Backup Phone:

Backup E-mail Address:

How many pallets or cases of product can your location store in a week?

When will your site start and stop serving summer meals?

Start Date:

Stop Date:

APPENDIX C

Please list each site that will participate in the program.

Site Name:

Site Contact Name:

E-mail Address:

Phone Number:

Address:

City:

Zip Code:

County:

Number of Children:

Site Name:

Site Contact Name:

E-mail Address:

Phone Number:

Address:

City:

Zip Code:

County:

Number of Children:

Site Name:

Site Contact Name:

E-mail Address:

Phone Number:

Address:

City:

Zip Code:

County:

Number of Children:

APPENDIX C

Site Name:

Site Contact Name:

E-mail Address:

Phone Number:

Address:

City:

Zip Code:

County:

Number of Children:

Site Name:

Site Contact Name:

E-mail Address:

Phone Number:

Address:

City:

Zip Code:

County:

Number of Children:

Site Name:

Site Contact Name:

E-mail Address:

Phone Number:

Address:

City:

Zip Code:

County:

Number of Children:

APPENDIX C

Site Name:

Site Contact Name:

E-mail Address:

Phone Number:

Address:

City:

Zip Code:

County:

Number of Children:

Site Name:

Site Contact Name:

E-mail Address:

Phone Number:

Address:

City:

Zip Code:

County:

Number of Children:

Site Name:

Site Contact Name:

E-mail Address:

Phone Number:

Address:

City:

Zip Code:

County:

Number of Children:

APPENDIX C

Thank you for your application to participate in the Weekend Summer Meals Program 2015. Please read the following final instructions before submitting your application.

1. Your application **MUST** be submitted electronically, by e-mail. Applications sent by mail or fax will not be considered.

a. Please include "Weekend Meals Program" in your e-mail subject header.

b. Submit your finished application to TBD

2. The deadline for submission of applications is **TBD at 5:00 p.m.** No applications will be accepted after this deadline.

a. You will receive a confirmation e-mail within two business days of when your application was received.

3. Notification of awards will be made by TBD through e-mail to the e-mail address provided in your application. It is vital that you have provided an accurate e-mail address.

If you have any questions while completing your application, or related to this opportunity, please e-mail **TBD** and our team will respond as soon as possible.

Thank you again for your interest in this opportunity and for all that you do!

Appendix D

Summer Weekend Meals Program Application 2016
Please complete the questions below for the Summer Food Program.

Name of Applicant:	Current Address:
Name of Child(ren):	
Telephone Number Where You Can Be Reached:	

1. Are you currently receiving cash or food assistance from a job and family services department?

Please circle the correct response:	Yes	No
-------------------------------------	-----	----

If yes, please give the county JFS, they type of assistance received, and the date received below:

County JFS:	Type of Assistance: Cash or Food (Circle all that apply)
-------------	---

2. If you are not currently receiving cash or food assistance in Ohio, is your household is within 200% of Federal Poverty Level?

Please circle the correct response:	Yes	No
-------------------------------------	-----	----

3. By signing this application you verifying that you have granted approval for your child(ren)'s participation in this program and verify that the above answers are correct.

_____ Date _____
Parent or Legal Custodian Signature

Family Size	Federal Poverty Guidance 200%*
1	\$1,962
2	\$2,655
3	\$3,349
4	\$4,042
5	\$4,735
6	\$5,429
7	\$6,122
8	\$6,815
9	\$7,509
10	\$8,202
11	\$8,895
12	\$9,589

*Monthly Income must not exceed this amount based on family size (Before tax income)

<p>For Staff Use:</p> <p>Application Approved</p> <p>Application Denied</p> <p>Name of Staff processing form: _____</p> <p>Date: _____</p>
--



EMPOWERING PARENTS TO RAISE
THEIR CHILDREN TO BE SUBSTANCE-FREE

Talk Early And Often About Alcohol, Tobacco And Other Drugs. Even When It Gets Tough

Know! Heroin is a Threat in Your Community

Heroin use has been on the rise since 2007 - Have you talked to your children about the dangers of this drug? If not, you may be thinking:

1. *Heroin is not going to cross my child's path where we live.*
2. *My child is terrified of needles, there is no way she'd try heroin.*
3. *Heroin may attract some kids, but not mine.*

If you share similar thoughts, you're not alone. But keep in mind, heroin has changed over the years, along with those who are using it. So let's get informed and up to date on this drug so that factual and accurate prevention messages can be shared with our children. We'll begin by debunking a few common myths.

Myth Buster #1 – At one time, heroin was predominantly found only in urban areas. That is no longer the case. It has made its way into suburban and rural communities throughout the nation.

Myth Buster #2 – While injection or “shooting up” remains the most common method of using heroin, it is not the only method (as it once was). Heroin can also be smoked or snorted – without needles.

Myth Buster #3 – Many of us hold certain stereotypes in our head of what a typical heroin user looks like. Erase that image and know that the student in your child's advanced biology class is now just as typical of a user.

Heroin is a highly addictive, lethal, illegal drug, derived from the painkiller morphine. Like many other street drugs, heroin is typically “cut” with other substances, which is one of the many reasons heroin is so dangerous. Users can never know for certain what other substances are in the mix or the potency of the drug, thereby increasing the risk of accidental overdose, which can lead to permanent brain damage, coma or death.

According to the National Institute on Drug Abuse (NIDA), repeated heroin use causes changes in the brain that are not easily reversed, including long-term behavioral imbalances. Chronic users are also known to suffer a variety of other health consequences including insomnia and constipation, depression and antisocial personality disorders, scarred and collapsed veins, skin abscesses and other soft tissue infections, clogged blood vessels and complications with the heart, lungs, liver, kidneys and brain.

The path to a heroin addiction is quick and once there, users say that ***finding and using the drug at any cost becomes their primary purpose in life.***

Statistics show that four out of five new heroin users first abused prescription painkillers before moving to the cheaper, more accessible version – heroin. This is the biggest reason for the recent surge in use. However, there is the one in five who begin using heroin without ever having abused prescription drugs – so it is important for every parent to be aware.

Talking regularly with kids about the dangers of alcohol, tobacco and other drugs reduces their risk of using.

Know! urges you to encourage other parents to join Know!.

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While the 18 to 25-year-old age group is the fastest growing population of heroin users, younger individuals are not immune. If your son or daughter is in middle or high school, now is the ideal time to talk with them about this highly dangerous and deadly drug, as part of your regular and ongoing prevention talks.

For more information visit <http://www.drugabuse.gov/publications/drugfacts/heroin>.

Sources: National Institute on Drug Abuse (NIDA): Drug Facts – Heroin. Foundation for a Drug-Free World: The Truth about Heroin.



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Know! Sleep Impacts School Success

For students everywhere, saying goodbye to summer break means also saying goodbye to their summer sleep schedule of staying up late and snoozing until lunchtime. For tweens and teens, this transition is especially challenging. Their body clocks are programmed to stay up later and sleep in later. And while it may be a struggle, sleep is an essential element for school success.

How much is enough? According to the National Sleep Foundation, the updated recommended range for school-age children (ages 6 – 13) is 9-11 hours of sleep; and teens (ages 14-17) are said to need 8-10 hours of sleep.

For many families, these numbers may seem unrealistic, given their child's school, work and extra-curricular activities schedule. Try motivating your child to improve his/her sleep habits with this list of sleep benefits – it just may catch their attention.

Getting the recommended amount of ZZZ's can:

Improve Memory: Whether you're studying for a math test or trying to memorize the steps to a new dance routine, you practice it over and over. But learning does not end when the lights go out. Your mind is surprisingly active during a good night's sleep. It works to absorb those math strategies or dance moves and strengthens your ability to remember them when you awake.

Spur Creativity: If you're having trouble coming up with a creative idea, experts say, "Sleep on it." During a quality night's snooze, the brain reorganizes and restructures your memory, aiding in creativity.

Sharpen Attention: Sleep deprivation affects adults and youth differently. While lack of sleep may cause mom and dad to feel sleepy, it can result in ADHD-like symptoms for youth (aka: slap-happy). Getting the needed amount of sleep helps a student to sit still and focus their attention in school.



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Improve Athletic Performance: Yes, games are won on the practice field. But in addition to practice and hard work, a key factor in improving athletic performance is SLEEP! A Stanford University study found that college football players who tried to sleep at least 10 hours a night over a seven to eight week period, improved their average sprint time, had less daytime fatigue and increased stamina.

Improve Your Mood: Insufficient sleep can leave a person feeling irritable, anxious, short-tempered, depressed, stressed and/or mentally exhausted. No one wants to feel this way or be around someone who acts this way. On the other hand, a good night's sleep increases your chances of getting up on, "the right side of the bed."

Help Control Your Appetite: Sleep and metabolism are controlled by the same part of the brain. Sleep deprived fatigue can trigger an increase of hormones in your blood – the same ones that drive appetite.

Sleep is food for the brain, and when our children's minds are not properly fed with the sleep they need, they may suffer academically, mentally, emotionally and/or physically. While it is not always easy for youth to achieve the nightly recommended hours of sleep, it is imperative, as their parents and caregivers, that we help them get as close to it as possible, as many nights as possible.

For tips on achieving healthy sleep, visit: <http://sleepfoundation.org/sleep-tools-tips/healthy-sleep-tips>.

Sources: Active Kids: Back to School: Why Your Kids Need Their Sleep. Health: 11 Surprising Health Benefits of Sleep. National Sleep Foundation: How much sleep do we really need?



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Know! To Weed Out The Facts For Youth

Whether or not your state has legalized some form of medical and/or recreational use of marijuana (or is potentially looking to do so), it is more than likely a topic of discussion in and around your community. Such conversations are undoubtedly taking place among our youth as well. But with all the talk and increased messaging on the drug, it becomes difficult to distinguish what information is based on research versus opinion. This is where parents and other caregivers come in. It is our responsibility to provide a filter for those incoming mixed messages and weed out the facts for youth.

Child: If marijuana is used as medicine, doesn't that mean it is safe and maybe even good for you?

Filter: It is true that some chemicals in marijuana may have some medicinal purposes, but there is not much controlled research. And identifying and extracting those potentially helpful chemicals and putting them in a safe form is the job of medical researchers, in order to protect the public. Even if some day there are safe and effective medicines extracted from the plant, that still wouldn't mean using them to get high is safe any more than abusing other medications is safe.

Using marijuana in the forms available today is not safe. Marijuana is known to impair one's ability to think, remember and reason. In the classroom, users may struggle to concentrate and recall information. Marijuana impacts decision-making and changes the way people behave. It also impairs coordination and balance, which leads to a greater risk for accident, injury and death. And contrary to popular belief, marijuana can increase heart rate and cause panic and anxiety in some users, especially with new high-potency forms of marijuana.

Child: Some people say you can't get addicted to marijuana, but others say you can. Which is it?

Filter: The fact is, 1 in 11 users become addicted to the drug (similar to alcohol). For those who begin using it during adolescence, the chances of addiction increase to 1 in 6 (similar to cocaine). Like nicotine, kicking the marijuana habit can be difficult, with similar withdrawal symptoms including irritability, sleeping difficulties, cravings, anxiety and increased aggression. And out of all the people in treatment for drug abuse, 1 in 4 is being treated for marijuana.



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Child: Grandpa admitted to smoking marijuana when he was younger, and he's fine. It is no different today, people just like to make a big deal about it.

Filter: Today's weed is not your Grandpa's "grass." The potency of the marijuana now available is far beyond that of Grandpa's era. On average, in the 1970s, a marijuana "joint" contained less than 1% THC (the chemical in marijuana that produces a high). In comparison, that same size joint today would contain, on average, about 13% THC. And that's not all; today there are even higher potency forms of marijuana, where THC is extracted using heat; producing forms referred to as "budder," "shatter," "dabs," and "wax." In these new forms, THC levels can be as high as 80 – 90% (not even in the same ballpark as Grandpa's).

Note to parents: This extremely potent marijuana is also now commonly vaporized and breathed into the lungs using e-cigarette devices. And the old home-baked marijuana brownies have now morphed into an endless list of "marijuana edibles" including a variety of baked goods, candies and sodas, available for purchase in stores (in some states) and online.

The fact is, our children are talking about marijuana. The question is, are you engaging in those conversations with them? We can reduce our children's risk of suffering the negative consequences that accompany its use by getting educated on marijuana, initiating conversations on the topic and consistently providing a filter for the confusing and conflicting messages being received by our children.

In the next tip we will focus on the direct impact of marijuana use on adolescents.

Sources: https://www.drugfreeactionalliance.org/files/dfaa_marijuana_crimesafety_050715.pdf, <http://thenablog.com/tag/university-of-mississippi-potency-monitoring-project/>, <http://www.nature.com/npp/journal/v26/n4/full/1395810a.html>

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Know! To Pledge Your Support For Prevention

The start to a new school year is fast-approaching. Are you aware that as your adolescent progresses into higher grades, his or her risk for first-time use of alcohol, marijuana or other drugs is also rising? For students transitioning into middle school, junior high or high school, as well as those moving into a new school system, the onset of substance use can be as much as triple.

A frightening statistic? Yes! A call for parents and other caregivers to be especially vigilant in their prevention efforts? Absolutely! The good news is that family and other influential adults in a child's life play the most important roles in determining how he or she will handle the lure of alcohol and other drugs during adolescence. In fact, you can automatically cut your son or daughter's risk for use in half, simply by keeping the lines of communication open and talking regularly with your child about the dangers of drinking, smoking and using other drugs.

What better time than now to show your child you care by making an official commitment to support his or her positive lifestyle choices surrounding substance use, than by taking the **Know! Pledge**. You are encouraged to read and sign the pledge, then post it on the fridge or other highly visible spot to serve as a tangible reminder of your commitment to prevent and reduce substance use among youth.

The **Know! Pledge** is as follows:

1. *I will talk regularly with my children to make sure they are aware that I support their positive choices and am here to assist them in resisting negative influences.*
2. *I will not support underage consumption of alcohol, tobacco or other drugs.*
3. *I will adhere to the law and health guidelines surrounding the use of alcohol and other drugs.*

Signature(s) _____

Date _____

This pledge is a great starting point, however, it is only the beginning. Ongoing **communication, information, education** and **participation** are all key aspects that need to accompany your pledge in order to be effective. These fundamental factors will be further explored throughout the school year.



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In the meantime, keep these basic parent and caregiver prevention tips in mind:

- Spend time with your child and know what's happening in his or her daily life
- Maintain open communication that involves non-judgmental conversation (listening more than you talk)
- Talk about substances and the dangers they pose to one's health, relationships and future
- Help your child find his or her personal reason to refuse substances and practice saying 'no'
- Set limits, curfews and clear expectations for your child's non-use of alcohol and other drugs
- Use TV shows, music lyrics, the morning news, etc. as teachable moments, whenever possible, to talk about the negatives of substance abuse
- Get to know your child's friends and their friends' parents
- Help your son or daughter find something positive to do with their time

Know! strives to increase your knowledge on alcohol, marijuana and other drugs and provide you with talking points and conversation starters to engage your child in conversation and prevent substance use.

For a review of past tips visit the [Know! Parent Tip Archive](#).



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Know! The Dangers of Digital Dares

Thinking back to our younger years, most of us have witnessed or actively took part in some type of dare or challenge that involved unwise behavior. Similar types of double-dog-dares, referred to as "challenges," still exist for our children today, however, the audience, the peer pressure and the danger element has increased beyond compare.

In the past, dares were likely to take place on school grounds, public parks or in someone's basement - in front of a handful of peers, at best. Today, challenges are recorded on smart phones and uploaded onto the internet for a teen's entire peer network, and then some, to see. Due to this wide viewing audience and fear of public ridicule, teens often succumb to the pressure to take on these challenges, even if they'd rather not.

While some internet challenges are silly and harmless, many more are dangerous and even deadly. Here are just a few that parents should be aware of:

Fire Challenge: An individual stands in the shower, douses himself in alcohol or other flammable liquid and lights himself on fire, trying to put out the flames before it burns his skin. As you can imagine, this challenge has resulted in severe burns and deaths.

Neknominate (neck + nominate): In this challenge, a person is to quickly drink extreme amounts of alcohol in outlandish ways and then nominate two "friends" to do the same. Multiple accounts of ER visits and alcohol poisoning deaths have been reported, due to this "game."

Salt and Ice Challenge: Those taking this challenge pour salt onto their arm or other chosen body part, and apply ice for as long as they can stand it. The combination of salt and ice drop temperature levels to far below freezing, which can cause not only third-degree burns, but the need for amputation.

Kylie Jenner challenge: The idea here is to get the voluptuous lips like the TV reality star Kylie Jenner. The person puts a shot glass over her lips then sucks, causing them to swell. While this may not sound horribly dangerous, the results can be terrifying. Many people experience pain and bruising from the suction, and repeated attempts can cause scarring and permanent disfigurement. . What's worse is that even very young girls are partaking in this challenge.



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The list of digital dares go on and on. But what they all have in common, besides being senseless, is that they all involve a camera and an upload to the internet. Would you know if your children were taking part in such foolishness? Not necessarily. That is why it is vital to talk with them about the dangers of these online challenges.

Here are some points to keep in mind as you do:

- **Don't assume your child won't try it:** Remember, a teen's brain is not fully developed - impulsivity along with peer pressure and the competitive desire to one-up a peer, are all power influencers.
- **Set clear boundaries:** Share your expectations and what you consider to be acceptable and unacceptable behavior. What your child thinks is okay, may not be okay with you.
- **State (and restate) the obvious:** While lighting yourself on fire seems quite obviously NOT okay, make no assumptions when it comes to your child's safety.
- **Prompt critical thinking:** Ask your child, "What do you think could happen if you do this?" In the face of such a challenge, help your child learn to step back for a moment and apply basic logic and reason before making a decision that could impact his/her health and safety, as well as your trust.

It would be naive to think we will ever keep up with all the latest internet trends, dangerous or not. What we can do is talk to our children, set clear boundaries and teach them to think critically, before the next risky challenge presents itself.

Sources: McAfee Blog Central: Digital Dares: Dumb Kids with Smart Phones, Sept. 2014. New York Daily News: Viral 'neknominate' drinking game linked to five deaths, Feb. 2014. TWCN Tech News: Dangerous dares start making rounds on the Internet, Oct. 2014. uKnowKids.com: YouTube Challenges and Peer Pressure, Dec. 2014.



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Know! The Impact of Marijuana on Adolescents

"We are the New Americana, getting high on legal marijuana," are the lyrics to a popular new song by 21-year-old singer/songwriter 'Halsey.' Her song reflects the unfortunate reality of the world our children are growing up in, as marijuana becomes not only legal, but socially acceptable in more and more states. It would be only natural for young people to assume that if all these adults have fought for or are fighting for marijuana to be legalized, then the drug itself must be pretty harmless.

This assumption is incorrect and dangerous. While marijuana use is risky for people of all ages, it is especially hazardous for youth. Here's why:

Marijuana impacts the developing adolescent brain:

- Studies show that chronic (and sometimes casual) marijuana use during adolescence can actually change the physical shape, volume and density of a person's brain, negatively impacting learning and memory. The severity of such brain abnormalities is shown to increase as frequency of use increases.
- Heavy use of marijuana during adolescence may also reduce a person's IQ by as much as 8 points. A loss of 8 points could drop a person of average intelligence into the lowest third of the intelligence range.

Marijuana impacts school performance:

- Research consistently shows that marijuana users earn lower grades, are more likely to skip classes, have higher incidences of school suspension/expulsion and higher dropout rates, and are subsequently more likely in adulthood to experience unemployment, social welfare dependence and dissatisfaction in quality of life.

Marijuana impacts health and safety:

- Marijuana use has the potential to increase heart rate, cause lung and breathing problems, and is linked to anxiety, depression and suicidal thoughts among youth.



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- Marijuana affects a person's coordination, balance, reaction time, alertness and ability to concentrate – increasing one's risk for accidental injury and death.
- Because the adolescent brain has not yet matured, many young people have a tendency to act on impulse, without regard for risk. Adding marijuana to the mix only increases the likelihood of poor decision-making, including engaging in risky sexual behaviors, getting into a car with an impaired driver, or taking part in a criminal act.

If the risks of marijuana continue to be downplayed by adults, there is a greater likelihood of more youth, including our sons and daughters, giving this drug a try. Young people must be made aware that marijuana is not harmless; that use of this drug causes people to think and behave differently; that marijuana negatively impacts brain function, intelligence, school performance and health and safety; and that marijuana use not only threatens success in the present, but jeopardizes a hopeful future.

For more information, visit Drug Free Action Alliance's [Marijuana Resource](https://www.drugfreeactionalliance.org/marijuana_resources) page at https://www.drugfreeactionalliance.org/marijuana_resources.

Sources: Meier et al. (2012). Persistent cannabis users show neuropsychological decline from childhood to midlife. Proceedings of the National Academy of Sciences. Neurology Advisor: Marijuana-Related Emergency Department Visits on the Rise, December 17, 2014. National Institute on Drug Abuse: Marijuana – Selected Effects on the Brain, Body & Behavior. Rocky Mountain HIDTA Report: Volume 2, 2014.

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Know! Parental Engagement Matters

September 28th is **Family Day**, a national initiative reminding parents of the key position they play in helping to keep children substance free. The name of the game – PARENTAL ENGAGEMENT.

Children whose parents are actively engaged in their lives are far less likely to drink, smoke or use any other types of drugs. Current statistics however show that 46% of all high school students use addictive substances; nearly a third of high school students binge drink at least once a month; and more than 40% of ninth through twelfth graders say they can get a hold of marijuana within a day. Such numbers highlight the desperate need for increased parental engagement.

What exactly is “parental engagement?” It is moms, dads and other caregivers making daily connections with their children, talking with and listening to them, spending quality time together, making sure they know they are loved and building and keeping strong that parent/child relationship.

Decades of research reveals that one of the most effective strategies in connecting with your child, strengthening family bonds and preventing adolescent substance abuse is sitting down for a meal together as family on a regular basis. In fact, studies show that the more often children eat dinner with their families, the better their grades, the healthier their eating habits, the closer their relationship with their parents and siblings, the greater their ability to resist negative peer pressure, and the less likely they are to use alcohol, marijuana or other substances.

In addition to regular family meals, CASAColumbia, the creators of **Family Day**, encourages putting into practice these seven parent/child connectors:

1. Send a text to your child just to say “hi” or to tell them that you’re excited to spend time together.
2. Ask for their opinion and listen to what they have to say.
3. Help your child study for a test and let them know how smart you think they are.
4. Encourage your children to come to you when they’re facing a problem. Give them advice, but also provide them with the space they need to learn and grow on their own.



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- 5. Use humor to cheer them up when they're feeling down.
- 6. Celebrate daily accomplishments, like when your child gets an 'A' on a science paper or gives his/her best on the playing field. Children want to make their parents proud, so show them you take notice by acknowledging the good that they do.
- 7. Say, "I love you," to your children every single day, not just on special occasions, and remind them regularly that you're always there for them.

Everyday can be **Family Day** when moms, dads and other caregivers are actively involved in their children's lives and show they care. Remember, parental engagement matters!

For more tips on being active in your children's lives, visit: <http://casafamilyday.org/familyday/get-active>.

Source: CASAColumbia - The National Center on Addiction and Substance Abuse at Columbia University: Family Day – Be Involved. Stay Involved.



EMPOWERING PARENTS TO RAISE
THEIR CHILDREN TO BE SUBSTANCE-FREE

Talk Early And Often About Alcohol, Tobacco And Other Drugs. Even When It Gets Tough

Know! The Link Between Athletes, Injuries and Pain Pills

* Special thanks to "The Sports Doc" - Dr. Chris Stankovich, Professional Athletic Counselor

The abuse of prescription painkillers is on the rise among teen athletes. In a recently released study, 12% of male and 8% of female high school athletes reported abusing painkillers in the past year – a significant increase from previous surveys. But why the increase and what does this mean for our student athletes?

According to The Sports Doc, in addition to the overprescribing of prescription pain medications, possible reasons for the upsurge include new norms when it comes to injury and pain management, new or increased pressure for an athlete to quickly play again, a player's fear of losing a starting position or a fear of missing out on a potential scholarship opportunity - due to an injury. Pop culture doesn't help either, as our young athletes see what appears to be super-human pro-athletes suffer severe injuries, then jump back into the game shortly thereafter - with the help of pain medication. In an interview with The Sports Doc, he said, "These new pressures, group dynamics, and future sport goals sometimes converge to create a 'perfect storm' where otherwise healthy, level-headed kids uncharacteristically consider using dangerous pain pill drugs."

Allison Sharer, substance abuse prevention expert, asks parents, coaches and student athletes to keep it in perspective, "Pain is like the body's check engine light, letting us know something is wrong. An athlete's injury pain may be relieved (or masked) by painkillers, but that doesn't mean his/her body is in the right condition to get back out there just yet." She said medication should be thought of as a tool, but certainly not the answer.

The two most common situations that start athletes down the path to pain pill abuse is when a player gets hurt and is prescribed a pain medication or when an injured teammate shares his/her prescribed pain pills with fellow players. In any case, the use of these powerful prescription drugs has the potential to progress into an addiction. When the script runs out, some teens turn to the black market to obtain more pain pills. If that doesn't work, some resort to a cheaper, more accessible drug - heroin. "Young athletes who become addicted to pain pills (or heroin) almost always start out using simply wanting to get back on the field; it is only later that they become addicted to the drug," The Sports Doc said.

The Sports Doc warns, "Children need to understand, this is not a drug to be messed with." When used legitimately and appropriately, under a doctor's supervision, prescription pain medications can be a helpful tool. But the abuse of these meds is dangerous and can be deadly. Parents and children need to be aware of the high potency of these drugs, also called opiates or narcotics, along with the potential risks that accompany their use. Parents are strongly encouraged to include this topic in their regular and ongoing prevention conversations with their children.

If an injury occurs, the key is to help your child manage the pain and accompanying stress in healthy and safe ways:

Talking regularly with kids about the dangers of alcohol, tobacco and other drugs reduces their risk of using.

Know! urges you to encourage other parents to join Know!.

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- Your child may have a legitimate need for pain medication, however, you can advocate for the lowest dosage and duration to be prescribed – that will still ease your child’s discomfort.
- Do not blindly go with a doctor’s pain pill recommendation: ask questions and discuss all options before filling that prescription.
- Consider other pain management possibilities: alternatives may include imagery, deep breathing, progressive muscle relaxation, yoga, acupuncture, etc. (check with your physician).
- Build confidence in your recovering athlete: help your child develop specific, measurable and controllable goals during the rehabilitation process.
- Help your child maintain his/her athletic identity: make a kind request to the coach for your child to remain a part of the team while rehabilitating.
- If necessary, explore mental health options.

Keep in mind, there is no prototype of the “addicted athlete.” They are as varied as the kids who play sports. If your athlete does endure an injury, The Sports Doc encourages parents to fully engage in the rehabilitation process, “Do your homework, be a critical consumer, and remember, you are your child’s strongest advocate.”

For more information and resources from **The Sports Doc**, please visit <http://www.drstankovich.com/>.

Sources: Interview with Chris Stankovich Ph.D., “The Sports Doc,” January 2015. Chris Stankovich, Ph.D. - Student Athletes at-risk for Prescription Pain Pill Abuse. Bryan Denham, Clemson University, South Carolina: Trends in Substance Use among High School Athletes, 2014. Taylor & Francis Group: Journal of Child & Adolescent Substance Abuse High School Sports Participation and Substance Use: Differences by Sport, Race, and Gender, Volume 23, Issue 3, 2014. Allison Sharer OPCS II, Director of Programs, Drug Free Action Alliance.



Dr. Chris Stankovich is a professional licensed athletic counselor and the Founder of Advanced Human Performance Systems. His work has been featured in USA Today, ESPN, and ABC World News and he has developed a variety of programs and products designed to help with happiness, health, and peak productivity. For more information please visit www.drstankovich.com



EMPOWERING PARENTS TO RAISE
THEIR CHILDREN TO BE SUBSTANCE-FREE

Talk Early And Often About Alcohol, Tobacco And Other Drugs. Even When It Gets Tough

Know! To Role Model RESPECT for the Rx

Why focus on prescription drugs? Research shows that more deaths are now occurring each year from accidental drug overdose than from car accidents. Someone in the US dies EVERY 15 MINUTES from an accidental overdose. And nearly half of the drug overdose deaths are due to prescription drugs.

Parents are powerful influencers when it comes to our children's attitudes and behaviors regarding alcohol, tobacco and the use of other drugs. Having ongoing conversations and sharing information on the dangers of substance use/abuse with our children is fundamental. It is also vitally important to make clear our expectations for them not to drink underage, smoke or use drugs. But it is not just what we say that matters. It is also what we DO. The behavioral choices our children see us make has the greatest impact on the lifestyle choices they make surrounding substances.

When it comes to the use of prescription drugs, what are your children learning from you? Do you role model respect for prescription drugs by locking up and monitoring your medicines, as encouraged by experts? Do you properly dispose of unused and unwanted medications? Have you made it clear, by example, that sharing prescription medications with others is dangerous and not okay?

If so, you are doing an incredible job, and we encourage you to keep up the great work! If not, it is important to remember that while prescription drugs have the ability to improve and save lives, they also have the potential to harm, and that they can be fatal if used improperly or by an unintended person. Role modeling the above behavioral choices are key in promoting family wellness and teaching our children respect for potentially harmful medications.

Another way to RESPECT the Rx is to ask your health care provider or pharmacist specific questions about your prescription medications, in order to avoid unintended harmful effects. The Ohio State University College of Pharmacy came up with the acronym **RESPECT**, as a way to help you remember those questions:

- R.** Reason: Why is this medication being prescribed for me?
- E.** Explain Usage: Should I take this medication regularly or as needed? What restrictions are there with food/alcohol/other medications?
- S.** Symptoms: When is it appropriate for me to take this medication (e.g., on a scale of 1-10 for pain severity)?
- P.** Practitioners: Inform your doctor if you are seeing other healthcare providers and which pharmacy you use (you should only use one pharmacy)
- E.** Expected Effects: What effects can I expect from taking this medication? What precautions do I need to take while driving, operating machinery, etc.?
- C.** Concerns with Controlled Substances: Is there addiction potential with my medication?
- T.** Time to Stop: When and how should I stop taking my medication? How should I store and dispose of it when I am done?

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If the opportunity is there, take your son or daughter with you to your next doctor's appointment, allowing him/her to observe you using this guide. If your child is prescribed a medication, similar questions should also be asked during his/her doctor visit. You and your child will not only obtain the detailed information you need, but the importance of RESPECTing the Rx will be reinforced.

One of the most powerful skills youth possess is their ability to observe. One of the most powerful opportunities we, as parents possess, is our opportunity to positively influence our children who are paying close attention to our lifestyle choices.

[Click here](#) for a printable version of the RESPECT the Rx Guide.

For more information about prescription medication safety, please visit <http://pharmacy.osu.edu/outreach/generation-rx-initiative>.

Source: [The Ohio State University College of Pharmacy: Generation Rx – RESPECT the Rx.](#)
[Centers for Disease Control and Prevention: Prescription Drug Overdose in the United States: Fact Sheet.](#)



EMPOWERING PARENTS TO RAISE
THEIR CHILDREN TO BE SUBSTANCE-FREE

Talk Early And Often About Alcohol, Tobacco And Other Drugs. Even When It Gets Tough

Know! Underage Drinking is NOT A Given

Kathy Radigan, a writer for the Huffington Post wrote, "An Open Letter to My Teenage Son About Drinking." In the article, she talks about how fast time has gone and how so many things have changed; like how the little boy she was arranging play dates for, not so long ago, has now become a full-fledged teenager, heading out to eat and to the movies with his buddies - many times without an adult. She says what used to be sitting at a kitchen table chatting with another parent while the kids played, has now become a drive-by wave at best.

Kathy also says that her son's "teen status" prompted many new questions about alcohol and other drugs from her friends and family. She was asked things like, "What will you do the first time your son comes home drunk?" and, "How will you handle it if you find out he is using drugs?" Kathy took such questions to mean that people just assumed her son (along with other teens) would automatically drink underage and possibly use other drugs. When she questioned the assumption, the most common response was, "Of course he will."

Baffled by this mindset, Kathy decided to do what she does best, write about it. She says her son, like most of his peers, has been learning about the dangers of alcohol and other drugs in school since the time he was in kindergarten. She knows he is aware that substances affect judgment and increase a person's likelihood of engaging in risky behaviors, like having sex or driving under the influence. In fact, just before entering his freshman year, her son willingly participated in a class assignment in which he promised not to smoke or drink in high school. With all this in mind, Kathy says it is maddening for people to believe that substance use among teens is a given.

Kathy makes it clear that she is not living in "La La Land," like some people believe. She is simply saying that the thought of "kids will be kids" and "we did it at that age," is not criteria we should base our parenting on, and that such attitudes and beliefs are likely to only confuse young people in their decision-making.

To ensure her son would not be confused and to make her expectations clear, Kathy wrote the following letter to her son (which all parents and children are encouraged to read and discuss):

Dear Tom,

The legal drinking age in this country is 21. Please know that dad and I will never allow you to have alcohol in our house or in our presence until you reach that age. Please also know that no good has ever come from a group of teenagers drinking. It's a recipe for all kinds of disasters.

If you should choose to drink, you'll not only be breaking the rules of our house, you'll be breaking the law.

If you get stopped for driving under the influence, or the police get called to a party where you have been drinking, you may be in a position where we can't protect you.

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Always call me and your dad. ALWAYS. No matter what you have done.

Don't ever follow up a bad choice with one that's worse just because you're afraid of disappointing us or making us angry.

Will we be happy? Of course not. But we would much rather get you and any friend who wants to come with you home safely, than get a call saying you are NEVER coming home.

Let me be clear that the fact that we love you and will stand by you does not in any way mean we will stand by while you do things that you know aren't good for you.

There are those who will tell you that your parents are being unreasonable and totally unrealistic. Some may tell you that you are a teenager and it's a rite of passage to get drunk. They may even regale you with stories of their own youthful mistakes.

Listen to your own heart and trust your gut. Also know there is nothing cool about waking up in your own vomit, or having a DUI before you are 18.

Your father and I are so proud of the man you are becoming. We love you so much that we don't care if you hate us. That's our gift to you -- we are your parents, not your friends.

Always, Mom

For the full article published in the Huffington Post, written by Kathy Radigan, [click here](#).

Source: [Radigan, Kathy, Huffington Post: An Open Letter to My Teenage Son About Drinking, July 22, 2014.](#)

TALKING TO YOUR KIDS ABOUT DRUGS

what parents need to know

- 1 Talk frequently
- 2 Show interest
- 3 Be careful what you say
- 4 Be careful how you say it
- 5 Know the facts about drugs/alcohol/tobacco
- 6 Be respectful & genuine
- 7 They talk, you listen
- 8 Scare tactics don't work
- 9 Control your emotions
- 10 Take advantage of teachable moments

Learn more about these 10 tips to help you Start Talking today at starttalking.ohio.gov



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