Contracts and Acquisitions
Deputy Director
Eric D. Green, Jr.

Sincerely,

If your organization is interested in submitting a response to this Request for Proposal, please obtain the RFP through the State Procurement website at https://procure.ohio.gov/proc/index.asp and the ODPS website at https://www.ohio.gov/index.htm if you do not have Internet access to the ODPS website.

Office of Contracts and Acquisitions at (614) 728-5693.

Timelines given in the RFP. Thank you for your attention to this Request.

If you are interested in submitting a proposal, please contact the Office of Contracts and Acquisitions at (614) 728-5693 or email ContractsAndAcquisitions@odhs.ohio.gov.

The RFP is available for download at the ODPS website.

This letter is to announce the re-release of the Ohio Department of Job and Family Services' (ODJS) Request for Proposal (RFP) number 9RS202217852R on behalf of the Ohio Children's Trust Fund (OCTF) for the purpose of obtaining a vendor to provide evaluation services for a pilot project entitled, "Developing a Community-Based Prevention Model Enhancing Safety and Well-Being for Ohio's Children and Families (ACEF) through the Community Collaboration to Strengthen and Preserve Children and Families (ACEF).

This project is funded by the Federal Administration for Children and Families and is a five-year project. It is seeking one (1) qualified vendor to complete the evaluation project. The ACEF is seeking an evaluation firm to assist in the development of the evaluation plan and implementation.

February 24, 2020

Kimberly Hall, Director
Mike DeWine, Governor
Department of Job and Family Services
Ohio
The Ohio Department of Job and Family Services

Issued by:

RFP # JFSR20221068175R

Children and Families Report

Enhancing Safety and Well-Being for Ohio’s

Evaluator for Community-Based Prevention Model
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REQUEST FOR PROPOSALS (RFP):
Evaluator for Community-Based Prevention Model Enhancing Safety and Well-Being for Ohio's Children and Families Repost

RFP #: JFSR2021068175R

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 Ohio Children's Trust Fund (OCTF) for the purpose of obtaining a vendor to provide evaluation services for a pilot project entitled, 'Developing a Community-Based Prevention Model; Enhancing Safety and Well-Being for Ohio's Children and Families'. This project is funded by the federal Administration for Children and Families (ACF) through the Community Collaborations to Strengthen and Preserve Families grant and will be piloted in Columbiana, Mahoning, and Trumbull counties. This project is a five (5) year project, renewable annually.

The OCTF is Ohio's sole public funding source dedicated to child abuse and child neglect prevention, through legislative resources for legislators, the media, state agencies, and the public. The mission of the OCTF is to prevent child abuse and neglect through investing in strong communities, healthy families, and safe children. The OCTF works through ODJFS to achieve this goal by supporting organizations that provide services and resources for regulatory, legislative, and policy development. The OCTF provides resources and guidance to community-based organizations to develop and implement programs and services that address child abuse and neglect.

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The Children and Families Report Evaluation for Community-Based Prevention Model Enhancing Safety and Well-Being for Ohio's Children Department of Job and Family Services (ODJFS) releases this Request for Proposals (RFP) on behalf of
Programs are accessed by everyone in the community of target populations at risk for abuse and neglect. Secondary prevention programs are activities and services that are provided to a specific population identified as having risk factors for child abuse and child neglect and are designed to intervene at the earliest warning signs of child abuse or child neglect, whenever a child can be identified as being at risk for abuse or neglect.

Programs

<table>
<thead>
<tr>
<th>Key Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universal Screenings</td>
<td>• Strengths, Risks, Opinions, Preferences, Pre-Occupied, and Emotional Distress (SNOREP)</td>
</tr>
<tr>
<td>• Assess Child Trauma Experience Survey (ACES)</td>
<td>• Tier II and Tier III of the Program</td>
</tr>
<tr>
<td>Centralized Referral System</td>
<td>• A single centralized referral line for families and referral sources. Long-term, this will be a central number for each county. Similar to a centralized child welfare reporting hotline for each county. This position will have a cell phone with the centralized referral number. This position will be responsible for initial referrals as well as Tier II and Tier III service delivery.</td>
</tr>
<tr>
<td>Centralized Referral System</td>
<td>• Monitoring and evaluation of the model’s multi-tiered approach. This will include the following:</td>
</tr>
<tr>
<td>• Ohio’s Practice Profiles</td>
<td>• Child Trauma Assessment Checklist (CTAC)</td>
</tr>
<tr>
<td>• OCTF Keeping Children Safe Curriculum</td>
<td>• Strengthening Families Protective Factors Framework</td>
</tr>
</tbody>
</table>
### Key Component

<table>
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<tr>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Evidence-Based Practices</strong></td>
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<tr>
<td>Support to the implementation of the program and engagement of families in services. This component is crucial as it is supported by literature in a similar program, showing the effectiveness of evidence-based practices. Through the integration of evidence-based practices, the likelihood of achieving desired outcomes with the implementation of this community-based prevention services model is increased.</td>
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<thead>
<tr>
<th>Concrete Supports</th>
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<tbody>
<tr>
<td>Regularly training home visitors take on these roles. The prevention services plan is reviewed and updated when the family moves to a more advanced stage (e.g., moves from Tier I to Tier II). This ensures that families are receiving the appropriate level of support at each service level, and the family will also be encouraged to continue to attend supportive group or individual sessions as needed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prevention Services Plan</th>
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<tbody>
<tr>
<td>Families engaging in Tier III services will work with their assigned family coach to develop a prevention services plan outlining the family's objectives (i.e., behaviorally specific areas the family wishes to improve) and planned steps (i.e., services and activities) that the family will take to meet these objectives. The plan will be reviewed and updated regularly during home visits.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Service Array</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information and Referrals:</td>
</tr>
<tr>
<td>Financial Literacy:</td>
</tr>
<tr>
<td>Parenting:</td>
</tr>
<tr>
<td>Family Coaching:</td>
</tr>
<tr>
<td>Basic Life Skills:</td>
</tr>
<tr>
<td>Concrete Supports:</td>
</tr>
</tbody>
</table>

| Tier II: Short-term services delivered to the family by specially trained family coaches within the comfort of their own home. Through a series of 1 to 2 home visits, families will have access to the complete array of services offered by the program. Family coaches will work with the family to develop a prevention services plan outlining the family’s objectives (i.e., behaviorally specific areas the family wishes to improve) and planned steps (i.e., services and activities) that the family will take to meet these objectives. The prevention services plan will be reviewed and updated regularly during home visits. |

<table>
<thead>
<tr>
<th>Multi-Tiered Service Delivery</th>
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<tbody>
<tr>
<td>Focusing supportive consultations and case management services provided to the family in Tier III services, and providing information and referral services of the program to those families who are referred to the program begin with a Tier I consultation. Program consultation ensures families from a strength-based approach and positive behavior intervention. The program begins with a one-time 60 to 90-minute consultation with the family, focusing on the family's needs and willingness to engage in Tier II or Tier III services.</td>
</tr>
</tbody>
</table>
The Evaluator will serve as a research partner responsible for the completion of evaluation services during the planning and implementation phases of the grant. The Evaluator will also work with the Program Consultant to develop an evaluation plan and design evaluation tools to ensure the information is used for continuous improvement. The Evaluator will also provide technical assistance to the grant staff (Family Coaches, Program Consultant, OCF etc.) and partners, as needed, to enhance the effectiveness of the evaluation framework. The Evaluator will contribute to the development of a performance evaluation framework, which aligns with the strategic goals of the grant.

The project includes a ten-month implementation planning phase for the OCF (September 30, 2019 - July 31, 2020). The project includes a ten-month implementation planning phase for the OCF.
Reports will contain all necessary information to assess the progress of the Model, as well as any other required information. Reports will be submitted to the OCTF Project Director and other key project staff. Additionally, the Evaluator should anticipate participation in a national cross-site evaluation of the Model.

### 2.1 Anticipated Procurement Timetable

<table>
<thead>
<tr>
<th>EVENT/ACTIVITY</th>
<th>DATE</th>
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<tbody>
<tr>
<td>ODJFS releases RFP on OCTF, ODJFS, and DAS websites</td>
<td>February 24, 2020</td>
</tr>
<tr>
<td>Vendor Q &amp; A Period closes, 9 a.m. EST</td>
<td>March 6, 2020</td>
</tr>
<tr>
<td>Deadline for vendors to submit proposals to ODJFS (3 p.m.)</td>
<td>March 30, 2020</td>
</tr>
<tr>
<td>ODJFS issues Contract Award Notification Letters</td>
<td>April 13, 2020</td>
</tr>
<tr>
<td>Late proposals will not be considered. No exceptions will be made.</td>
<td>March 30, 2020</td>
</tr>
<tr>
<td>ODJFS Releases RFP on OCTF, ODJFS, and DAS websites</td>
<td>February 24, 2020</td>
</tr>
</tbody>
</table>

### 2.4 Objectives of the Project

The Evaluator is required to attend a two-day pre-conference meeting in Washington, D.C. with other key project staff. Additionally, the Evaluator should anticipate participating in a national cross-site evaluation of the Model.

Following the ten-month planning phase, the Family Coaches and Program Consultant are responsible for:

- Identifying grant partners as part of the evaluation services procured through this RFP.
- Ensuring that grant partners, evaluation, and technical assistance services throughout the OCTF's project cycle are to grant staff and recipients.
- Evaluating the effectiveness of the OCTF's services, and providing information to the OCTF Project Director in order to determine areas for improvement and to accurately reflect the needs of families to the OCTF.
- Reporting twice a year to the OCTF Project Director.

The Evaluator will continue to provide efficient feedback and recommendations to the OCTF's partners, including grant partners, the Family Coaches and Program Consultant, and families in Columbus, Mahoning, and Trumbull counties.
Implementation - ODJFS contracts are not valid and effective until the issuance of a fully executed contract.

September 29, 2020

Year 1 Project Completion – All work must be completed and approved by the OCTF Project Director.

09/30/2020 through 09/29/2021

Contract renewal periods**Federal Fiscal Years 2021, 2022, 2023, 2024. The potential exists for four annual renewals at the option of ODJFS/OCTF.

09/30/2021 through 09/29/2022

09/30/2022 through 09/29/2023

09/30/2023 through 09/29/2024

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

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Values of $167,000 or less that do not exceed the “Economic Order Quantity” of the contractor.

Values of $168,000 or greater that require competitive bidding.

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

Vendors or other parties may ask clarifying questions regarding this RFP via the internet during the Q & A Period, either by email or via the ODJFS web site, consistent with the requirements of this RFP and the schedule. The ODJFS Contract Manager will notify the contractor when the requirements of ORC Section 126.07 have been met.

2.2.1 Potential exists for four annual renewals at the option of ODJFS/OCTF, Federal Fiscal Years 2021, 2022, 2023, 2024. The potential exists for four annual renewals at the option of ODJFS/OCTF, Federal Fiscal Years 2021, 2022, 2023, 2024.

The ODJFS contract is subject to approval by the Controlling Board.

Subject to approval by the Controlling Board, the contract period is expected to run from approximately May 1, 2020 through September 29, 2020, with the possibility for a renewal contract that would be in effect from September 30, 2020 through September 29, 2024. The potential exists for four annual renewals at the option of ODJFS/OCTF, Federal Fiscal Years 2021, 2022, 2023, 2024. The potential exists for four annual renewals at the option of ODJFS/OCTF, Federal Fiscal Years 2021, 2022, 2023, 2024.

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

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

Vendors or other parties may ask clarifying questions regarding this RFP via the internet during the Q & A Period, either by email or via the ODJFS web site, consistent with the requirements of this RFP and the schedule. The ODJFS Contract Manager will notify the contractor when the requirements of ORC Section 126.07 have been met.
Questions regarding this RFP must reference the relevant section of this document, 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 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. ODJFS is under no obligation to acknowledge questions submitted through the Q & A process if those questions are not in accordance with these instructions. Questions submitted after 9:00 a.m. EST 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 webpage dedicated to this RFP, for public reference by any party. ODJFS will not provide answers directly to the vendors (or any party) that submit questions submitted to ODJFS, nor will ODJFS provide answers directly to any party. ODJFS is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source other than the Q & A process described in this RFGA.

Requests for copies of any previous solicitations (RFPs, RLBs, RFGAs, etc.) or for past vendor proposals, score sheets, contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFP. ODJFS will provide only answers to those questions which pertain to issues of RFP clarity, and which are not requests for public records. Questions submitted to ODJFS that may be submitted to ODJFS for public reference by any party, ODJFS will not provide answers directly to the vendors (or any party) that submit these questions. Questions submitted may be no more than 4,000 characters in length, but there is no limit on the number of questions that may be submitted.

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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.

2.3 Communication Prohibitions

From the release date of this RFP until a contract is awarded, there may be no communications concerning the RFP between any vendor which expects to submit a proposal and any employee of ODJFS in the issuing office, or any other ODJFS employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of the contractor. The only exceptions to this prohibition are as follows:

A. Communications conducted pursuant to Section 2.2 Internet Question & Answer (Q & A) Period; RFP Clarification Opportunity;

B. Communications regarding the present RFP, ODJFS will only answer those questions which pertain to issues of RFP clarity, and which are not requests for public records. Questions submitted may be no more than 4,000 characters in length, but there is no limit on the number of questions that may be submitted.

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C. If the institution plans to collaborate with subcontractors, the staff qualifications specified above are applicable to all subcontract staff based on their respective roles in the project.

D. If the institution chooses to collaborate with subcontractors, the Lead Researcher must identify a Lead Researcher (Principal Investigator (PI)) who possesses an advanced degree in Social Work, Social/Behavioral Science, Social Research, Public Administration, or a related discipline and a minimum of five (5) years' experience evaluating child welfare data. The Lead Researcher must also possess at least five (5) years' experience in collecting and analyzing child welfare data from child welfare populations, and similar experience in collecting and analyzing child welfare data from child welfare populations in previous research studies.

E. The vendor’s proposal must identify a Lead Researcher (Principal Investigator (PI)) who possesses an advanced degree in Social Work, Social/Behavioral Science, Social Research, Public Administration, or a related discipline and a minimum of five (5) years' experience evaluating child welfare data. The Lead Researcher must also possess at least five (5) years' experience in collecting and analyzing child welfare data from child welfare populations, and similar experience in collecting and analyzing child welfare data from child welfare populations in previous research studies.

SECTION III. VENDOR EXPERIENCE AND QUALIFICATIONS

Proposals must address all the following mandatory qualifications as well as organizational and staff experience.

3.1 Mandatory Vendor Qualifications

A. ODJFS requires that vendors that meet, at minimum, all the following qualification requirements:

ODJFS requires that vendors meet, at minimum, all the following qualification requirements:

- The vendor must be a college, university, or research and program evaluation consulting firm.
- The vendor’s proposal must identify a Lead Researcher (Principal Investigator (PI)) who possesses an advanced degree in Social Work, Social/Behavioral Science, Social Research, Public Administration, or a related discipline and a minimum of five (5) years' experience evaluating child welfare data from child welfare populations, and similar experience in collecting and analyzing child welfare data from child welfare populations in previous research studies.
- If the institution chooses to collaborate with subcontractors, the Lead Researcher must identify a Lead Researcher (Principal Investigator (PI)) who possesses an advanced degree in Social Work, Social/Behavioral Science, Social Research, Public Administration, or a related discipline and a minimum of five (5) years' experience evaluating child welfare data. The Lead Researcher must also possess at least five (5) years' experience in collecting and analyzing child welfare data from child welfare populations, and similar experience in collecting and analyzing child welfare data from child welfare populations in previous research studies.

Additionally, a wide variety of information on the OCTF’s programs and the OCTF’s website is available to the public via the OCTF website at http://octf.ohio.gov. Additionally, a wide variety of information on the OCTF and its programs which vendors may find useful is available to the public via the OCTF website at http://octf.ohio.gov.

2.4 Program Resource Library

Interested vendors should utilize this library of documents, reports, or other information.

A. Federal Policy for the Protection of Human Research Subjects:

B. ODJFS Personal Confidentiality Statement (Attachment E)

C. As part of any vendor interview process or proposal clarification process initiated by the OCTF, the vendor may request (PRR) made to the ODJFS Office of Legal Acquisition Services (OLAS).

D. If it becomes necessary to revise any part of this RFP, ODJFS will post revisions, amendments, etc. to ODJFS on behalf of the OCTF, deems necessary in order to make a final selection.

E. Any Public Records Request (PRR) made to the ODJFS Office of Legal Acquisition Services (OLAS), the webpage dedicated to this RFP, and as part of any vendor interview process or proposal clarification process initiated by the OCTF, which
D. The vendor must provide evidence of prior experience conducting evaluation projects with similar evaluations in size and scope within the last five (5) years.

E. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

F. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

G. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

H. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

I. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

J. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

K. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

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Q. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

R. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

S. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

T. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

U. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

V. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

W. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

X. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

Y. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.

Z. The vendor must demonstrate prior experience of receiving Institutional Review Board approval for projects of a similar size and scope.
D. At least five (5) years' experience in effectively safeguarding personally identifiable information—
including, but not limited to—maintenance and use of statistical processing software and information processing technology with the capacity to securely collect, transfer, store, and maintain data files in compliance with state and federal standards, as outlined in the documents listed below (links are in the Reference Library, Section 2.4).

2. The ODJFS Personal Confidentiality Statement

E. At least five (5) years' experience in disseminating evaluation results from similar studies; and,

F. At least five (5) years' experience in managing evaluation projects or re-hire with the same organization.

Note: Preference will be given to references for successful program evaluation services/projects in child welfare or child abuse and neglect prevention.

3.3 Staff Experience and Capabilities

Proposals are to demonstrate significant expertise by identifying leadership and key staff for this project. The information provided for all of the above topics should include summary descriptions of all successfully completed projects, any notable accomplishments and outcomes, and contact information for customers that received the services provided. It is not necessary to include a reference to the same individual with previous experience or comments and outcomes from customers that received the same service.

A. Identify a Lead Researcher with an advanced degree in social work, social/behavioral science, public administration or a related discipline; experience in collecting and analyzing child welfare data; and, experience evaluating child welfare programs, similar to those submitted in the proposal.

B. Identify all key staff (at minimum, a project manager who must have at minimum, a bachelor's degree in social work, social/behavioral science, public administration or a related discipline) with an advanced degree in social work, social/behavioral science, public administration or a related discipline, and similar experience in collecting and analyzing child welfare data.

C. At least five (5) years' experience in effectively safeguarding personally identifiable information—
including, but not limited to—maintenance and use of statistical processing software and information processing technology with the capacity to securely collect, transfer, store, and maintain data files in compliance with state and federal standards, as outlined in the documents listed below (links are in the Reference Library, Section 2.4).

E. At least five (5) years' experience in disseminating evaluation results from similar studies; and,

G. At least five (5) years' experience in grant management practices to complete grant activities with high quality results and within the specified period of performance.

H. At least five (5) years' experience in grant management practices to complete grant activities with high quality results and within the specified period of performance.

I. The ODJFS Personal Confidentiality Statement

NOTE: It is the affirmative responsibility of the vendor to remove all personal confidential information (such as home addresses and social security numbers) of vendor staff and/or of any subcontractor and subcontractor staff from resumes or any other part of the proposal package. Following submission, proposals may become part of the public record.

SECTION IV. SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES

Proposals submitted in response to this RFP must reflect the vendor's understanding of, and commitment to perform this Scope of Work fully. The contractor will be responsible for the deliverable as described below in the Specification of Deliverables, including all preparatory and intervening steps, whether or not ODJFS/OCTF has explicitly specified or delineated them in this RFP, as well as in compliance with all elements of the Child Welfare Community Collaborations (CWCC) cooperative agreement, including, but not limited to, participating in activities and efforts as requested by Children's Bureau's national evaluator.

4. Proposed Scope of Work and Specification of Deliverables

The EDR must include the following components:

The EDR must include the following components:

The selected vendor will communicate with OCTF, identify Children's Bureau, and community staff, teams, and partners as needed during EDR development to ensure the design and data gathering processes are developed in consideration of system capabilities and confidentiality requirements.

The selected vendor will submit an Evaluation Design Report to OCTF, with full response to OCTF, by July 31, 2020, with the goal to have an approved EDR by no later than June 30, 2020. The selected vendor will communicate with OCTF, identified Children's Bureau, and community staff, teams, and partners as needed during EDR development to ensure the design and data gathering processes are developed in consideration of system capabilities and confidentiality requirements.

The selected vendor will communicate with OCTF, identify Children's Bureau, and community staff, teams, and partners as needed during EDR development to ensure the design and data gathering processes are developed in consideration of system capabilities and confidentiality requirements.

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The selected vendor will communicate with OCTF, identify Children's Bureau, and community staff, teams, and partners as needed during EDR development to ensure the design and data gathering processes are developed in consideration of system capabilities and confidentiality requirements.
a.  Include a summary of the findings of each study with a description of how it relates to the Community-Based Prevention Model and the evaluation plan. It should also include a description of study methods relevant to the overall design, types of data, methods for data collection and analysis, as well as the overall level of rigor of the design, implementation, and findings;

b.  Utilize the existing body of evaluation work to determine: the research questions that should be asked; the evaluation design and methods to employ; which program outcomes are appropriate; and how best to measure them; and,

c.  Describe how the evaluation will build upon the existing evidence; contribute additional information to the current base of evidence; and enhance the broader workforce system or contribute to the workforce evaluation literature.

4. Target Area Needs Assessment – The EDR must include a target area needs assessment.

The plan must be in compliance with all state and federal laws.

2. Evaluability Assessment – A qualitative investigation that:

a.  Utilizes existing, preliminary OCTF grant documents (i.e. objectives, logic model, theory of change, etc.) to inform the activities of the project. A final refined logic model and theory of change should be developed, which should:

   (1) Reflect the literature review findings and support the research questions selected for the evaluation; and,

   (2) Appropriately and accurately depict the goals, assumptions, objectives, inputs, activities, outputs and outcomes for the proposed program.

b.  Establishes appropriate methodology and resource requirements for the evaluation;

c.  Addresses the likelihood of the project achieving its anticipated outcomes; and,

d.  Describes the methods to measure whether expected results are achieved.

c.  Data Security Plan – The Evaluator must include a plan for protecting participant privacy and data security. The data security plan must adhere to all applicable ODJFS/OCTF requirements, including Attachment E, in addition to all Children’s Bureau requirements. The plan must be in compliance with all state and federal laws.

4. Target Area Needs Assessment – The EDR must include a target area needs assessment.

2. Evaluability Assessment – A qualitative investigation that:

a.  Describe how the evaluation will build upon the existing evidence; contribute additional information to the current base of evidence; and enhance the broader workforce system or contribute to the workforce evaluation literature.

b.  Establishes appropriate methodology and resource requirements for the evaluation;

c.  Addresses the likelihood of the project achieving its anticipated outcomes; and,

d.  Describes the methods to measure whether expected results are achieved.

c.  Data Security Plan – The Evaluator must include a plan for protecting participant privacy and data security. The data security plan must adhere to all applicable ODJFS/OCTF requirements, including Attachment E, in addition to all Children’s Bureau requirements. The plan must be in compliance with all state and federal laws.

4. Target Area Needs Assessment – The EDR must include a target area needs assessment.
a. A quantitative analysis which reviews relevant data sources related to implementation of the Community-Based Prevention Model and child maltreatment and well-being within Columbiana, Mahoning, and Trumbull Counties, including those already collected by the Northeast Ohio Regional Implementation Teams, Community stakeholders, service providers, program developers, and OCTF, and any other identified partners to develop and/or identify assessments and evaluations that will be utilized during the implementation of the Community-Based Prevention Model. The Evaluator will work with the state and county Implementation Teams to identify and prioritize data that will inform the evaluation and will be used to make informed decisions about program implementation.

b. Conduct an environmental scan to identify significant trends, issues, and developments. This includes identifying patterns, gaps, and trends related to child well-being and community-based prevention efforts.

c. Conduct an environmental scan to identify significant trends, issues, and developments. This includes identifying patterns, gaps, and trends related to child well-being and community-based prevention efforts.

d. Include any additional quantitative or qualitative data that will inform the evaluation design and appropriate services. This includes data from interviews with community stakeholders, service providers, program developers, and OCTF, as well as any other identified partners to develop and/or identify assessments and evaluations that will be utilized during the implementation of the Community-Based Prevention Model. The Evaluator will work with the state and county Implementation Teams to identify and prioritize data that will inform the evaluation and will be used to make informed decisions about program implementation.

e. Prepare and submit a final target area needs assessment report to the OCTF and CFSR no later than June 15, 2020.
c. Consent forms, subject to approval by OCTF, IRB, and CB, for program participants to be included in the evaluation study.
d. Intake form development to collect all necessary information for families served through the grant. The Evaluator should utilize the OCTF intake form and make any updates or modifications as needed.
e. Report development to be utilized by all involved staff to be submitted to the OCTF.
f. Activity logs to be utilized by family coaches in each county to record the nature of their interaction with clients, for parenting education programs, such as parenting skillbuilding, and for I/R, financial literacy services, concrete supports, and family coaching and consultation. The effort should include the location, duration, content, and number of interactions.
g. Intervention Observation to be utilized by the Evaluator to ensure the evidence-based programs are implemented as intended and to describe the characteristics of the clients served through the Community-Based Prevention Model. The Evaluator should provide a report to the OCTF on the nature and extent of services delivered, including the location, duration, content, and number of interactions.
h. Assessment and Evaluation Toolkit will be developed, which will include detailed Evaluation Administration instructions for each evaluation tool as well as a roadmap describing the tools and the categories outlined in the table in Section 1.3, specifically referencing the six categories of service delivered by the Evaluator.

B. Process Evaluation – Upon implementation, which begins August 1, 2020, through September 29, 2020:

The Evaluation must also provide information and reports needed for the semi-annual and annual reports due to the Children's Bureau, as well as any other reports required by the OCTF. An Assessment and Evaluation Toolkit will be developed, which will include detailed Evaluation Administration instructions for each evaluation tool as well as a roadmap describing the tools and intended outcomes measured, which must be submitted to the OCTF for approval no later than June 30, 2020.
2. The process evaluation should include a report, semi-annually (April and October) that describes the events/activities that transpired during the Project Implementation Period, and determine whether the Community-Based Prevention Model was implemented as expected. The process evaluation should also include project data on participation and completion rates.

3. Interviews, observations, and other methods for the process evaluation may include interview data from participants/stakeholders.

4. The performance evaluation is employed for continuous quality improvement. There are three specific objectives to this performance evaluation. The performance evaluation requires the evaluation team to:

   a. Design the performance evaluation plan and submit the plan to OCTF by June 30, 2020.

   b. Provide ongoing feedback to family coaches and service providers on the extent to which the program is being implemented as planned. This will be accomplished quarterly (either in-person or remotely) with family coaches, the program consultant, providers, and stakeholders.

   c. Develop a quarterly report on progress towards meeting quarterly achievement goals.

   d. Make recommendations related to adjustments to program delivery. First, at the time of the outcomes post-test, participants will be asked about their satisfaction with services, and quarterly targets and will report findings quarterly on progress and gaps. The evaluator will assess the extent to which the programs are meeting their objectives (one of the requirements of the evaluation team) will develop a quarterly achievement report that will detail the extent to which the programs are meeting their goals. This report will include findings from the performance evaluation that were identified in the pilot study and the pilot's recommendations.

   e. Provide feedback to program providers on the extent to which the program is meeting its predetermined goals. During the planning phase of the OCTF’s project with the CB (October 2019 through July 2020), the relevant stakeholders identified the quarterly achievement goals. During implementation (August 2020 through September 2024), the evaluator will assess the extent to which the program is meeting these goals.

   f. The process evaluation should include a project plan to track the fidelity of implementation of the Community-Based Prevention Model.
including whether they feel that they have made positive changes in their life based on their goals. Second, qualitative surveys will be provided to program staff annually to understand barriers to implementation. Third, in the quarterly meetings with program providers and stakeholders, where the evaluators provide the quality assurance information, providers will be asked to report their perceptions for any targets not met. The information generated from these sources will be examined through two defined organizational structures: 1) project staff across all activities and programs within each county; and 2) at the regional prevention council level. Each of these groups will meet quarterly to review and discuss data from the performance evaluation and refer suggestions to the project partners. This information will also be utilized to develop a plan to support the continuation of the services beyond the life of the current project period.

D. Outcome Evaluation

An outcome evaluation will be conducted to examine the impact of the program on reducing new referrals to the child welfare agency as well as any foster care for children in Kinship care; to examine the effects of the program on reducing new referrals to the child welfare system; to examine the effects of the program on reducing new referrals to the child welfare system; and to increase the awareness of the community participating in prevention services.

Following goals:

1. To increase the awareness of the community participating in prevention services.
2. To increase the evidence into foster care for children in Kinship care.
3. To increase the evidence of families participating in prevention services.
4. To increase families’ protective factors, inclusive of social, emotional, and physical support for children.
5. To improve safety and well-being for children and families involved in the program.

Outcome Evaluation – An outcome evaluation will be conducted to examine the impact of the program on reducing new referrals to the child welfare agency. These referrals will be examined through a comprehensive evaluation of the program’s effectiveness in reducing new referrals to the child welfare agency as well as any foster care for children in Kinship care. The outcome evaluation will examine the effects of the program on reducing new referrals to the child welfare system; and to increase the awareness of the community participating in prevention services.

The selected vendor must design the outcome evaluation plan and submit the plan to OCTF by June 30, 2020. The actual work of the outcome evaluation will begin upon OCTF’s approval of the plan, estimated at August 1, 2020. The selected vendor will conduct the outcome evaluation to compare the findings of the program on outcomes to the findings of previous evaluations. The selected vendor will conduct the outcome evaluation to compare the findings of the program on outcomes to the findings of previous evaluations. The outcomes of the evaluation will be published in the Final Evaluation Report. The selected vendor must demonstrate how they will use a comparison group between those families served and a control group, possibly from families on a similar waitlist or comparable families similarly situated from a nearby county. The evaluator will be responsible for obtaining IRB approval.
Vendors must provide a plan to collect outcome measures according to a plan to be developed by the Administration for Children and Families (ACF) to ensure common measurement collection across Child Welfare Community Collaborations grantees. The Evaluator must clean and submit that data to CB’s identified national evaluator.

The selected evaluator will assess the independent and added effects of these community and family coaching services.

The primary data source for Goal (2) (reduced referrals to the public child welfare agency and entry into foster care) of the outcome evaluation is Ohio’s Statewide Automated Child Welfare Information System (SACWIS), which is a statewide comprehensive case management computer system designed to document case information, manage services, and maintain data for decision making. SACWIS stores comprehensive case information that will allow examination of new referrals made to CPS, re-referrals for child maltreatment investigations, entry into foster care, and length of stay in foster care placement. The OCTF is the lead grant applicant; its administrative agent is the Ohio Department of Job and Family Services (ODJFS), which administers SACWIS. The Evaluator will establish a data sharing agreement with ODJFS, as well as data sharing agreements with the organizations employing the Family Coaches and Program Consultant, to provide evaluators with access to the child welfare data every three, six, 12 and 24 months during the study. The Evaluator will ensure that all necessary data sharing agreements are in place by August 1, 2020.

A series of caregiver and child measures will be constructed to assess whether participation in the community-based program is related to changes in parenting behavior as measured by the Protective Factors Survey (goal 4), as well as changes in risk factors (goal 2 and goal 3).

The Evaluator will also be surveyed regarding the success of the program in helping the families.

For Goal 3, we will use SACWIS data to assess referrals to the child welfare agency and entry into foster care — two primary aspects of child maltreatment. Referrals to a child welfare agency will be assessed using data on reports made to CPS for child abuse and neglect (e.g., number of allegations reported) and investigation outcomes (substantiated vs. unsubstantiated).
For Goal 1, we will track referral sources and how individuals accessed services in the three pilot counties to determine over time whether there is an increase in agencies referring families to community-based services, and additionally, whether families are utilizing word of mouth to self-refer into services.

### Outcomes

**Construct & Measure**

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<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>Outcomes</th>
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<tr>
<td><strong>Goal 1</strong></td>
<td>Increase community awareness</td>
<td><strong>Outcomes Survey</strong></td>
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<td><strong>Survey</strong> (family support outcomes)</td>
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<td></td>
<td>15-item self-report measure (team/agency survey)</td>
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<td>54-item self-report measure</td>
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<td><strong>Goal 2</strong></td>
<td>Reduce family risk factors</td>
<td><strong>Survey (PSF)</strong></td>
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<td><strong>PSF</strong></td>
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<td></td>
<td>10-item self-report measure</td>
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<td><strong>Goal 3</strong></td>
<td>Reduced new referrals to CPS and foster care</td>
<td><strong>CPS Case Records</strong></td>
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<td></td>
<td>Child maltreatment</td>
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<td>Referrals to the child welfare system</td>
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<td><strong>Goal 4</strong></td>
<td>Increased protective factors</td>
<td><strong>Protective Factors</strong></td>
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<td>The Protective Factors Survey</td>
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<td>20-item, self-report measure</td>
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<td><strong>Goal 5</strong></td>
<td>Improved child and family health and safety</td>
<td><strong>Family Support Program</strong></td>
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<td>15-item, self-report measure (TSC)</td>
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<td>15-item, self-report measure (TSCV)</td>
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<td>15-item, self-report measure (TSCC)</td>
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<td>15-item, self-report measure (TSCA)</td>
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<td>15-item, self-report measure (TSCR)</td>
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**Evaluation Timeline**

- The selected vendor must submit a timeline that reflects sufficient time.

1. Clearly show that the evaluation plan is feasible and appropriately aligned with the program components and schedule.
2. Include all relevant evaluation activities, such as: time for planning and design of the evaluation study; meetings with pilot areas and partner agencies; CTFS, ODFS, CB; obtaining the approval of the participating enrollee, baseline data collection; administration of the evaluation study; and, data collection; quality control activities; analyses of data; cleaning data of personally identifiable information; reporting (interim and final); and distribution; and, matching the evaluation study with the timelines outlined in Appendix D. The timeline should:
3. Identify the individual(s), pilots and/or partner(s) responsible for evaluation activities.
F. Evaluation Budget

– The selected vendor will develop a budget for evaluation study costs. This budget will include estimated costs to support the activities outlined in this scope of work and should include all costs to conduct the evaluation activities outlined in this scope of work. The budget should include estimated costs to support the activities outlined in this scope of work. The budget should include estimated costs for the activities outlined in this scope of work. The budget should include estimated costs for the activities outlined in this scope of work. The budget should include estimated costs for the activities outlined in this scope of work.

1. Travel to attend an annual two-day grantee meeting in Washington, D.C., to occur each year.
2. Federal Fiscal Year.
3. Travel to attend the County Implementation Team meetings, estimating at minimum, two per each county during the planning phase of October 2019 – July 2020.
4. Quarterly meeting throughout the duration of the grant.
5. Required components as outlined in the Scope of Work.

G. Dissemination

– The Project includes a Dissemination Plan that describes the methods OCTF, Children’s Bureau’s, and anxious parties will use to share information on the Community-Based Prevention Project with community, family, and family-serving agencies and professionals on the local, state, and national levels. The quarterly, semi-annual, and annual reports will be included among the information shared. The quarterly, semi-annual, and annual reports will be included among the information shared.

H. Final Evaluation Report

– Comprehensive report of the evaluation study results that will include aggregated outcomes, best and most promising practices, and lessons learned. The selected vendor will develop a budget for evaluation study costs. This budget should include estimated costs for the activities outlined in this scope of work. The budget should include estimated costs for the activities outlined in this scope of work. The budget should include estimated costs for the activities outlined in this scope of work. The budget should include estimated costs for the activities outlined in this scope of work.
I. Administration – Additionally, to be considered for award, the selected Evaluator must demonstrate its ability to effectively manage the evaluation study from design to completion and to effectively coordinate and collaborate with OCTF, the implementation teams, the IRB, ODJFS, the Children’s Bureau, and all other identified partners and stakeholders. The selected vendor will cooperate with OCTF as necessary for purposes related to oversight and monitoring.

J. Technical Assistance – Provide reporting and technical assistance throughout the duration of the five-year grant period. Specifically, the selected Evaluator will be required to:

1. Collect and analyze data for reports, including mandated federal reports, required reports, etc.;
2. Cross-site evaluations, as well as semi-annual and annual progress and final reports, etc.;
3. Provide technical assistance to service providers throughout the grant funding period.

B. Restating the objectives as identified in section 1.4 of this RFP:

A. Proposed work plan. The vendor shall:

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

4.2 Number of Participants

The OCTF estimates that approximately 600 unique families across the three counties will participate in the Model over the course of the project. It is anticipated that the total number of individuals served, including caregivers and children, might range from 1,800 to 2,400 individuals. This sample size assumes that each family caregiver and child client might range from 6 to 24 individuals. This sample size assumption that each family caregiver and child client might range from 6 to 24 individual, reflecting a total range from 600 to 2400 individuals. The OCTF estimates that approximately 600 unique families across the three counties will participate in the Model over the course of the project.

4.3 Administrative Structures—Proposed Work Plan

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

A. State the key objectives of the proposed project. Vendors are advised to refrain from simply restating the objectives as identified in section 1.4 of this RFP, but rather providing a proposed work plan.

B. Provide a technical approach and work plan to be implemented. This includes a proposed timeline for the project;
C. Provide a status reporting procedure for reporting work completed, and resolution of unanticipated problems.

D. Provide a timeline for each component of the scope of work and the project overall including the staff hours for personnel involved. Include a Table of Organization (including any subcontractors) and a chart showing the number of hours devoted to the project by vendor or subcontractor (including any subcontractors) and a chart showing the number of hours devoted to the project by vendor or subcontractor (including any subcontractors). Staff hours for personal involved; Include a Table of Organization (including any subcontractors) and a chart showing the number of hours devoted to the project by vendor or subcontractor (including any subcontractors).

4.4 Selected Vendor Compensation Structure

Vendors are to propose their firm, fixed, all-inclusive cost. The minimum required amount of funds to be expended on evaluation services is approximately $54,325.00 for each federal fiscal year and the OCTF is able to expend up to $100,000. Please use your business expertise to budget for this project within the funding parameters provided. Vendors are to use their expertise in pricing the work described in this RFP, taking into consideration any intervening steps or activities that must be performed in order to complete the work, even if OCTF does not explicitly identify those intervening costs in this RFP. Indirect Costs: The maximum indirect rate for OCTF cannot exceed 10% of program and/or project costs.

SECTION V. CONDITIONS AND OTHER REQUIREMENTS

5.1 State Contracts

Vendors must list any current contracts held 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 report this information in the Required Vendor Information and Certifications Document (Attachment A.) and include the completed document in the proposal as specified in Section 6.2. A.

5.2 Interview

Vendors may be requested to participate in an in-depth interview as part of the evaluation process. The interview will be conducted by the Ohio Children’s Trust Fund’s (OCTF) Evaluation Team. The interview may include representatives from the Project Team. ODJFS reserves the right to select responding vendors for interviews and may not interview all vendors. The Vendor shall bear all costs of any scheduled interviews.

5.3 Start Work Date

The selected vendor must be able to begin work no later than seven (7) business days after the funds are encumbered and approved by the Office of Budget and Management. The selected vendor will be notified by the ODJFS Contract Manager when work may begin.

5.4 Selected Vendor Compensation Structure

D. Provide a timeline for each component of the scope of work and the project overall including the staff hours for personnel involved; Include a Table of Organization (including any subcontractors) and a chart showing the number of hours devoted to the project by vendor or subcontractor (including any subcontractors).
5.4 Proposal Costs

Costs incurred in the preparation of this proposal are the responsibility of the vendor; ODJFS will not contribute in any way to the costs of the preparation.

5.5 Trade Secrets Prohibition; Public Information Disclaimer

Vendors are prohibited from including any trade secret information in their proposals to ODJFS. ODJFS shall consider all proposals submitted to any ODJFS procurement effort to be free of trade secrets, and such proposals are subject to the same scrutiny as those submitted to any other procurements.

5.6 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.

B. Many of the terms and conditions contained in the model contract (Attachment B.) are required by state and/or federal law; however, the vendor may propose changes to the model contract by annotating the model. Any changes are subject to ODJFS review and approval.

C. Payments for any and all services provided pursuant to this RFP are subject to the contract are contingent upon the availability of state and federal funds.

D. Any proposals submitted to any ODJFS procurement effort are subject to the same scrutiny as those submitted to any other procurements.

E. By signing a contract with ODJFS, a vendor agrees that all necessary insurance is in effect.

5.7 Travel Reimbursement

As a condition of receiving a contract from ODJFS, the contractor and any subcontractors will support obligations established under state law; and

proposer obligations pursuant to OAR 149.49. Any proposing in responding to procurement efforts that have been opened, reviewed, and considered by ODJFS will be subject to the same scrutiny as those submitted to any other procurements. ODJFS will not consider any proposals submitted to any ODJFS procurement effort. ODJFS will solicit all proposals of similar responsiveness voluntarily in response to any ODJFS procurement efforts. ODJFS shall consider proposals submitted to any ODJFS procurement effort to be free of trade secrets, and such proposals are subject to the same scrutiny as those submitted to any other procurements.

Any proposals submitted 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.
Travel should be included in 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 6.2, Cost Proposal, of this RFP.

5.8 Minority Business Enterprise

The State of Ohio and ODJFS are committed to making more contracts and opportunities available to Ohio-certified Minority Business Enterprises (MBEs), as defined by ORC Section 122.71 and certified by the Department of Administrative Services (DAS). ODJFS is required by Section 125.081(B) and 123.151 of ORC to award a minimum of fifteen percent (15%) of its total procurements to vendors certified as MBEs. If the proposal is not submitted by an Ohio-certified MBE, the vendor is strongly encouraged to subcontract a minimum of fifteen percent (15%) of the total contract price to one or more Ohio-certified MBE subcontractors. The contractors shall make a good faith effort to seek MBE subcontractors throughout the life of the contract.

The proposal must clearly indicate the name of the proposed Ohio-certified MBE vendor(s), if known at the time of proposal submission, and the exact nature of the work to be performed under the proposed subcontract.

The proposal must include a letter from the proposed MBE, signed by a person authorized to legally bind the subcontractor, indicating the following:

A. The subcontractor’s legal status, federal tax ID number, and principal business address;
B. The subcontractor’s legal status, federal tax ID number, and principal business address;
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;
F. A copy of the Ohio MBE certificate.

NOTE: 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 vendor’s entire proposal.

A listing of Ohio certified MBEs can be accessed through the Ohio Department of Administrative Services (DAS) Web site at: https://eodreporting.ohio.gov/mbe-certification.

5.9 Subcontractor Identification and Participation Information

Subcontractors, identifying subcontractors throughout the selection process, The contractors shall make a good faith effort to seek MBE subcontractors through a competitive process. Of the total contract price, at least twenty-five percent (25%) of the contract shall be awarded to certified MBEs. The proposal is strongly encouraged to subcontract a minimum of fifteen percent (15%) of its total procurement to vendors certified as MBEs. If the proposal awarded a minimum of fifteen percent (15%) of its total procurement to vendors certified as MBEs, an Ohio-certified MBE subcontractors shall be awarded at least twenty-five percent (25%) of the total contract price. The contractors shall make a good faith effort to seek MBE subcontractors throughout the life of the contract.

While ODJFS strongly encourages the use of MBE subcontractors, the vendor’s use of an MBE subcontractor will not be considered in the award of the contract. The proposal must clearly indicate the name of the proposed Ohio-certified MBE vendor(s), as defined by ORC Section 122.71 and certified by the Department of Administrative Services (DAS). The State of Ohio and ODJFS are committed to making more contracts and opportunities available to Ohio-certified MBEs.
Any vendors proposing to use a subcontractor for any part of the work described in this RFP must clearly identify the subcontractor(s) and their tasks in their proposals. The proposal must include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

A. The subcontractor’s legal status, federal tax ID number, and principle business address;
B. The subcontractor’s name, phone number, and e-mail address of a person who is authorized to legally bind the subcontractor;
C. A complete description of the work the subcontractor will do;
D. A commitment to do the work, if the vendor is selected; and
E. A statement that the subcontractor has read and understands the RFP, the nature of the work, and the requirements of the RFP.

NOTE: There may be no dollar amounts of any kind included with subcontractor information; inclusion of dollar amounts will result in the disqualification of the vendor’s entire proposal.

5.12 Key Personnel

Legal action.

5.11. Confidentiality

All contracts 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.

Any violation of confidentiality will result in an immediate termination of the contract, and may result in legal action.

Any violation of confidentiality will result in an immediate termination of the contract, and may result in legal action. Any violation of confidentiality will result in an immediate termination of the contract, and may result in legal action. Any violation of confidentiality will result in an immediate termination of the contract, and may result in legal action. Any violation of confidentiality will result in an immediate termination of the contract, and may result in legal action.
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 vendor or contractor who violates the requirements and prohibitions defined here or of Section 102.04 of 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 ORC may be prosecuted for criminal violations.

5.14 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 CFR 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 49 CFR 160.103 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 terminate the contract according to provisions within the contract for termination.

5.15 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.

5.16 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 at any point in the proposal review process.

5.17 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. Additionally, the contractor will be required to comply with prevailing wage standards as established in ORC 4115.03-4115.16.

5.18 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. If the finding for recovery is unresolved at the time of award, ODJFS reserves the right to terminate the contract for non-compliance with the requirements of the contract.

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. Additionally, the contractor will be required to comply with prevailing wage standards as established in ORC 4115.03-4115.16.

5.19 Health Insurance Portability & Accessibility Act (HIPAA) 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. Additionally, the contractor will be required to comply with prevailing wage standards as established in ORC 4115.03-4115.16.
5.22 Vendor Selection Restriction

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.

5.23 Prohibition Against Services Performed Outside the United States

Terms of this RFP shall not be construed as allowing the submission of a proposal from any vendor whose name or the name of any of the subcontractors proposed by the vendor, appears on the website of the Auditor of the State of Ohio or any of the auditors pursuant to OAC 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. Any vendor deemed not responsible, or whose proposed a proposal deemed not to be responsive to the terms of this RFP, shall not be awarded the resulting contract.
Pursuant to Governor's Executive Order 2011-12K, no public funds shall be spent on services provided offshore. 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. The entire form must be printed, completed, and signed by the interested vendor’s authorized representative, and submitted separately from the proposal packet. Failure to properly complete and sign Attachment A. will result in the disqualification of the proposal from consideration.

5.24 Combating Trafficking In Persons

Any contractor doing business with ODJFS 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 ODJFS contract by reference. Additional information on identifying Human Trafficking may be found at: http://powerhost.powerstream.net/008/00153/HumanTrafficking.wmv.

SECTION VI. PROPOSAL FORMAT & SUBMISSION

6.1 Proposal Submission

The proposal must be prepared and submitted in accordance with instructions found in this section and must be received by ODJFS, OCA no later than 3:00pm E.S.T. on March 30, 2020. Proposals received after this date and time will not be reviewed. Material mailed or submitted separately from the proposal packet will not be accepted or added to the proposal by staff of ODJFS. Faxed applications will not be accepted. Applications must be addressed to:

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

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 Office Tower (address above) and again 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 Office Tower (address above) and again for hand delivery on the due date.

6.7 Proposal Submissions

Additional information on identifying Human Trafficking may be found at:

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

Any contractor doing business with ODJFS must be in compliance with the Federal Acquisition Regulation (FAR) and the provisions found in 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 ODJFS contract by reference. Any contractor doing business with ODJFS must be in compliance with the Federal Acquisition Regulation (FAR) and the provisions found in 48 CFR Subpart 22.17, in which “the United States Government has adopted a zero-tolerance policy regarding trafficking in persons.”
Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RFP and model contract (Attachment B), unless clearly and specifically noted in the proposal submitted and confirmed in the contract between ODJFS and the selected vendor.

The entire Technical Proposal should be submitted in a sealed envelope/package labeled "TECHNICAL PROPOSAL ENCLOSED FOR RFP JFSR2021068175R, RFP TITLE, SUBMITTED BY [VENDOR'S NAME]."

The Technical Proposal is defined as any part of the proposal, sent at vendor's discretion, including but not limited to 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.

Along with the Technical Proposal, the vendor must submit the Cost Proposal in a separate, sealed envelope, labeled: "DO NOT OPEN. COST PROPOSAL ENCLOSED FOR RFP JFSR2021068175R, RFP TITLE, SUBMITTED BY [VENDOR'S NAME]."

The proposal must be prepared and submitted in accordance with instructions found in this section. The proposal submission must be comprised of:

B. Three (3) paper copies (one [1] signed original and two [2] copies) and one (1) CD-ROM copy of the Technical Proposal.

The proposal must be prepared and submitted in accordance with instructions found in this section. The name of the RFP and the proposal submission date of the proposal due date is included on the proposal. Both CD-ROMs must be labeled with the vendor’s name, the RFP number, and the proposal submission date. Each vendor must submit one [1] signed original of the Cost Proposal, along with the Technical Proposal.

NOTE: 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 of the copies or identified as not included in the proposal are subject to the decision of the decision to disqualify the vendor.

The entire Technical Proposal should be converted into one single secure .pdf document saved to the Technical Proposal CD-ROM submitted to ODJFS. If the proposal's size necessitates more than a single .pdf document, vendors should use the fewest separate .pdf documents possible.

NOTE: 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.

6.2 Format for Organization of the Proposal

In developing their proposals, vendors must fully and appropriately plan and price their proposed projects (cost information must be restricted to the Cost Proposal only), including all necessary preparation and intervening steps, regardless of whether those steps are delineated in this RFP. The vendor's Technical Proposal must be submitted in a sealed envelope/package labeled "TECHNICAL PROPOSAL ENCLOSED FOR RFP JFSR2021068175R, RFP TITLE, SUBMITTED BY [VENDOR'S NAME]." The technical proposal must be prepared and submitted in accordance with instructions found in this section. The proposal submission must be comprised of:

B. Three (3) paper copies (one [1] signed original and two [2] copies) and one (1) CD-ROM copy of the Technical Proposal.

The proposal must be prepared and submitted in accordance with instructions found in this section. The name of the RFP and the proposal submission date of the proposal due date is included on the proposal. Both CD-ROMs must be labeled with the vendor's name, the RFP number, and the proposal submission date. Each vendor must submit one [1] signed original of the Cost Proposal, along with the Technical Proposal.

NOTE: 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.
be included in the Technical Proposal CD-ROM.

Forms must also be included in the Technical Proposal CD-ROM.

The signed originals of the above referenced forms (Attachment A., Sections I. and II.) are required to be provided in the vendor’s original proposal. Please ensure that the completed and signed forms are submitted by every vendor to complete the “Proposal Organization” section. Failing to submit these forms will result in the proposal being disqualified.

Section I. in their proposal with the content of their proposal must be organized in the following order: Tab 1. Required Vendor Information and Certifications Document

Attachment A., Section I. – Required Vendor Information and Certifications Document

Vendor’s must organize their Technical Proposals in the following order:

A. Proposal Submission

Vendors must submit their Technical Proposals in accordance with the RFP requirements. Failure to meet the requirements outlined in the RFP may result in disqualification. The following information is mandatory for all proposals:

A copy of the Technical Proposal Score Sheet is provided as Attachment C. of this RFP. Vendors are strongly encouraged to use the score sheet to check their proposals for quality, completeness, and compliance prior to submission. Those RFP requirements to which they correspond.

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 seeking to do business with ODJFS. This form must be submitted as part of the proposal. Failure to complete and submit the form will result in disqualification.

The signed originals of the above referenced forms (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 included in the Technical Proposal CD-ROM.

In the event that the vendor proposes the use of any subcontractor(s), information on the subcontractor(s) and letters of commitment as required by Section 5, Minority Business Subcontractor(s) should also be included in the Technical Proposal CD-ROM.

In the event that the vendor proposes the use of any subcontractor(s), information on the subcontractor(s) and letters of commitment as required by Section 5, Minority Business Subcontractor(s) should also be included in the Technical Proposal CD-ROM.

A copy of the Technical Proposal Score Sheet is provided as Attachment C. of this RFP. Vendors are strongly encouraged to use the score sheet to check their proposals for quality, completeness, and compliance prior to submission. Those RFP requirements to which they correspond.
In order to be acknowledged as a vendor with an Ohio presence (as described in Section 5.23, Ohio Presence Consideration) for additional scoring, 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
Mandatory Vendor Qualifications (Section 3.2, A through E)
The vendor must include information to demonstrate how the vendor meets the mandatory qualifications as described in the corresponding section of this RFP.

Tab 3
Administrative Structures – Proposed Work Plan
This section should describe in detail how the vendor proposes to successfully achieve the scope of work and specifications of Deliverables (Section 4.1, A through D).

Sub-Tab 2a
Vendor Experience and Qualifications
This section should describe in detail (in the order as outlined) the vendor’s administrative structures as specified in Section IV of this RFP.

Sub-Tab 2b
Organizational Experience and Capabilities (Section 3.2, A through G)
In this section, the vendor is to include their response to the organizational experience and capabilities requirements (including any subcontractors) as described in the corresponding section of this RFP.

Sub-Tab 2c
Staff Experience and Capabilities (Section 3.3, A through C)
In this section, the vendor is to include their response to the staff experience and capabilities requirements (including any subcontractors) as described in the corresponding section of this RFP.

Sub-Tab 3b
Administrative Structures – Proposed Work Plan (Section 4.3, A through D)
This section should describe in detail (in the order as outlined) the vendor’s administrative structures as specified in Section IV of this RFP.

Sub-Tab 4a
Deliverable A
Sub-Tab 4b
Deliverable B
Sub-Tab 4c
Deliverable C (etc.)
This section should describe in detail how the vendor proposes to successfully achieve each of the deliverables specified in Section 4.1, Scope of Work and Specifications of Deliverables (Section 4.1, A through D).
Tab 5

Vendor Attachments or Appendices (as necessary)

B. Cost Proposal

Vendors are to complete the Cost Proposal Form, provided as Attachment D, and their proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from ODJFS, Oho Children’s Trust Fund (OCTF) and their representatives in the Health and Cost Proposal. All technical proposals will be reviewed and scored by a Panel of Peer Reviewers. After submitting a response, vendors must consider cost resulting from each deliverable identified in Section 4.1 of this RFP. Proposed cost information must be submitted within the separate, sealed Cost Proposal, and any non-cost information that may be considered relevant to the effort required to perform those services and meet requirements as defined in this RFP. Failure to follow these instructions will result in disqualification.

1. Any technical proposal or information that may be deemed to be confidential or proprietary must be submitted within the separate, sealed Cost Proposal. Should a vendor include any documents which contain such information, the cost information must be submitted within the separate, sealed Cost Proposal. Any vendor’s Technical Proposal or information that may be included in the proposal must be submitted within the separate, sealed Cost Proposal. Proprietary cost information is defined as any confidential or proprietary information contained in any proposal, which may be identified as any confidential or proprietary information that may be deemed to be confidential or proprietary.

2. Failure to follow these instructions will result in disqualification.

C. Important – Vendor Disqualifiers for Proposal Errors:

1. Any vendor’s Technical Proposal found to contain any prohibited cost information shall be disqualified from consideration. Any vendor’s Technical Proposal found to be incomplete or unresponsive shall be disqualified from consideration. Proprietary cost information is defined as any confidential or proprietary information contained in any proposal, which may be identified as any confidential or proprietary information that may be deemed to be confidential or proprietary.

2. Any trade secret or proprietary information (as defined in Section 5.5 of this RFP) found anywhere in a proposal shall result in immediate disqualification of that proposal.

SECTION VII. CRITERIA FOR PROPOSAL EVALUATION & SELECTION

7.1 Scoring of Proposals

ODJFS will contract with the vendor/vendor(s) that best demonstrates the ability to meet requirements as specified in this RFP. Vendors submitting a response, and their representatives in the Health and Cost Proposal, will be evaluated based on the capacity and experience demonstrated in their Technical and Cost Proposal. All technical proposals will be reviewed and scored by a Panel of Peer Reviewers. After submitting a response, vendors must consider cost resulting from each deliverable identified in Section 4.1 of this RFP. Proposed cost information must be submitted within the separate, sealed Cost Proposal, and any non-cost information that may be considered relevant to the effort required to perform those services and meet requirements as defined in this RFP. Failure to follow these instructions will result in disqualification.
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/vendor(s) 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 PRT may waive minor defects that are not material when the intent is not unreasonably obscured. In scoring the proposals, ODJFS may, at its sole discretion, negotiate with all technically qualifying vendors for a revised proposal which will provide an alternative cost-per-quality point earned on the Technical Proposal. The PRT will review the cost proposals for those qualifying Technical Proposals, not eliminated in Phase III Review. The PRT will then score those qualifying Technical Proposals, not eliminated in Phase II Review, by assessing how well the vendor meets the requirements as specified in the RFP. Using the Technical Proposal Score Sheet, 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.

7.2 Review Process Caveats

Technical Proposal Score Sheet, Attachment C, for Vendor Selection Purposes.
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 7.3 of this RFP. 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 the RFP. ODJFS reserves the right to negotiate with vendors for adjustments to their proposals should ODJFS determine, for any reason, to adjust the scope of the project for which this RFP is released. Such communications are not violations of any communications prohibitions, and are expressly permitted when initiated by ODJFS.

7.3 Final Vendor Recommendation

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

7.4 Tie Breaker

In the event that two (2) or more of the proposals have a score which is tied after final calculation of both the Technical Proposal and the Cost Proposal scores, proposed method for scoring the technical and cost proposals shall be applied in the following manner: The proposal with the higher technical score will prevail.

SECTION VIII. PROTEST PROCEDURE

ODJFS reserves the right to request clarifications from vendors to any information in their Technical and/or Cost Proposals or related forms when those errors do not unreasonably obscure the meaning of the content.
8.1 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 vendor 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, telephone number, and e-mail address 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 protest.

B. A timely protest shall be considered by ODJFS if ODJFS determines that the protest raises issues significant to the department’s procurement system. An untimely protest may be considered by ODJFS if ODJFS determines that the protest was filed after the time periods set forth in this section.

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 after the time periods set forth in Item B. of this section.

D. All protests must be filed at the following location:

ODJFS Office of Contracts and Acquisitions
30 East Broad Street, 31st Floor
Deputy Director

E. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODJFS determines that a delay in issuing the decision on the protest will severely disadvantage the Department. The vendor selected for award shall be notified of the receipt of the protest. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODJFS determines that a delay in issuing the decision on the protest will severely disadvantage the Department.
8.2 Caveats

Field an untimely protest as to whether or not the protest will be considered.

F. ODJFS shall issue written decisions on all timely protests and shall notify any vendor who
Section II - Location of Business Form

Section I – Required Grantee Information

In Tab 1 of the proposal, both sections must be completed and included. Attachment A consists of 2 distinct and different sections.
REQUIRED GRANTEE INFORMATION and CERTIFICATIONS

Purpose: The Ohio Department of Job and Family Services (ODJFS) requires the following information on applicants who submit proposals or applications in response to any ODJFS Requests for Grant Applications (RFGAs), in order to facilitate the development of the grant with the selected applicant. ODJFS reserves the right to reject your application 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 application.

Instructions: Provide the following information regarding the applicant organization submitting the application. Applicants may either print this attachment, complete and sign it, or may provide the required information and certifications (each fully restated from this attachment) on their letterhead as the opening pages of their applications. 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 applicant. Applicants are to provide the completed and signed information and certifications as the cover pages of their original proposal submitted to ODJFS.

IMPORTANT: If the RFGA specified a maximum page limit for applicant proposals, 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.

Applicants must provide all information enclosed against that page limit.

1. ODJFS RFGA #: ____________________________
2. Application Due Date: ____________________________
3. Name: (legal name of the grantee – person or organization to whom grant payments would be made)
4. Grantee Corporate Address: ____________________________
5. Grantee Contact Address (or "same" if same as item #4) ____________________________
6. Name: (legal name of the grantee – person or organization to whom grant payments would be made)
7. Grantee Representative NAME and TITLE: ____________________________
8. Address: ____________________________
9. Fax #: ____________________________
10. Phone #: ____________________________
11. E-Mail Address: ____________________________
12. Application Due Date: ____________________________
13. ODJFS RFGA #: ____________________________
8. Is this grantee an Ohio certified MBE?
Yes
No
If yes, attach a copy of current certification to proposal.

9. Mandatory Grantee Certifications:
ODJFS may not enter into agreements with/make purchases from any organizations that have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Organizations responding to any ODJFS RFGA 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 application.

1. 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 9.4, or 45 CFR Part 7.4, or other applicable statutes.

2. 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.

3. 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 Grantee and any Sub-grantee(s)

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

<table>
<thead>
<tr>
<th>Nationwide</th>
<th>Ohio Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Employees:</td>
<td>__________</td>
</tr>
<tr>
<td>% of those who are Women:</td>
<td>__________</td>
</tr>
<tr>
<td>% of those who are Minorities:</td>
<td>__________</td>
</tr>
</tbody>
</table>

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

- NO
- YES, but for less than 50% of the work
- 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: | ______________________________________________________________ |

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

<table>
<thead>
<tr>
<th>Nationwide</th>
<th>Ohio Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Employees:</td>
<td>__________</td>
</tr>
<tr>
<td>% of those who are Women:</td>
<td>__________</td>
</tr>
<tr>
<td>% of those who are Minorities:</td>
<td>__________</td>
</tr>
</tbody>
</table>
11. Grantee Ethics Certification

As a grantee 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

12. I have read the ODJFS Model Contract attached to the RFGA, and if awarded a grant, 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 grantee. All requested changes to model contract language are subject to ODJFS approval.)

13. I _________________________________________, (grantee representative in Item # 7) hereby affirm that this proposal accurately represents the capabilities and qualifications of _______________________________________________ (grantee’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 application in response to this RFGA represents the capabilties and qualifications of the vendor, and if awarded a grant, I will not ______ (or) I will_____ request changes to the standard language, and have marked the requested changes and returned the model contract with this proposal for consideration by ODJFS. (If so, ODJFS will review those requested changes if you are the selected grantee. All requested changes to model contract language are subject to ODJFS approval.)

14. Location of Business Declaration: Vendors responding to any ODJFS RFP/RLB/RFGA (etc.) must certify that no public funds shall be spent or services provided/offered/otherwise performed by employees engaged in the location of business identified on this page. If the proposal for consideration by ODJFS includes foreign location of business, such business will not be eligible for consideration for the award of an ODJFS contract. 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 an ODJFS contract.
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 Grantee:
   ________________________________________________
   (Address) (City, State, Zip)

2. Location where services will be performed by Grantee:
   ________________________________________________
   (Address) (City, State, Zip)

3. Location where state data will be stored, accessed, leased, maintained or backed-up by Grantee:
   ________________________________________________
   (Address) (City, State, Zip)

4. Name/Location(s) where state data will be stored, accessed, leased, maintained or backed-up by sub-grantee(s):
   ________________________________________________
   (Name) (Address, City, State, Zip)

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

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

From the Ohio Department of Job and Family Services:

The following questions pertain to the project or service you are seeking to perform for or the funding for which you are applying. Please answer these questions in accordance with Ohio law and any required disclosures. Please answer all provided questions. This form serves as a certification of compliance with this policy and required disclosures. Please answer all provided questions. This form serves as a certification of compliance with this policy and required disclosures.
4. Location where services to be performed will be changed or shifted by Grantee

_______________________________________  ______________________ _________________
( Address )            ( Address, City, State, Zip )

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

_______________________________________  __________ _____________________________
( Name )              ( Address, City, State, Zip )

_______________________________________  __________ _____________________________
( 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 grant or any other agreement will be used to purchase services provided outside the United States, or to contract with a sub-grantee(s) who will use the funds to purchase services provided outside the United States. Omit Order 2011-12K. I also certify that I have reviewed, understand, and will abide by the Governor's Executive Order 2011-12K.

______________________________________                         ______________________________________
Signature        Date

______________________________________   ______________________ ________________
Entity Name       Address (Principal place of business)

______________________________________   ______________________________________
Printed name of individual authorized to sign on behalf of entity
OHIO DEPARTMENT OF JOB AND FAMILY SERVICES

CONTRACT FOR SERVICES

C-2021-00-0000

RECITALS:

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

A. ODJFS issued a Request for Proposals (RFP) titled ______, numbered ______, and dated [DATE], which is hereby incorporated by reference.

B. The ODJFS proposal review team recommended for award the Proposal 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 and the Proposal, the ODJFS 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.

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 ODJFS, and replacements will not be made without ODJFS approval.

ARTICLE I. PURPOSE; DELIVERABLES

A. CONTRACTOR will perform its responsibilities (Deliverables) under this Contract as follows:

1. All Deliverables provided by CONTRACTOR under this Contract or with funds hereunder, including any documents, data, photographs and negatives, electronic reports/records or other media, are the property of ODJFS, which has an unrestricted right to reproduce, distribute, modify, maintain, use the Deliverables. CONTRACTOR will not obtain any proprietary rights in or to any Deliverables or other materials that are copyrightable under the copyright laws of the United States.

2. All Deliverables identified in this Contract or with funds hereunder, including any documents, data, photographs and negatives, electronic reports/records or other media, are the property of ODJFS, which has an unrestricted right to reproduce, distribute, modify, maintain, use the Deliverables. CONTRACTOR will not obtain any proprietary rights in or to any Deliverables or other materials that are copyrightable under the copyright laws of the United States.

B. The ODJFS Contract Manager is Name, or successor.

C. The ODJFS Contract Manager may periodically communicate specific requests and instructions to CONTRACTOR concerning the performance of the Deliverables described in this Contract. CONTRACTOR agrees to comply with any requests or instructions to the satisfaction of ODJFS within 10 business days after receipt of the requests or instructions. ODJFS and CONTRACTOR expressly agree to comply with any requests or instructions to the satisfaction of ODJFS within 10 business days.

D. Ownership of Deliverables.

1. All Deliverables provided by CONTRACTOR under this Contract or with funds hereunder, including any documents, data, photographs and negatives, electronic reports/records or other media, are the property of ODJFS, which has an unrestricted right to reproduce, distribute, modify, maintain, and use the Deliverables. CONTRACTOR will not obtain any proprietary rights in or to any Deliverables or other materials that are copyrightable under the copyright laws of the United States.

2. CONTRACTOR agrees to consult with the ODJFS Contract Manager as necessary to ensure the understanding of the Deliverables and the successful completion of the Contract.

3. CONTRACTOR agrees to consult with the ODJFS Contract Manager and the ODJFS Contract Manager will periodically report to the ODJFS Contract Manager and the ODJFS on the progress of the Deliverables.

ARTICLE II. EFFECTIVE DATE

This Contract is effective [DATE].
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.

B. It is expressly understood by both ODJFS and CONTRACTOR that this Contract will not be valid and enforceable until the Director of the Ohio Office of Budget and Management, first certifies, pursuant to Section 126.07 of the Ohio Revised Code (ORC), that there is a balance in the appropriation not already appropriated or obligated for the project described in this Contract. The ODJFS Contract Manager will notify CONTRACTOR when this certification is given.

ARTICLE III. COMPENSATION

A. The total amount payable under this Contract is TOTAL AMT and 00/100 Dollars ($TOTAL). ODJFS will pay an amount up to SFY1 AMT and 00/100 Dollars ($SFY1) for State Fiscal Year (SFY) 2020, and up to SFY2 AMT and 00/100 Dollars ($SFY2) for SFY 2021, expressly for the completion of the Deliverables. The total amount payable under this Contract is TOTAL AMT and 00/100 Dollars ($TOTAL). ODJFS will pay an amount up to TOTAL AMT and 00/100 Dollars ($TOTAL) for the completion of the Deliverables.

B. All Deliverables provided or produced pursuant to this Contract will include all work services that are intrinsic to the completion of the Deliverables, including but not limited to the performance of services, the furnishing of materials and supplies, the performance of labor, and the construction of tangible property. DELIVERABLES will be made freely available to the public unless ODJFS determines that a Deliverable is subject to copyright protection and that ODJFS has not obtained the necessary rights to make such Deliverable freely available.

C. All Deliverables provided or produced pursuant to this Contract will be considered "works made for hire" within the meaning of copyright laws of the United States and the State of Ohio. ODJFS is and will be deemed sole owner 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 that remain with CONTRACTOR, CONTRACTOR agrees to, and by executing this Contract does, assign to ODJFS all worldwide rights, title, and interest in and to the Deliverables. ODJFS acknowledges that its sole ownership of the Deliverables under this Contract does not affect CONTRACTOR's right to use general concepts, algorithms, programming techniques, methodologies, or technology that CONTRACTOR developed prior to or as a result of this Contract, or that are generally known and available to the public.

D. CONTRACTOR understands that it must submit a written request to ODJFS and receive express written permission from ODJFS to use any pre-existing, proprietary materials in any of the Deliverables under this Contract. ODJFS's approval of the inclusion of pre-existing, proprietary materials is predicated on CONTRACTOR granting to ODJFS and the State of Ohio a worldwide, non-exclusive, perpetual, royalty-free license to use, modify, sell, and otherwise distribute all such materials that are included in the Deliverables. ODJFS may 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.

E. CONTRACTOR hereby grants to ODJFS a perpetual, royalty free, non-exclusive, and irrevocable license to use, distribute, modify, and reproduce any Deliverables under this Contract, including, but not limited to, all works of authorship, computer programs, and other tangible materials that are included in the Deliverables. ODJFS may 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.

F. All Deliverables produced by CONTRACTOR under this Contract may be copyrighted in the name of CONTRACTOR. However, CONTRACTOR is required to obtain prior approval from ODJFS for release of any results, including preliminary and/or final results, related to funded projects or funded data under this Contract, and any documents, reports, data, photographs (including negatives), electronic reports and records, and other materials under this Contract. CONTRACTOR hereby grants to ODJFS a perpetual, royalty free, non-exclusive, and irrevocable license to use, distribute, modify, and reproduce any Deliverable under this Contract, including, but not limited to, all works of authorship, computer programs, and other tangible materials that are included in the Deliverables. ODJFS may 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.

G. CONTRACTOR understands that it must submit a written request to ODJFS and receive express permission from ODJFS to use any pre-existing, proprietary materials in any of the Deliverables under this Contract. ODJFS's approval of the inclusion of pre-existing, proprietary materials is predicated on CONTRACTOR granting to ODJFS and the State of Ohio a worldwide, non-exclusive, perpetual, royalty-free license to use, distribute, modify, and reproduce all such materials that are included in the Deliverables. ODJFS may 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.
B. It is further agreed that reimbursement of travel expenses shall not exceed [SFY1 Travel Dollar Amount] and 00/100 Dollars ($SFY1 Travel) for SFY [SFY1], and [SFY2 Travel Dollar Amount] and 00/100 Dollars ($SFY2) for SFY [SFY2], which amount(s) is/are included in the total compensation figures above. Expense reimbursement authorized by this section is limited to actual and necessary expenses subject to the limits as established pursuant to ORC 126.31, which are set forth in OAC 126-1-02, as well as any other laws, regulations, or Governor’s Executive Orders limiting travel expenses. CONTRACTOR expressly agrees not to submit claims for expenses which do not meet the requirements of this Section and further agrees to submit all claims to the ODJFS Contract Manager for approval prior to submitting a claim.

C. With the exception of travel expenses, the terms of the contract, when combined with any other open or 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.

D. CONTRACTOR expressly understands that ODJFS will not compensate CONTRACTOR for any work performed prior to the ending date of the contract. Failure to do so will be deemed a violation of the compensation herein contracted.

E. CONTRACTOR will submit a detailed invoice(s) on a one-time, monthly, quarterly, annual basis to the ODJFS Contract Manager, Office, Office Address OR Bureau of Accounts Payable at 30 East Broad Street, 37th Floor, Columbus, Ohio 43215. CONTRACTOR 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 number of hours, if applicable, and itemized travel and other expenses if permitted by this contract;
5. Description of Deliverables performed during the billing period;
6. Description of Deliverables performed during the billing period and other documentation requested by the ODJFS Contract Manager.

F. CONTRACTOR expressly understands that ODJFS will not compensate CONTRACTOR for any work performed prior to the ending date of the contract. Failure to do so will be deemed a violation of the compensation herein contracted.

G. CONTRACTOR expressly understands that ODJFS does not have the ability to compensate CONTRACTOR for invoices submitted after the State of Ohio purchase order has been closed. State of Ohio purchase orders are issued per SFY. CONTRACTOR must submit final invoices for payment for each SFY no later than 90 calendar days after the end date of each SFY, or if earlier, the end date of the last coupled SFYs, if applicable. All invoices must be submitted in accordance with ORC 126.07. If any portion of the contract remains unsettled after the State of Ohio purchase order has been closed, the Contract is considered terminated as of the date of the purchase order closing, unless otherwise agreed to by the parties.

H. CONTRACTOR and ODJFS understand that the terms of this contract, when combined with any other open or 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, ODJFS may immediately suspend this Contract at ODJFS’s sole discretion.

C. Notwithstanding the provisions of Sections A or B, above, ODJFS may immediately suspend or terminate this Contract immediately upon delivery of a written notice to CONTRACTOR if:

1. ODJFS loses funding as described in ARTICLE III;
2. ODJFS discovers any illegal conduct by CONTRACTOR; or
3. CONTRACTOR has violated any provision of ARTICLE VIII.

Suspension or termination under this provision shall not entitle CONTRACTOR to any rights or remedies described in ARTICLE III and any funds previously paid by or on behalf of ODJFS will not be liable to return. ODJFS will base the calculations of the payment method determined the amount due to CONTRACTOR. ODJFS will notify the recipient of termination of suspension, in order to form CONTRACTOR’s determination of the amount of any unspent and unearned funds due to CONTRACTOR for completion of Deliverables performed before notice of termination or suspension. In the event of suspension of termination under this ARTICLE, ODJFS will, upon receipt of a proper invoice:

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 subcontracts related to suspended or terminated Deliverables, including the release of records in their native format relating to cost, work performed, supporting documentation, results accomplished, and the conclusions reached through Deliverables;
3. Deliver all records and ensuring any additional costs incurred;
4. Prepare and transmit a report to ODJFS, as of the date the notice of termination or suspension was received, that describes the status and performance of completion of Deliverables, including the results accomplished and the conclusions reached through Deliverables;
5. Perform any other tasks ODJFS requires.

D. In the event of suspension or termination under this ARTICLE, ODJFS will, upon receipt of a proper invoice from CONTRACTOR, determine the amount of any unpaid Contract funds due to CONTRACTOR for Deliverables performed before CONTRACTOR received notice of termination or suspension. In order to determine the amount due to CONTRACTOR, ODJFS will base its calculations on the payment method described in ARTICLE III and any funds previously paid by or on behalf of ODJFS. ODJFS will not be liable for any further claims submitted by CONTRACTOR.
If ODJFS terminates this Contract for any reason provided in this ARTICLE, except for termination at will pursuant to Section B or termination for loss of funding pursuant to Section C, ODJFS will be entitled to utilize another contractor to complete the Deliverables of this Contract on any commercially reasonable terms as ODJFS and the covering contractor may agree. In this event, CONTRACTOR will be liable to ODJFS for all costs related to covering the project to the extent that such costs, when combined with payments already made to CONTRACTOR prior to termination, exceed the costs that ODJFS would have incurred under this Contract. CONTRACTOR's liability under this Section is in addition to any other remedies available to ODJFS pursuant to this Contract.

H. Upon CONTRACTOR's breach of any provision of this Contract, in addition to any other remedies available to ODJFS pursuant to this Contract, ODJFS may terminate the Contract without further notice to CONTRACTOR, and the Contract shall be deemed terminated effective upon the date specified by ODJFS. Such notice shall be in writing and shall be deemed given when received by CONTRACTOR. CONTRACTOR shall forthwith cease performance of all obligations under the Contract and shall forthwith return to ODJFS all materials and supplies furnished by or on behalf of ODJFS.

ARTICLE V. NOTICES

A. ODJFS and CONTRACTOR agree that communication regarding Deliverables, scope of work, invoice or billing questions, or other routine instructions will be between CONTRACTOR and the identified ODJFS Contract Manager.

B. Notices to ODJFS from CONTRACTOR that concern changes to CONTRACTOR's principal place of operation, billing address, legal name, federal tax identification number, mergers or acquisitions, corporate form, excusable delay, termination, bankruptcy, assignment, any notice pursuant to ARTICLE VIII, and/or any other formal notice regarding this Contract will be sent to the ODJFS Deputy Director of Contracts and Acquisitions at 30 East Broad Street, 31st Floor, Columbus, Ohio 43215.

C. Notices to CONTRACTOR from ODJFS concerning termination, suspension, option to renew, breach, default, and any other formal notice 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., registered or certified mail, postage prepaid).

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 in accordance with 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 (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 ODJFS. This includes all documents, reports, data, photographs, negatives, electronic reports and records. ODJFS will maintain the unrestricted right to reproduce, distribute, modify, maintain, and use such media in any way ODJFS deems appropriate. CONTRACTOR further agrees not to seek or obtain copyright, patent or other proprietary protection for any materials or items produced under this Contract. CONTRACTOR understands that all materials and items produced or acquired under this Contract are the property of ODJFS and are subject to all legal and ethical restrictions applicable to such materials and items. CONTRACTOR further agrees not to transfer, sell, distribute or otherwise disclose any such materials or items without the prior written consent of ODJFS.

B. CONTRACTOR agrees that all media produced pursuant to this Contract or acquired with Contract funds will become the property of ODJFS. This includes all documents, reports, data, photographs (including negatives), and electronic reports and records. ODJFS will maintain the unrestricted right to reproduce, distribute, modify, maintain, and use such media in any way ODJFS deems appropriate. CONTRACTOR further agrees not to seek or obtain copyright, patent or other proprietary protection for any materials or items produced under this Contract. CONTRACTOR understands that all materials and items produced or acquired under this Contract are the property of ODJFS and are subject to all legal and ethical restrictions applicable to such materials and items. CONTRACTOR further agrees not to transfer, sell, distribute or otherwise disclose any such materials or items without the prior written consent of ODJFS.

C. CONTRACTOR 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 ODJFS. This includes all documents, reports, data, photographs, negatives, electronic reports and records. ODJFS will maintain the unrestricted right to reproduce, distribute, modify, maintain, and use such media in any way ODJFS deems appropriate. CONTRACTOR further agrees not to seek or obtain copyright, patent or other proprietary protection for any materials or items produced under this Contract. CONTRACTOR understands that all materials and items produced or acquired under this Contract are the property of ODJFS and are subject to all legal and ethical restrictions applicable to such materials and items. CONTRACTOR further agrees not to transfer, sell, distribute or otherwise disclose any such materials or items without the prior written consent of ODJFS.
This writing constitutes the entire agreement between ODJFS and CONTRACTOR with respect to all matters hereinafter. Only a writing signed by both parties may amend this Contract. However, ODJFS and CONTRACTOR agree to be bound by the provisions of Article II, Amendment and Assignment.

ARTICLE VII. AMENDMENT AND ASSIGNMENT

A. This writing constitutes the entire agreement between ODJFS and CONTRACTOR with respect to all matters hereinafter. Only a writing signed by both parties may amend this Contract. However, ODJFS and CONTRACTOR agree to be bound by the provisions of Article II, Amendment and Assignment.

B. All ODJFS information that is classified as public or private under Ohio law will be treated as such by CONTRACTOR. Should the nature of any information be in question, ODJFS will determine whether the information is public or private. CONTRACTOR will restrict the use of any information, systems, or records ODJFS provides to the specific Deliverables of this Contract. CONTRACTOR and its employees agree to be bound by the same standards and rules of confidentiality that apply to employees of ODJFS and the State of Ohio. CONTRACTOR agrees that the terms of this section will be included in any subcontract executed by CONTRACTOR for work under this Contract.

C. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR and will be made available for audit by state and federal government entities that include but are not limited to, ODJFS, the Auditor of State, the Ohio Inspector General and all duly authorized law enforcement officials. The records will be retained for a minimum of 3 years after the last payment is received by ODJFS. 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 approved records retention schedule, CONTRACTOR agrees to pay all costs associated with any cause or action of negligence arising from such destruction.

D. CONTRACTOR agrees to retain all records in accordance with the appropriate records retention schedule. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR in accordance to the appropriate records retention schedule. The appropriate records retention schedule for this Contract is INSERT RECORDS SCHEDULE [Must be minimum of 3 years, 2 CFR 200.333]. If any records are destroyed prior to the date as determined by the approved records retention schedule, CONTRACTOR agrees to pay all costs associated with any cause or action of negligence arising from such destruction.

E. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR in accordance to the appropriate records retention schedule. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR in accordance to the appropriate records retention schedule. The appropriate records retention schedule for this Contract is INSERT RECORDS SCHEDULE [Must be minimum of 3 years, 2 CFR 200.333]. If any records are destroyed prior to the date as determined by the approved records retention schedule, CONTRACTOR agrees to pay all costs associated with any cause or action of negligence arising from such destruction.

F. CONTRACTOR agrees to retain all records in accordance with any litigation holds that are provided to them by ODJFS, and actively participate in the discovery process if required to do so, at no additional charge. Litigation holds may require CONTRACTOR to keep the records longer than the approved records retention schedule. In such cases, CONTRACTOR agrees to pay all costs associated with any cause or action of negligence arising from such destruction.

G. If applicable, CONTRACTOR hereby agrees to current and ongoing compliance with Title 42, Sections 1320d through 1320d-8 of the United States Code (42 USC 1320d-1 through 1320d-8) and the implementing regulations found at 45 CFR 164.502(e) and 164.504(e) regulating disclosure of Protected Health Information under the Health Insurance Portability and Accountability Act of 1996. If applicable, CONTRACTOR further agrees to include the terms of this section in any subcontract that may be executed pursuant to this Contract.

H. CONTRACTOR understands that the information provided by ODJFS pursuant to this Contract is proprietary and has been specifically identified by ODJFS as proprietary information that is protected by law and subject to applicable copyright laws. ODJFS will retain all Deliverable products that contain applicable copyright attribution as the intellectual property of CONTRACTOR for purposes of ORC 149.43.

I. All ODJFS information that is classified as public or private under Ohio law will be treated as such by CONTRACTOR. Should the nature of any information be in question, ODJFS will determine whether the information is public or private. CONTRACTOR will restrict the use of any information, systems, or records ODJFS provides to the specific Deliverables of this Contract. CONTRACTOR and its employees agree to be bound by the same standards and rules of confidentiality that apply to employees of ODJFS and the State of Ohio. CONTRACTOR agrees that the terms of this section will be included in any subcontract executed by CONTRACTOR for work under this Contract.

J. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR in accordance to the appropriate records retention schedule. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR in accordance to the appropriate records retention schedule. The appropriate records retention schedule for this Contract is INSERT RECORDS SCHEDULE [Must be minimum of 3 years, 2 CFR 200.333]. If any records are destroyed prior to the date as determined by the approved records retention schedule, CONTRACTOR agrees to pay all costs associated with any cause or action of negligence arising from such destruction.

K. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR in accordance to the appropriate records retention schedule. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR in accordance to the appropriate records retention schedule. The appropriate records retention schedule for this Contract is INSERT RECORDS SCHEDULE [Must be minimum of 3 years, 2 CFR 200.333]. If any records are destroyed prior to the date as determined by the approved records retention schedule, CONTRACTOR agrees to pay all costs associated with any cause or action of negligence arising from such destruction.

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N. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR in accordance to the appropriate records retention schedule. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR in accordance to the appropriate records retention schedule. The appropriate records retention schedule for this Contract is INSERT RECORDS SCHEDULE [Must be minimum of 3 years, 2 CFR 200.333]. If any records are destroyed prior to the date as determined by the approved records retention schedule, CONTRACTOR agrees to pay all costs associated with any cause or action of negligence arising from such destruction.

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Q. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR in accordance to the appropriate records retention schedule. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR in accordance to the appropriate records retention schedule. The appropriate records retention schedule for this Contract is INSERT RECORDS SCHEDULE [Must be minimum of 3 years, 2 CFR 200.333]. If any records are destroyed prior to the date as determined by the approved records retention schedule, CONTRACTOR agrees to pay all costs associated with any cause or action of negligence arising from such destruction.
ARTICLE VIII. CONTRACTOR CERTIFICATION OF COMPLIANCE WITH SPECIAL CONDITIONS

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

A. If at any time, CONTRACTOR is not in compliance with the conditions specified in this section, ODJFS will consider this Contract void ab initio and will deliver written notice to CONTRACTOR. Any funds the State of Ohio paid CONTRACTOR for work performed before CONTRACTOR received notice that the Contract is void ab initio will be immediately repaid or the State of Ohio may commence an action for recovery against CONTRACTOR.

1. Federal Debarment Requirements.

CONTRACTOR affirms that neither CONTRACTOR nor any of its principals or subcontractors, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal agency. CONTRACTOR also affirms that within 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, fraud, 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 any 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.

B. Qualifications to Conduct Business.

CONTRACTOR affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and all are current. If at any time during the Contract period CONTRACTOR, for any reason, becomes disqualified from conducting business in the State of Ohio, CONTRACTOR will immediately notify ODJFS in writing and will immediately cease performance of all Deliverables.


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 on the most recent list established by the Ohio Secretary of State, pursuant to ORC 121.23, which prohibits or otherwise restricts the employment of labor in connection with or in connection with any labor transaction, or contract between any parties and any person or entity engaged in a labor transaction.


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 qualified under ORC 9.24, or if it has taken the appropriate remedial steps, the finding for recovery has been vacated, rescinded, or reversed.

4. Remedies.

If at any time during the Contract period, CONTRACTOR fails to perform in accordance with the terms of this Contract, ODJFS may take any action available to it under law to recover any amounts due to ODJFS or otherwise enforce the terms of this Contract.
B. If at any time CONTRACTOR is not in compliance with the conditions affirmed in this Section, ODJFS may immediately suspend or terminate this Contract and will deliver written notice to CONTRACTOR. CONTRACTOR will be entitled to compensation, upon submission of a proper invoice per ARTICLE III, only for work performed during the time CONTRACTOR was in compliance with the provisions of this Section. Any funds paid by the State of Ohio for work performed during a period when CONTRACTOR was not in compliance with this Section will be immediately repaid or the State of Ohio may commence an action for recovery against CONTRACTOR.

1. **Americans with Disabilities**.

CONTRACTOR, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act.

2. **Fair Labor Standards and Employment Practices**.

CONTRACTOR agrees to incorporate the foregoing requirements of this Paragraph in all of its 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 other laws that will not engage in any action inconsistent with Ohio ethics laws or any other laws.

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, a contribution in excess of $1,000.00 to the current Governor or to the Governor's campaign committee when he was a candidate for office.

c. CONTRACTOR agrees to refrain from promising or giving to any ODJFS employee anything of value that could be construed as having a substantial and improper influence upon the employee with respect to the employee's duties. CONTRACTOR further agrees that it will not solicit any ODJFS employee to violate ORC 102.03, 2921.42, or 2921.43.

d. CONTRACTOR agrees that CONTRACTOR, its officers, employees, and members have not nor will they acquire any interest, whether personal, business, direct or indirect, that is incompatible, in conflict with, or would compromise the discharge and fulfillment of any obligations of CONTRACTOR.

e. CONTRACTOR agrees that all subcontracts for any of the work prescribed herein will be in compliance with all applicable federal and state laws and rules.

f. CONTRACTOR assures that it will comply with all applicable non-discrimination laws in conducting programs, including, but not limited to, programs providing educational or training opportunities.

g. CONTRACTOR certifies that 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 other laws.

h. 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, a contribution in excess of $1,000.00 to the current Governor or to the Governor's campaign committee when he was a candidate for office.

i. CONTRACTOR agrees to refrain from promising or giving to any ODJFS employee anything of value that could be construed as having a substantial and improper influence upon the employee with respect to the employee's duties. CONTRACTOR further agrees that it will not solicit any ODJFS employee to violate ORC 102.03, 2921.42, or 2921.43.

j. 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 any obligations of CONTRACTOR.

k. CONTRACTOR agrees that all subcontracts for any of the work prescribed herein will be in compliance with all applicable federal and state laws and rules.
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 ODJFS determines that participation would not be contrary to public interest.

4. Lobbying Restrictions

a. CONTRACTOR affirms that no federal funds paid to CONTRACTOR by ODJFS through this Contract or any other agreement have been or will be used to lobby Congress or any federal agency in connection with a particular contract, grant, cooperative agreement, or loan. CONTRACTOR further affirms compliance with all federal lobbying restrictions, including 31 USC 1352. If this Contract exceeds One Hundred Thousand and 00/100 Dollars ($100,000.00), CONTRACTOR affirms that it has executed and filed the Disclosure of Lobbying Activities standard form LLL, if required by federal regulations, and is in compliance with 31 USC 1352 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 ODJFS and any child support enforcement agency in ensuring that CONTRACTOR and its employees meet child support obligations established by state and federal law including present and future compliance with any court or valid administrative order for the withholding of support issued pursuant to the applicable sections of ORC Chapters 3119, 3121, 3123, and 3125.

6. 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 and 2 CFR 182, regarding a drug-free workplace. CONTRACTOR agrees to make a good faith effort to ensure that none of its officers, employees, members, or subgrantees will purchase, transfer, use, or possess illegal drugs or substances of abuse.

7. 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.

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 2008-13, 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 take affirmative steps to ensure that minority businesses, women's business enterprises and labor surplus area firms are used when possible.
a. CONTRACTOR certifies that by executing this Contract, it has reviewed, understands, and will abide by the Governor’s Executive Order 2019-12D 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 performed under this Contract will be accessed, tested, maintained, backed-up, or stored; and
   3. The principal location of business for the contractor and all subcontractors.

c. CONTRACTOR also affirms, understands, and agrees to immediately notify ODJFS of any change or shift in the location(s) of services performed by CONTRACTOR or any of its subcontractors, and waives all liability for any services performed outside of the United States.

11. Termination, Sanction, Damages:

   a. ODJFS is not obligated and shall not pay for any services provided under this Contract that CONTRACTOR or any of its subcontractors performed outside of the United States. If services are performed outside of the United States, this will be treated as a material breach of the Contract, and CONTRACTOR shall immediately return to ODJFS all funds paid for those services.

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

11. PRIVATE ENTITY Combating Trafficking in Persons

   a. CONTRACTOR agrees that it is in compliance with the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 USC 7104), see 2 CFR Part 175 and the Federal Acquisition Regulation (FAR) for Combating Trafficking in Persons, 48 CFR Subpart 22.17. The provisions found in 48 CFR 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: engaging in severe forms of trafficking in persons during the period of performance of the Contract; providing commercial sex acts during the period of performance of the Contract; or 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 prohibitions described in the preceding paragraph.

   d. ODJFS has the right to immediately and unilaterally terminate this Contract if any provision in this Section is violated and ODJFS may implement section 106 (g) of the TVPA, see 2 CFR Part 175.10.
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. ODJFS has the right to immediately and unilaterally terminate this Contract if any provision in this Section is violated and ODJFS may implement section 106 (g) of the TVPA, see 2 CFR 175.10.


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 ODJFS.


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 exceeds $10,000. Under the funding agreement, the Contractor must comply with the requirements of 2 CFR 401.2(a) and CONTRACTOR agrees to comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

15. 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.


Pursuant to Division B of ORC 9.76, the CONTRACTOR warrants that it is not boycotting any jurisdiction with whom the State of Ohio can enjoy open trade, including Israel, and hereby agrees that it shall not do so during the contract period.


The CONTRACTOR agrees to certify that it will comply with all other applicable federal and state laws, regulations, rules, and Executive Orders and will require all of its subcontractors to certify the same.

ARTICLE IX - CONFIDENTIALITY OF INFORMATION AND SECURITY PROCEDURES

A. CONTRACTOR agrees that it shall not use any information, systems, or records made available to it for any purposes other than to fulfill the obligations specified herein. CONTRACTOR specifically agrees to comply with state and federal confidentiality and information disclosure laws, rules, and regulations applicable to programs under which this Agreement exists, including, but not limited to:

1. For Children Services Programs:

   a. United States Code, 42 USC 5106;

2. ODJFS may implement section 106 (g) of the TVPA, see 2 CFR 175.10.

b. ODJFS has the right to immediately and unilaterally terminate this Contract if any provision

c. Employees of the Contractor agrees that they shall not use any information, systems, or

 subcontractors of subcontractors to notify its employees of the prohibited activities described in the

 preceding paragraph.

d. Use of forced labor in the performance of activities under this Contract or under any

 subcontractor are in effect.

e. Engages in severe forms of trafficking in persons or has procured a commercial sex act

 during the period of time this Contract or any subcontract or subagreements are in effect.


g. For Children Services Programs:
b. Code of Federal Regulations, 45 CFR 205.50;
c. Ohio Revised Code, ORC 149.43, 5101.27, 5101.29, and ORC 5101.13 through 5101.134;
and
d. Corresponding Ohio Administrative Code rules, including, but not limited to: OAC 5101:2-33-70 (related to SACWIS) and OAC 5101:2-33-21 (Confidentiality and dissemination of child welfare information).

B. XXXXXX understands SACWIS information is confidential and unauthorized release or failure to take safeguards, whether intentional or unintentional, to protect SACWIS data may result in applicable civil and criminal sanctions and penalties, including but not limited to, those stipulated in ORC 5101.99(C) and/or ORC 2151.99(A).

Only individuals who are authorized to do so may access the information contained in SACWIS. No person shall access, use or disclose information other than in accordance with state law and ODJFS rule.

C. Records obtained from ODJFS must be maintained in a separate database and be clearly identifiable as the records of ODJFS. XXXXX will retain any identifiable records received from ODJFS only for the period of time required for any processing related to the activities under this Agreement. XXXXX agrees that any data made available to XXXXX by ODJFS shall be returned to ODJFS or destroyed not later than 90 calendar days following termination of this Agreement and shall certify that no copies of source data were retained by XXXXX. XXXXX will notify the ODJFS Agreement Manager in writing that the records have been returned or destroyed.

D. XXXXX shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected personal data that it creates, receives, maintains, or transmits on behalf of ODJFS against use or disclosure not provided for by this Agreement. ODJFS shall review any research prior to dissemination or publication to ensure the research is void of any names or data by which any individual could be identified or deductively inferred.

E. XXXXX will provide ODJFS with a listing of officials with authority (by Position) to request information authorized by this Agreement. XXXXX agrees that access to the records and data provided by ODJFS and described in ARTICLE II will be restricted to only those authorized employees, officials, subcontractors, and other persons who need it to perform duties related to this Agreement. XXXXX agrees to provide the ODJFS Agreement Manager with a complete listing of any and all persons who shall have access to the above referenced records and/or data. XXXXX must also submit a completed and signed ODJFS Personal Confidentiality Statement for each person who may access the information. The ODJFS Personal Confidentiality Statement is attached hereto as Attachment A and is incorporated herein. If applicable, the ODJFS Agreement Manager will provide XXX with the ODJFS 07078 Code of Responsibility Form to be completed by XXX's staff members who will have access to SACWIS. ODJFS Internal Policy and Procedure 3922 states the requirements of the ODJFS 07078 form and should be read by any individual who signs the form. [Remove if certain no access to SACWIS is being granted]

F. XXXXX agrees that the above records and/or data and any records, reports, databases, and/or other derivative documents created from the information provided under this Agreement shall be stored in an area that is physically safe from access by unauthorized persons during duty and non-duty hours. Information provided under this Agreement shall be protected electronically to prevent unauthorized access by computer, remote access, or any other means. No records will be backed up or stored outside of the United States.

G. XXXXX shall assure that all persons who have access to the above referenced information shall be fully apprised as to the confidential nature of the information, the safeguards required to protect the information, and the applicable civil and criminal sanctions and penalties associated with any intentional or non-intentional disclosure. No subcontractor shall receive any information without a written agreement with a clause that includes the above mentioned requirements.

H. XXXXX shall not disclose any information provided by ODJFS to any third party without the specific written authorization of the Director of ODJFS.
I. XXXXX shall permit onsite inspection by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, the Inspector General of Ohio, or any duly authorized law enforcement officials) and by agencies of the United States government to ensure the requirements of state and federal law, regulations, and this Agreement are met.

J. ODJFS will prepare data pursuant to the security and encryption standards found in Ohio Administrative Policy IT-13, Data Classification; Ohio IT Standard ITS-SEC-01, Data Encryption and Cryptography; Ohio Administrative Policy IT-14, Data encryption and securing sensitive data; and NIST Special Publication 800-53, Revision 4. XXXXX shall retain this encryption while the data is in a portable format (e.g. tape, laptop, flash/USB drive).

K. XXXXX will immediately notify the ODJFS Agreement Manager of any suspected or actual violation of the terms of this Agreement.

L. XXXXX, if responsible for a breach of ODJFS data security, shall act in compliance with Ohio law at the time of the breach. XXXXX will notify the ODJFS Agreement Manager within 24 hours of a data breach.

M. XXXXX agree(s) and acknowledge(s) that the information provided by ODJFS may be considered confidential or proprietary under the laws of the State of Ohio or under federal law. If XXXXX, as a public entity, receives a public records request for information related to this Agreement, XXXXX will promptly notify ODJFS. If ODJFS believes there is information that is confidential or proprietary and should not be released, XXXXX will provide a reasonable period of time for ODJFS to seek to have the confidential or proprietary information withheld from the document prior to releasing the document.

N. The terms of this Agreement shall be included in all subcontracts executed by XXXXX for any and all work under this Agreement.

ARTICLE X. MISCELLANEOUS PROVISIONS

A. Independent Contractor

. CONTRACTOR agrees that no agency, employment, joint venture, or partnership has been or will be created between ODJFS and CONTRACTOR. CONTRACTOR further agrees that as an independent contractor, it assumes all responsibility for any federal, state, municipal or other tax liabilities along with workers compensation, unemployment compensation, and other third party liabilities that are applicable to the services provided by CONTRACTOR. 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, Federal law, Ohio Administrative Law, Ohio Administrative Policy, Ohio Administrative Policies, Ohio Administrative Policies and Procedures, Ohio Administrative Policy 800-53, Revision 4, Ohio Administrative Policy 14. Data encryption and securing sensitive data, and NIST Special Publication 800-53, Revision 4, Data classification: Ohio IT Standard ITS-SEC-01, Data encryption and securing sensitive data. ODJFS will prepare and deliver the security and encryption standards found in Ohio Administrative Law, regulations, and this Agreement as met.

. It is the responsibility of the ODJFS Agreement Manager or any suspect of a breach of ODJFS data security, shall act in compliance with Ohio law at the time of the breach. XXXXX, as the party responsible for a breach of ODJFS data security, shall act in compliance with Ohio law at the time of the breach. XXXXX will immediately notify the ODJFS Agreement Manager of any suspected or actual violation of the terms of this Agreement.

. ODJFS shall provide data encryption and securing sensitive data found in other administrative policies, standards, and regulations. ODJFS shall provide data encryption and securing sensitive data found in other administrative policies, standards, and regulations. ODJFS shall provide data encryption and securing sensitive data found in other administrative policies, standards, and regulations. ODJFS shall provide data encryption and securing sensitive data found in other administrative policies, standards, and regulations.
B. CONTRACTOR will not be liable for any delay in its performance that arises from causes beyond its own 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 performance date as soon as practicable after notice of delay. The delaying party must also describe the cause of the delay and its effect on the performance of the Deliverables. CONTRACTOR agrees to perform under this Contract in connection with this Contract, ODJFS or the State of Ohio may, but is not obligated to, pay those claims and charges the amount of payment against the funds due or to become due to CONTRACTOR under this Contract in connection with this Contract, ODJFS or the State of Ohio may, but is not obligated to, pay those claims and charges the amount of payment against the funds due or to become due to CONTRACTOR under this Contract.

C. Infringement of Patent or Copyright

CONTRACTOR will not be liable for any claim of infringement of any patent, copyright, or trademark arising out of the performance of this Contract, including all work, services, materials, and reports furnished to or performed by CONTRACTOR under this Contract, or the use of or publication thereof is enjoined, CONTRACTOR agrees to, at its own expense and at its option, either procure the right to 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.

CONTRACTOR will not be liable for any claim of infringement of any patent, copyright, or trademark arising out of the performance of this Contract, including all work, services, materials, and reports furnished to or performed by CONTRACTOR under this Contract, or the use of or publication thereof is enjoined, CONTRACTOR agrees to, at its own expense and at its option, either procure the right to 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.

CONTRACTOR will not be liable for any claim of infringement of any patent, copyright, or trademark arising out of the performance of this Contract, including all work, services, materials, and reports furnished to or performed by CONTRACTOR under this Contract, or the use of or publication thereof is enjoined, CONTRACTOR agrees to, at its own expense and at its option, either procure the right to 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. Limitation of Liability

To the extent allowable by law and subject to ORC 109.02, each party agrees to be responsible for its own defense and any judgments and costs that may arise from such defense thereof; and full disclosure of information along with all reasonable cooperation for the defense of any such action. CONTRACTOR agrees to pay all damages and costs awarded against ODJFS, any official or employee of ODJFS in his or her official capacity, or the State of Ohio due to any alleged infringement of any of its own patents, copyrights, trademarks, or trade secrets. Nothing in this Contract will impair or restrict any such liability or responsibility from one party to the other. To the maximum extent permitted by law, the parties agree that the exclusive remedy for failure to perform under this Contract will be 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 ODJFS knew or should have known of the possibility of such damage. Nothing in this Contract shall be construed to relieve any party of its obligation to perform under this Contract in connection with this Contract. The party that does not perform under this Contract will be liable for the limitations set forth in this ARTICLE. Each party agrees to be responsible for any ODJFS failure to perform under this Contract will be an action in the Ohio Court of Claims pursuant to ORC Chapter 2743.
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 subcontractors will be considered controllable by CONTRACTOR, except for third-party manufacturers supplying commercial items and over whom CONTRACTOR has no legal control. The final determination of whether an instance of delay is excusable lies with ODJFS in its discretion.

F. Insurance

If applicable, CONTRACTOR agrees to maintain, at its own cost, automobile, fleet, and commercial general liability insurance.

G. Attachments

Attachments and documents referenced in this Contract are made a part hereof, and each executed counterpart shall be considered an original, provided that such counterparts are delivered to the other party by facsimile, mail courier, or electronic mail, all of which together shall constitute one and the same agreement.

H. Counterparts

This Contract may be executed in one, or more than one counterpart and each executed counterpart shall be considered an original, provided that such counterparts are delivered to the other party by facsimile, mail courier, or electronic mail, all of which together shall constitute one and the same agreement.
### PHASE I: Initial Qualifying Criteria

Qualified technical proposals will be collected by a Proposal Review Team (PRT) appointed by ODJFS. The following criteria will be considered when selecting the technical proposal.

#### Technical Proposal Score Sheet

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PROPOSAL ACCEPTANCE CRITERIA</th>
<th>RFP Sec. Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Was the vendor's proposal received by the deadline as specified in the RFP?</td>
<td>2.1, 6.1</td>
</tr>
<tr>
<td>2</td>
<td>Did the vendor submit a proposal comprised of a Technical Proposal and, in a separate, appropriately labeled, sealed envelope, a Cost Proposal?</td>
<td>6.1</td>
</tr>
<tr>
<td>3</td>
<td>Does the vendor's proposal include all required affirmative statements and certifications, signed by the vendor's responsible representative, as described in Attachment A to the RFP?</td>
<td>6.2, A.</td>
</tr>
<tr>
<td>4</td>
<td>Is the vendor free from being prohibited to enter into a contract with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or as established in ORC 9.24?</td>
<td>5.18 / 5.19, 5.20</td>
</tr>
<tr>
<td>5</td>
<td>Is the vendor a college, university, or research and program evaluation consulting firm?</td>
<td>3.1, A.</td>
</tr>
<tr>
<td>6</td>
<td>Did the vendor's proposal identify a Lead Researcher (Principal Investigator) who possesses an advanced degree in Social Work, Social/Behavioral Science, Social Research, Public Administration, or a related discipline and a minimum of five (5) years’ experience evaluating projects with child welfare population, and similar experience in collecting and analyzing child welfare data, where the Lead Researcher served as the PI for the project(s)?</td>
<td>3.1, B.</td>
</tr>
<tr>
<td>7</td>
<td>Does the vendor plan to collaborate with subcontractors? If so, do the subcontractor qualifications meet the qualifications specified above, which are applicable to all subcontractors?</td>
<td>3.1, C.</td>
</tr>
<tr>
<td>8</td>
<td>Did the vendor provide evidence of prior experience conducting data analysis with Statewide Automated Child Welfare Information System (SACWIS) data sets or experience utilizing other complex data systems relevant to evaluating social/behavioral science projects?</td>
<td>3.1, D.</td>
</tr>
<tr>
<td>9</td>
<td>Did the vendor demonstrate prior experience of receiving Institutional Review Board (IRB) approval for projects of a similar size and scope?</td>
<td>3.1, E.</td>
</tr>
<tr>
<td>10</td>
<td>Has the vendor proposed any changes to the ODJFS model contract / grant agreement attached to this competitive document for use in the event of its selection for this project?</td>
<td>5.5.</td>
</tr>
</tbody>
</table>

Has the vendor proposed any changes to the ODJFS model contract/grant agreement attached to this competitive document for use in the event of its selection for this project?

- If changes were proposed by the vendor, the score changes reflect the ODJFS disqualifies the vendor.
- If changes were not proposed by the vendor, the score changes reflect the ODJFS does not disqualify the vendor.

**Proposal Acceptance Criteria**

<table>
<thead>
<tr>
<th>I</th>
<th>Proposal Score</th>
<th>Changes Proposed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>No</td>
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<tr>
<td>3</td>
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<td>9</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>10</td>
<td>0</td>
<td>No</td>
</tr>
</tbody>
</table>

**Total Score:** 0

---

**Phase II: Criteria for Scoring of Technical Proposal**

Qualifying technical proposals will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS. The following criteria will be considered when selecting the technical proposal.

#### Technical Proposal Score Sheet

<table>
<thead>
<tr>
<th>RFP JFRS2021068175</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTACHMENT C</td>
</tr>
</tbody>
</table>

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**Proposal Acceptance Criteria**

<table>
<thead>
<tr>
<th>I</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Score:** 0
Technical Performance Scoring Definitions:

- **Does Not Meet Requirement** - A particular RFP requirement was not addressed in the vendor’s proposal. Score: 0
- **Partially Meets Requirement** - A particular RFP requirement is partially met in the proposal and misses only minor, non-substantial deviation. Score: 6
- **Meets Requirement** - A particular RFP requirement is fulfilled in all material respects, potentially with only minor non-substantial deviation. Score: 8
- **Exceeds Requirement** - A particular RFP requirement is fulfilled in all material respects, and offers some additional level of performance. Score: 10

The technical proposal score sheet is designed to provide a framework for evaluating vendor qualifications and organizational experience. Only those vendors whose technical proposals meet or exceed the minimum required technical points will advance to PHASE III of the evaluation process. A technical proposal’s total PHASE II score will be the sum of the point values for all the evaluation criteria. 

### Evaluation Criteria

<table>
<thead>
<tr>
<th>#</th>
<th>ITEM</th>
<th>EVALUATION CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Organization, Experience &amp; Capabilities</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>Does the vendor have the capacity and prior experience carrying out similar evaluation in size and scope within the last five (5) years? 3.2, A.</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>Has the vendor described their experience in successfully conducting the type of evaluation proposed for this project (process, performance, AND outcome)? The response should include separate examples for each of the types of evaluation – process, performance, and outcome. 3.2, A.1.</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>Has the vendor described their experience in working on evaluation studies of comparable size and scope, such as managing measurements over multiple time periods and multiple locations using rigorous statistical methods? The response should include a description of data collection and analysis tools created or utilized in these previous studies. 3.2, A.2.</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>Did the vendor describe their experience in prevention related evaluation efforts? The response should include a description of a previous prevention related evaluation project, the project being evaluated, and evaluation methods used to evaluate outputs and outcomes. 3.2, A.3.</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>Did the vendor demonstrate their ability to create or modify a baseline needs assessment in a social science project and how those needs assessments were utilized in continuing quality improvement efforts? 3.2, B.</td>
</tr>
<tr>
<td>7</td>
<td>3</td>
<td>Does the vendor have at least three (3) years experience working with a social/behavioral Institutional Review Board (IRB), which is an independent committee responsible for approving, monitoring, and reviewing research projects that involve human subjects. Such experience may include: preparing evaluation plans for submission to an IRB, responding to IRB requests and recommendations, revising evaluation study plans as necessary, ensuring informed consent of participants, etc. 3.2, C.</td>
</tr>
<tr>
<td>8</td>
<td>3</td>
<td>Does the vendor have an IRB in-house or if not, have they hired an IRB in the past? The response should identify the IRB and specify whether the IRB is a social services/behavioral IRB. Note: Preference to be given to vendors with an in-house social services/behavioral IRB. 3.2, C.1.</td>
</tr>
<tr>
<td>9</td>
<td>2</td>
<td>Did the vendor describe how an effective relationship with an IRB has been established and maintained through an evaluation study, such as indicating how the corrective action plans were developed, implemented, and evaluated to ameliorate study concerns raised by an IRB? 3.2, C.2.</td>
</tr>
<tr>
<td>10</td>
<td>3</td>
<td>Does the vendor have at least five (5) years’ experience in effectively safeguarding personally identifiable information— including, but not limited to— maintenance and use of statistical processing software and ensuring that data collection methods used to evaluate outputs and outcomes comply with the needs assessment and the goals and objectives of the evaluation. 3.2, D.</td>
</tr>
</tbody>
</table>

The evaluation team will collectively score each individual qualifying proposal.

The technical performance score sheet details the evaluation criteria against which proposals will be scored, with each criterion being rated as: Does Not Meet Requirement, Partially Meets Requirement, Meets Requirement, or Exceeds Requirement. The total score for each proposal will be calculated by summing the point values for all the evaluation criteria.

Technical Performance Score Sheet Definitions:

- **Does Not Meet Requirement** - A particular RFP requirement was not addressed in the vendor’s proposal. Score: 0
- **Partially Meets Requirement** - A particular RFP requirement is partially met in the proposal and misses only minor, non-substantial deviation. Score: 6
- **Meets Requirement** - A particular RFP requirement is fulfilled in all material respects, potentially with only minor non-substantial deviation. Score: 8
- **Exceeds Requirement** - A particular RFP requirement is fulfilled in all material respects, and offers some additional level of performance. Score: 10

The technical proposal score sheet includes a table for evaluating vendor qualifications and organizational experience. Only those vendors whose technical proposals meet or exceed the minimum required technical points will advance to PHASE III of the evaluation process. A technical proposal’s total PHASE II score will be the sum of the point values for all the evaluation criteria. The evaluation team will collectively score each individual qualifying proposal.
## INFORMATION PROCESSING TECHNOLOGY

The vendor shall have the capacity to securely collect, transfer, store, and maintain data files in compliance with state and federal standards, as outlined in the documents listed below (links are in the Reference Library, Section 2.4):

2. The ODJFS Personal Confidentiality Statement

### STAFF EXPERIENCE & CAPABILITIES

1. Did the vendor identify a Lead Researcher with an advanced degree in Social Work, Social/Behavioral Science, Social Research, Public Administration, or a related discipline and a minimum of five (5) years’ experience evaluating projects with child welfare populations, and similar experience in collecting and analyzing child welfare data?

2. Did the vendor identify all key staff (at minimum, a project manager) who all must have, at minimum, a bachelor’s degree in social work, social/behavioral science, social research, public administration or a related discipline with a minimum of five (5) years’ experience in the social services field. Individuals with previous experience evaluating child welfare projects are preferred.

3. Did the vendor identify all prior experience working on projects of similar scope and size, as well as which key staff were responsible for executing the project deliverables? Vendors should identify the sponsor and funding source of the project, as well as the length of time spent on the project(s).

4. The vendor has described how they will produce an Evaluation Design Report (EDR) that will provide the framework that identifies the evaluation study’s various elements and describe their methods of analysis, which are required by the Children’s Bureau. The description must also include the software and data systems that will be used in the performance of the evaluation study.

5. The vendor has described a plan to include the EDR components listed in Section 4.1 A., 1-5 of the RFP.

6. The vendor has described how their process evaluation explores and explains the extent to which activities were implemented as intended and to describe the characteristics of the clients served through the Community-Based Prevention Model. Also, the vendor described how their process evaluation provides context and information that make evaluation results more useful and informative for future program development or replication and should be performed in consideration to the following components listed in Section 4.1, B, 1-4.

7. The vendor has described how their performance evaluations will involve regular examination of ongoing processes and progress toward outcomes as well as devising organizational structures that will ensure the information learned from the evaluation is employed for continuous quality improvement in consideration to the following components listed in Section 4.1, C, 1-4.

8. The vendor has described how they will conduct the outcome evaluation to comprehensively examine the impact of the program on strengthening families and increasing the capacity of the community, evaluating at minimum the following goals listed in Section 4.1, D. of the RFP.

9. The vendor has proposed a plan to collect outcome measures according to a plan to be developed by the Administration for Children and Families (ACF) to ensure common measurement collection across Child Welfare Community Collaborations grantees.

## SCOPE OF WORK / SPECIFICATION OF DELIVERABLES

1. The vendor must describe all the following components:
   - Needs Assessment and Program Development
   - Evaluation Design
   - Data Collection
   - Data Analysis
   - Report Writing
   - Training and Technical Assistance

## STAFF EXPERIENCE & CAPABILITIES

1. Does the vendor have at least five (5) years’ experience in grant management practices to complete grant activities with high quality results and within the specified period of performance?

2. Does the vendor have at least five (5) years’ experience in disseminating evaluation results from similar studies?

3. Does the vendor have at least two (2), but no more than three (3), letters of reference, within the submitted proposal (NOT submitted separately)? These references must relate to work conducted within the past seven (7) years. Proposals may include evidence of multiple projects, or rehire with the same organization.

4. Note: Preference will be given to references for successful program evaluation services/projects in child welfare or child abuse and neglect prevention.
The vendor has a timeline that reflects sufficient time and resources to effectively implement the evaluation study in accordance with the timelines outlined in Appendix D and includes the following:

1. Clearly show that the evaluation plan is feasible and appropriately aligned with the program components and schedule;

2. Include all relevant evaluation activities, such as: time for planning and design of the evaluation study; meetings with pilot areas and partner agencies, OCTF, ODJFS, CB; obtaining IRB approval; participant enrollment; baseline data collection; administrative data collection; quality control activities; analysis of data; cleaning data of personally identifiable information; reporting (interim and final); and distribution; and,

3. Identify the individual(s), pilots and/or partner(s) responsible for evaluation activities.

The vendor has developed a budget for evaluation study costs that includes all costs to conduct the evaluation activities outlined in the scope of work and deliverables Section 4.1, F., of this RFP.

The vendor's proposal includes a Dissemination Plan that describes the methods OCTF will use to share information on the Community-based Prevention Project with child and family serving agencies and professionals on the local, state, and national levels.

The vendor has demonstrated its ability to effectively manage the evaluation study from design to completion and to effectively coordinate and collaborate with OCTF, the implementation teams, the IRB, ODJFS, the Children's Bureau, and all other identified partners and stakeholders.

The vendor has submitted a proposal which complies with the specified submission format. The vendor has submitted a proposal which is free of self-promotional claims. The vendor has submitted a proposal which has been thoroughly proofread for spelling and grammatical errors.

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.]

Based upon the Grand Total Technical Score earned, does the vendor's proposal proceed to the Phase III evaluation of its Cost Proposal? (Vendor's Grand Total Technical Score must be at least 360 points.)

Yes ________ No ________
(If "No," Vendor's Cost Proposal will not be opened.)
Funding was awarded to the Ohio Children’s Trust Fund on a federal fiscal year basis. The state of Ohio requires the Ohio Children’s Trust Fund to establish contracts with vendors on a state fiscal year basis. Therefore, to appropriately project both federal and state budgets, the Ohio Children’s Trust Fund will need interested parties to break their budgets into both state and federal fiscal years.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>SFY 2020</th>
<th>SFY 2021</th>
<th>SFY 2022</th>
<th>SFY 2023</th>
<th>SFY 2024</th>
<th>SFY 2025</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>A. Evaluation Design Report</td>
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<td>$</td>
<td>$ No Charge</td>
<td>$ No Charge</td>
<td>$ No Charge</td>
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<td>B. Process Evaluation</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<td>C. Performance Evaluation</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<td>D. Outcome Evaluation</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<td>E. Timeline</td>
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<td>F. Travel Costs only</td>
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<td>$</td>
<td>$</td>
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<td>G. Dissemination Plan</td>
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<td>$</td>
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<td>$</td>
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<tr>
<td>Other. Explain</td>
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<td>$</td>
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<td>$</td>
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<td>Project Grant Total</td>
<td>Indirect Costs covering all SFY’s (not to exceed 10% of total deliverable costs for each SFY)</td>
<td></td>
<td></td>
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</tbody>
</table>
Part III—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, or to make the connections between costs and the technical proposal.
Appendix A: Theory of Change

Our Theory: The OCTF along with the Northeast Ohio Regional Prevention Council partners, specifically Columbiana, Mahoning and Trumbull counties, believe that if the community provides a multi-tiered approach of service delivery to meet a family's needs across all domains, family coaching and life skills, and child abuse supportive community resources and parenting skills will be enhanced and nurturing given to families. THEN families will be strengthened, knowledge regarding supportive community resources and parenting skills will be enhanced, and nurturing given to children will improve thereby increasing health and safety for minors and reducing child abuse and neglect incidents as well as foster care placements and

and
**Logic Model for Community-Based Prevention Program - Enhancing Safety and Well-Being for Ohio’s Children and Families**

**Program Vision:** Form a multi-system collaboration for the design and implementation of a multi-tiered, community-based prevention model offering a continuum of community-based services and supports for children and families.

**Target Population:** Parents/caregivers and the children that they are caring for in Columbiana, Mahoning, and Trumbull counties are the target population for the grant.

**Goals:**
- To identify parents/caregivers and provide key supports that will improve parenting behaviors, strengthen family protective factors, prevent child maltreatment and entry into foster care, reduce family risk factors, and increase overall safety and well-being of children and families.

<table>
<thead>
<tr>
<th>puts-Resources</th>
<th>Outputs-Activities</th>
<th>Short-Term Outcome</th>
<th>Intermediate Outcome</th>
<th>Long-Term Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>The OCTF, ODJFS &amp; NEORPC leadership and strategic plans.</td>
<td>Planning process refines population, approaches, implementation, &amp; evaluation through stakeholder input. Community awareness, training &amp; outreach occurs with focus on partners/systems, caregivers &amp; broader public. 150 families identified each yr 2-5 through outreach and assessed for needs in life domains, including ACE questionnaire, UNCOPE, CTAC, and financial and housing stability. 150 families provided with evidence-based services, e.g., home visits, parenting education, peer support, M.I. and navigation to community resources, e.g., behavioral health, financial aid. Evidence-based parent education and peer support includes Triple P Positive Parenting Program and Motivational Interviewing. Total 600 families served over five years.</td>
<td>Planning process results in Children’s Bureau approving the program. 30 stakeholders rate planning process as inclusive &amp; helpful. Activity Logs show that the target population was served with all components of strategies/action plans. Activity Logs and observations show fidelity to evidence-based programs. Parents or children with trauma symptoms, mental health or substance misuse concerns linked with evidence-based treatment. Parents report accessing needed community resources. Information and referrals allow parents to seek treatment, etc. Concrete supports provide immediate crisis relief for families.</td>
<td>Parents show increased positive factors, including knowledge of parenting, concrete support, nurturing, &amp; resiliency on Protective Factors Survey—pretest compared to posttest. Parents show increased positive parenting behaviors with children as measured retrospectively by Family Support Program Outcomes Survey and Triple P surveys. Persons exposed to trauma show reduced symptoms on pretest and posttest Trauma Symptom Checklist and Trauma Symptom Checklist for Young Children.</td>
<td>Families and children are healthy and safe with increased well-being. Families have fewer reports of child abuse/neglect compared to non-treatment group. Data collected through Statewide Automated Child Welfare Information System (SACWIS). Families have fewer reports of foster care placements compared to the non-treatment group. Data collected via SACWIS.</td>
</tr>
</tbody>
</table>

**Service Assumptions:** Evidence-based practices will result in positive parenting and protective factors and reductions in risk factors. With TA & stakeholder input, selection will be refined during planning. Triple P Level 3 (rated 2-Supported) and Level 4 (rated 1-Well-Supported) have multiple RCT studies (Heinrichs, N., Kliem, S., & Hahlweg, K. 2014). Motivational Interviewing (rated 1-Well-Supported) has multiple RCT studies (Osterman, R. L., & Dyehouse, J. 2012). Strengthening Families Protective Factors Framework was developed by the Center for the Study of Social Policy and is a researched, evidence-informed framework.
Appendix C: Process Evaluation Research Questions

Research Questions to Address the Elements in Section IV 2

1) What core components of the strategies, activities, and programs were implemented?
   a. Identify the core elements of each of the main strategies and what were the activities and programs that were included.
   b. Were all elements implemented that were mentioned in the grant? What policies, procedures, or action steps have been put in place to support those components?

2) To what extent were the strategies, activities, or programs implemented as intended?
   a. Did the implementation match the timelines?
   b. Were there unintended obstacles that interfered with implementation and what was the result?
   c. Were the activities, programs, etc. implemented in fidelity to evidence-based programs? Did the staff follow program requirements as described? What steps were taken to ensure fidelity, e.g., checklist, observation?

3) To what extent were strategies, activities, or programs integrated into the existing system?
   a. Were children and families referred to existing services? What role did third-party agreements play in service delivery? To what extent are family coaches interacting with other local child welfare professionals?
   b. What organization capacity supported collaboration and implementation? What role did the Project Director and the Council play in implementation and collaboration?

4) What strategies, activities, or programs did the projects deliver to communities and families?
   a. What were the types and quantity of activities delivered to families and communities? Were the strategies, activities, or programs noted in the grant delivered to the community and families? What other strategies or activities, etc. were used? What is the total, unduplicated number of families served by all activities? How many participated in parenting classes? How many accessed each level of the six pillars of service provision?
   b. What resources were devoted to the project? What is the budget for each activity in each county? How many staff FTEs are devoted to each activity in each county?

5) What are the characteristics of the population served?
   a. What were the demographic and household characteristics of families served? How were services culturally responsive? Were the responses aligned to the disparity seen for underserved families and children, etc.?
   b. What was the trauma history of families served? What was the number and proportion of program participants who had an ACE score of 5 or higher?

6) What steps did the project take to support the continuation of the strategies, activities, programs beyond the life of the current project?
   a. Have the results of the program led to a decision that the project should be sustained? Have these results been disseminated? Is there an offset from reductions in spending for investigations and foster care placements that will allow the program to continue? Have agreements to sustain been developed?
   b. Is there other funding that could be secured?

7) What effects did the strategies, activities, or programs have on the identified outcomes?
   a. The plan for measuring the effects of the strategies, activities, or programs are noted in the outcome evaluation section. This narrative is found in response to Criteria 11. To be designed by the Evaluator.
   b. What external factors have affected implementation performance? How have changes in the prevalence of substance abuse among local caregivers affected the need for, utilization of, or effectiveness of project activities? How do these findings compare to the obstacles initially anticipated to most affect implementation?
   c. What are the implications of these findings for the sustainability of the project? What are the implications of these findings for the sustainability of the strategies, activities, and programs that were implemented?

8) What effects did the strategies, activities, or programs have on the identified intermediate and long-term outcomes?
   a. The plan for measuring the effects of the strategies, activities, or programs are noted in the outcome evaluation section. This narrative is found in response to Criteria 11. To be designed by the Evaluator.
   b. What are the implications of these findings for the sustainability of the project? For example, to what extent would new legislation related to Family First Prevention Services Act affect families and service providers' willingness to participate in prevention services and to what extent would this affect the overall child welfare system?
### Appendix D: Project Planning and Implementation Timeline

#### TABLE 3: Project Tasks Activities & Milestones

<table>
<thead>
<tr>
<th>Planning/Exploration</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
</tr>
<tr>
<td>Release Evaluator RFP</td>
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<td>X</td>
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<td></td>
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<tr>
<td>Select Project Evaluator</td>
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</tr>
<tr>
<td>Hold Kick-Off Event</td>
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<tr>
<td>Establish Implementation Team</td>
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<td></td>
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<td></td>
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<tr>
<td># Implementation Team Meetings</td>
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<td>3</td>
<td>3</td>
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<tr>
<td>Finalize Agreements²</td>
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<tr>
<td>Reassess Strategies and Project Timeline</td>
<td>X</td>
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<tr>
<td>Develop Program and Training Manuals</td>
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<td>X</td>
<td>X</td>
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<td></td>
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<tr>
<td># Complete Site Visits</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Review Site Visit Info</td>
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<tr>
<td>Revisit Logic Model</td>
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<tr>
<td>Refine Evaluation Plan</td>
<td>X</td>
<td>X</td>
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<td></td>
</tr>
<tr>
<td>Submit Initial Implementation and Evaluation Plan to CB</td>
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<td>X</td>
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<td>Revise Plan as Needed</td>
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<td></td>
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<td>Recruit &amp; Hire Staff</td>
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<td>Develop Programmatic Processes &amp; Procedures</td>
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<td>X</td>
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<td>Staff Training</td>
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<td>Initial Push for Awareness Efforts³</td>
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<td># Routine Project Calls</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 See Clear and Reasonable Plan for 10 Month Project Planning Phase section for complete description of activities during year 1

2 Partnership and Data Sharing Agreements

3 Develop marketing materials, present to target audiences (i.e. schools, hospitals, judicial community, PCSAs, and FCFCs), targeted social media
<table>
<thead>
<tr>
<th>TABLE 3: Project Tasks Activities &amp; Milestones</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total #</th>
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<td>75</td>
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<td>225</td>
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<td># Families Served Tier II</td>
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<td># Families Served Tier III</td>
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<td>12</td>
<td>27</td>
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<tr>
<td># Refuse Services</td>
<td>25</td>
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<td>75</td>
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<td>225</td>
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<td><strong>Full Implementation</strong></td>
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<td># Routine Project Calls</td>
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<td>72 calls</td>
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<td># Referrals</td>
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<tr>
<td># Families Served Tier I</td>
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<td># Families Served Tier II</td>
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<td># Families Served Tier III</td>
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<td># Refuse Services</td>
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<td># Families Waitlisted</td>
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<td>43</td>
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<tr>
<td><strong>Total Families Served</strong></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Tier II and/or Tier III</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>608</td>
</tr>
</tbody>
</table>

4 Assumes 50% of families are willing to voluntarily participate in services
5 Assumes 50% of families served through Tier I were willing to voluntarily participate in Tier II or Tier III Services; 2/3 families opting for Tier II
6 Assumes 8 families from Q1 + additional 17 families
7 Assumes completion for 8 families from Q1, continuation of 17 families in Q2, and additional 25 families from Q3
8 Full Program Capacity Reached; Assumes completion for Q2 families, continuation for Q3 families, and an additional 25 families from Q4
9 Assumes 50% of families served through Tier I were willing to voluntarily participate in Tier II or Tier III Services; 1/3 families opting for Tier III
10 Assumes 4 families from Q1 + additional 8 families
11 Assumes completion for 2 families from Q1, continuation of 12 families in Q2, and additional 13 families from Q3
12 Full Program Capacity will be reached – 3 Family Coaches (20 families each) – assumes some Tier II families move to Tier III
13 Assumes Program Consultation at full duration AND service duration is 90-180 days (1-2 Quarters)
14 Assumes Family Coaches remain at full capacity AND service duration is 90-180 days (1-2 Quarters)
PERSONAL CONFIDENTIALITY STATEMENT

I, __________________________, am an employee/agent/contractor of _________________________, which has executed an Agreement with the Ohio Department of Job and Family Services (ODJFS). I understand that in the course of my employment I may have access to confidential information as described in the Agreement between ODJFS and my employer.

In connection with access to any ODJFS data, I acknowledge and agree to abide by the terms of the above-cited agreement and any applicable regulations of federal and state law.

By signing below, I acknowledge that I have read and understand the confidentiality requirements of ODJFS and ODJFS.

Confidentiality and security:

I will access and use the data only as is necessary for the performance of my official job duties for the purpose(s) specified in this agreement and in compliance with the applicable provisions of federal and state confidentiality laws.

I will store the data only on my employer's premises in an area that is physically secure from access by unauthorized persons during duty hours, as well as non-duty hours when not in use.

I will immediately notify my supervisor and the ODJFS Agreement Manager of any suspected or actual violation of confidentiality.

I have read the above-cited Agreement and will comply with the terms, including but not limited to, the following:

Protecting the confidentiality of my personal access codes (e.g., username, password, etc.);

Securing computer equipment, disks and offices in which the confidential data may be kept;

Verifying that individuals requesting access to the data are authorized to receive them;

Following procedures for the timely destruction of the data.

I understand if I knowingly and intentionally violate any confidentiality provisions, my access privileges may immediately be suspended or terminated. I further acknowledge that if I knowingly and intentionally disclose confidential information, I may be subject to a fine and/or imprisonment under federal and state laws.

By signing below, I acknowledge that I have read and understood the confidentiality requirements of ODJFS, as well as the possible penalties for failing to comply, and will adhere to them.

By approving a form, the supervisor certifies that he/she will monitor the employee's use of the information to ensure his/her compliance with the above-cited agreement and any applicable regulations.

Signature:

Date:

Printed Name:

Supervisor's Name:

Signature:

Date:

Supervisor's Printed Name:

Unit/Location:

Attachment B
Instrument 2: Evaluation Plan Template

PREFACE

Expiration Date: 07/31/2022
OMB Control No. 0970-0531
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EXECUTIVE SUMMARY

This template is provided to CWCC grantees to assist in the development of their evaluation plans. It includes all the required components of an evaluation plan as delineated in the FOA and provides a logical flow for describing them. This template also aligns with Children’s Bureau’s Evaluation Plan Development Tip Sheet (ACYF-CB-IM-19-04). The evaluation plan template includes three major sections: (1) Introduction, (2) Process Evaluation, and (3) Outcome Evaluation.

This template includes the Community Collaborations Evaluation Quality Indicators, which should guide the development of evaluation plans and execution of those evaluations. These quality indicators provide a foundation for strong grantee evaluations. With rigorous designs, evidence developed under this project will help grantees, ACF, and the broader field make evidence-based decisions and improvements to community-level collaborations. By addressing these quality indicators in their evaluation plans when feasible, grantees also increase the chances their evaluations will be accepted for publication by a peer-reviewed journal or as a conference presentation.

Grantees are encouraged to address as many of the quality indicators as feasible. The TA team will use these indicators as a basis for feedback on grantees’ evaluation plans. These quality indicators are also a technical assistance tool, as they provide concrete recommendations for both strengthening evaluation designs and solutions to address evaluation challenges.

This document lays out the structure of the evaluation plan, and then provides the quality indicators relevant for each section. They provide guidance for both participant-level and community-level evaluations.

The TA team will support the grantees’ development of their evaluation plans and execution of their evaluations to ensure those plans and evaluations align with all feasible quality indicators. Grantees and evaluators should also refer to the resources on Huddle to support the development and execution of their evaluations. This will support the TA team’s ability to provide ongoing feedback during the plan development, with the expectation that all or almost all components of draft evaluation plans will have been reviewed at least once by the TA team prior to the complete plan submission by July 31, 2020.

The quality indicators outlined in this document were drawn from several sources, including ACF’s Prevention Services Clearinghouse (PSC), the U.S. Department of Education’s What Works Clearinghouse (WWC), the U.S. Department of Labor’s Clearinghouse for Labor Evaluation and Research (CLEAR), and Abt Associates’ proprietary EVIRATERTM standards. PSC, WWC and CLEAR standards focus primarily on comparison group designs such as randomized controlled trials and quasi-experimental designs, whereas Abt’s EVIRATER standards address the full spectrum of evaluation designs, including pre-post and interrupted time series.

Additional community-level quality indicators were drawn from Abt’s experience on other projects including the TPP Scale-Up project for the Office of Adolescent Health, which included the TPPEX project template for Community Collaborations. The TPP-Scale-Up project template included an additional community-level quality indicator, which was drawn from the literature on group design and program outcomes. The quality indicators outlined in this document are intended to address evaluation challenges that are specific to the evaluation of community collaborations.

Grantees should review the quality indicators and provide feedback to the TA team on their evaluation plans. The TA team will provide feedback on the draft evaluation plans to help grantees ensure that their evaluation designs are rigorous and that their evidence will be accepted for publication by a peer-reviewed journal or as a conference presentation.
Once complete evaluation plans are submitted to the TA team on July 31, 2020, the TA team will review the plans in coordination with ACF. To be approved, a grantee’s evaluation plan should:

1. Address the recommended quality indicators to the extent possible (and provide a written explanation when an indicator is not feasible).
2. Include a written statement that the evaluation plan is consistent with ACF’s stated purpose and funding requirements.
3. Be clear, concise, and comprehensive.
4. Be reviewed and approved by ACF.

Evaluation Plan Components and Quality Indicators

The following sections present a template for your evaluation plan along with corresponding quality indicators that the TA team will use to assess plans. Instructions for completing each section of the template are included in italics, each quality indicator is bolded, and all include a brief description.

- **Treatments:** The totality of all partnership efforts, including work previous to, and outside of, the CWCC grant. This includes previous relationships, collaborations, activities, goals, and data management systems that predate the grant, and ongoing work, services, and collaborations that are not supported by CWCC funds.

- **Outcomes:** Any changes that are occurring as a result of the CWCC grant.

- **Indicators:** The specific indicators of change that are relevant to the outcomes of interest.

Glossary of Terms

- **Initiative/collaboration:** The totality of all partnership efforts, including work previous to, and outside of, the CWCC grant. This includes previous relationships, collaborations, activities, goals, and data management systems that predate the grant, and ongoing work, services, and collaborations that are not supported by CWCC funds.

- **Grant:** All of the activities that are occurring as a result of the CWCC grant.

- **Activities:** Any efforts that are occurring as a result of the CWCC grant.

- **Monitoring:** The process of collecting and analyzing data to determine whether the program is meeting its goals.

- **Evaluation:** The process of determining the effectiveness of a program.

To facilitate communication, the TA team will use the following terms in specific ways:

The Paperwork Reduction Act Statement: The referenced collection of information is voluntary and will be used to systematically document Child Welfare Community Collaborations to Strengthen and Preserve Families (CWCC) grantees' evaluation plans. Information provided in this collection will be kept private. The time required to complete this collection of information is estimated to average 8 hours per response, including the time to review instructions and complete and review the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this collection is 0970-0531. The Paperwork Reduction Act Statement is located on page 1 of this evaluation template document.
1. Introduction

Provide a brief summary of your overall initiative/collaboration, background, history, and evaluation plans. This description should encompass all of the work/scope of your collaboration, not just the "added value" of any specific grant.

Quality Indicator: Background, history, and evaluation plan description

Grantees should provide a narrative describing the grant's theory of change, after finalizing the theory of change for the grant.

Theory of Change

1.3. Theory of Change

Grantees should clearly define and describe their target populations. They should provide a detailed description of both the geographic catchment area (including population size) and individuals targeted for the strategies, practices, or activities as well as a sound rationale for their selection (including the characteristics of the community or targeted population area). The purpose and scope should be clearly laid out and each of the targeted areas should be described in detail. Grantees should describe the proposed strategies, practices, or activities and the targeted outcomes.

Quality Indicator: Defined target population(s)

Defined Target Population

1.2. Defined Target Population

Grantees should provide a clear, data-supported theory of change and relevant assumptions. The theory of change should provide a broad framework for the logic model and include a theory of change. The theory of change should include a theory of change. The theory of change should provide a broad framework for the logic model.

Quality Indicator: Clear and thorough theory of change

Theory of Change

1.4. Logic Model

Include a logic model for the grant. A Logic Model Template is included in Appendix B.

Logic Model

Grantees should describe the selected activities (e.g., interventions, systems changes, collaborations) and the expected outcomes and resulting changes in knowledge and understanding. The logic model should include a description of how the proposed strategies, practices, and collaborations will be implemented. The logic model should clearly define the theory that guides the selection of proposed activities (both participant services and systems/collaboration-level efforts) for the desired outcomes, describing the root causes of problems, the pathways to change, and the expected outcomes. The logic model should include a theory of change. The logic model should include a broad framework for the logic model.

Quality Indicator: Clear and thorough logic model

Logic Model
INTRODUCTION

Abt Associates Community Collaborations Evaluation Plan Template  December 3, 2019

Quality Indicator: Clear and thorough logic model
Grantees should submit a grant-level logic model that meets the following criteria:

- Logic model includes key assumptions or contextual information;
- Logic model identifies the key components (or activities) of the grant;
- Logic model documents the inputs necessary to execute grant activities (including relevant activities put in place prior to the grant);
- Logic model identifies the mediators or intermediate outcomes through which the grant activities are expected to achieve its intended outcomes;
- Logic model identifies the outcome domains that the grant is designed to improve (e.g., reductions in child abuse and neglect and entry into the foster care system); and
- Logic model includes the pathways from key components to outcomes in all necessary steps.

1.5. IRB Approval Plans

Describe your plans for obtaining Institutional Review Board (IRB) approval and identify the IRB. If applicable, describe plans for tribal review and approvals. All CWCC evaluations must undergo IRB review. Grantees should describe their plans for receiving IRB approval. Identify the IRB to be used for the review and note previous experiences with this IRB.

1.6. Evaluation Roles and Responsibilities

Complete the table below identifying key evaluation team members and their roles in the evaluation. Note that both grantee and evaluator staff will likely need to be involved in developing the evaluation plan. The more communication the evaluator has with program staff the better. This communication will ensure a clear understanding of the project and the goals and outcomes in the evaluation plan.

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Role in Evaluation</th>
</tr>
</thead>
</table>

1.7. Feasibility of Evaluation Plan

Grantees/evaluators should carefully consider and indicate in this section the feasibility of the evaluation plan proposed in the sections below within the constraints of their evaluation budget. If there are particular concerns or potential challenges in carrying out the planned evaluation activities within the evaluation budget, those should be noted here.
2. Process Evaluation

2.1. Research Questions

List the process evaluation research questions. At a minimum, research questions should address fidelity, reach, and implementation drivers, solutions, and barriers.

Quality Indicator: Explicated research questions

Grantees should identify the research questions to be answered through the process evaluation. These research questions do not need to follow the structure for the outcome evaluation outlined in Section 3.2.

2.2. Fidelity

Describe the plans to measure and report on implementation fidelity. We encourage you to complete the Fidelity Matrix in Appendix C to indicate how fidelity will be measured, calculated, and rolled up to the grant/sample level. TA liaisons are available to explain the matrix and help you to complete it.

Quality Indicator: Fidelity documentation

Grantees should describe plans to measure implementation fidelity (i.e., the extent to which activities were implemented according to plan, as designed, or as described in the literature). Four (4) criteria are associated with measurement of implementation fidelity:

1. Fidelity of implementation is measured separately for each key grant activity.
2. The entire sample (or acceptable alternative representation such as a random subsample) of the key activity is included in implementation reporting.
3. Fidelity thresholds are specified for each key component at the level of an individual unit (e.g., child, family).
4. Fidelity is defined at the project level and the project level can be defined as the number of communities served by the grant.

Fidelity measurement may be affected throughout grant implementation based on Continuous Quality Improvement.

2.3. Reach

Include your plan for defining and measuring the reach of the grant. Participant-level reach can be defined as the number of people (parents, children, and/or families) that the grant activities will touch. Community-level reach can be defined as the number of communities served by the grant. The geographic unit of the community (e.g., county, ZIP code, census tract) should be documented. (We encourage you to consider the smallest geographic unit that is feasible and appropriate in describing your communities.)

As part of measuring reach, we also encourage you to consider whether the service was received, which organizations provided each service, and dosage (number of doses of services received, which organizations provided each service, and dosage). Some elements of services received (types of services received, which organizations provided each service, and dosage) are part of measuring reach.

Reach 2.3.2. Quality Indicators: Fidelity documentation

Grantees should describe plans to measure implementation fidelity (i.e., the extent to which activities were implemented according to plan, as designed, or as described in the literature) and help you to complete it.}

Quality Indicator: Explicated research questions

Research questions should follow the structure for the outcome evaluation outlined in Section 3.2.

Research and implementation drivers, solutions, and barriers.

List the process evaluation research questions. At a minimum, research questions should address fidelity:
### Quality Indicator: Calculate Initiative Reach

Grantees should define and measure the reach or level of uptake of the grant activities (both for participants/families served and for systems, organizations, or agencies affected). For grants with direct services, grantees should track the numbers of individuals served by service type. Grantees should also define and note the number of communities (e.g., ZIP codes, counties, and census tracts) served. Reach should be measured both yearly and as an overall grant period calculation.

Grantees may conduct geospatial analysis to map the areas served by their grant. Grantees could also use data from the American Community Survey (ACS) to map the community-level reach of their grant on indicators of community need (e.g., rates of child abuse and neglect).

### Quality Indicator: Plan for Reach Data Collection

Grantees should describe plans for collecting data on reach. The plan should include data sources, measures, responsible party, who will obtain informed consent (if applicable), who will collect the data, how the data will be collected, and the frequency of data collection. Attach to the plan any developed data collection instruments, such as surveys, interviews, or focus group discussion guides.

### Quality Indicator: Reach Sample Description

Grantees should identify the sample on which they will measure reach. This sample could include participants, staff/professionals (at collaboration organizations and other stakeholder organizations), organizations, and communities. If you will use more than one form of data collection, describe the sample for each form of data collection separately.

Describe the universe of cases, the evaluation sample (if not the full universe), planned sample sizes, and sampling plan and eligibility criteria for data collection. If grantees are drawing a sample from the universe of cases, they should describe plans to assess sample representativeness of universe. Grantees should also describe plans to collect data from other sources. If you will use more than one form of data collection, describe the organization(s) and communities. If you will use more than one form of data collection, describe the predictors, settings, and methods of data collection.

Grantees should describe how each data element collected will be analyzed, including any checks for data quality.

### Quality Indicator: Plan for Reach Data Analysis

Grantees should describe how each data element collected will be analyzed, including any checks for data quality. Specify the frequency of analysis and analytic methods and software to be used. Reach can be summarized using descriptive statistics.

### Reach Research Question

<table>
<thead>
<tr>
<th>Data Source(s)/Measures</th>
<th>Party responsible for data collection</th>
<th>Frequency of data collection</th>
<th>Expected sample size</th>
<th>Reach Research Question</th>
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2.4. Implementation Drivers, Barriers, and Solutions

Include the plan for documenting implementation drivers (i.e., facilitators; implementation drivers or facilitators are processes or conditions that aid in the implementation process) and barriers to implementation, and any solutions to overcoming those barriers. Plan to identify implementation drivers or facilitators, implementation barriers, or solutions to overcome those barriers.
implementation drivers and barriers at multiple levels, such as federal, cultural, state, local, agency/organization, and staff member/individual.

Quality Indicator: Implement intervention drivers, barriers, and solutions
Grantees should describe plans for documenting implementation drivers/facilitators, barriers to implementation, and solutions to those challenges (if available).

Quality Indicator: Plan for implementation drivers, barriers, and solutions data collection
Grantees should describe plans for collecting data on implementation drivers, barriers, and solutions. The plan should include data sources, measures, who will obtain informed consent (if applicable), who will collect the data, how the data will be collected, and the frequency of data collection. The plan should describe plans for collecting data on implementation drivers, barriers, and solutions.

<table>
<thead>
<tr>
<th>Sample</th>
<th>Expected Sample Size</th>
<th>Data Collection Frequency</th>
<th>Party Responsible for Data Collection</th>
<th>Data Collection Sources</th>
<th>Data Collection Measures</th>
<th>Data Collection Timeline</th>
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2.5. Timeline

Include a timeline for all process evaluation activities, such as data collection and analysis.

Quality Indicator: Implementation Evaluation Timeline
Grantees should include a timeline for all process evaluation activities, such as data collection and analysis.

Discussion Guides

Any developed data collection instruments, such as surveys, interview protocols, or focus groups, should describe plans for collecting data on implementation drivers, barriers, and solutions. The plan should include data sources, measures, who will obtain informed consent (if applicable), who will collect the data, how the data will be collected, and the frequency of data collection. The plan should describe plans for collecting data on implementation drivers, barriers, and solutions.

Quality Indicator: Plan for Implementation Drivers, Barriers, and Solutions Data Collection
Grantees should describe plans for documenting implementation drivers, barriers, and solutions to those challenges (if available).

Agree with Grantees and Miss Understanding!
<table>
<thead>
<tr>
<th>Process Evaluation Activity</th>
<th>Start Date</th>
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3. Outcome Evaluation

3.1. Overall Design
Describe your planned overall design(s); for example, pre-post design, quasi-experimental design (QED), randomized controlled trial (RCT), regression discontinuity design (RDD), interrupted time series (ITS), participant-level, community-level, systems-level.2

*Quality Indicator: Study registration
Study registration is an increasingly common activity undertaken during evaluation planning. Grantees using RCT or QED outcome evaluation designs may elect to register their evaluation. Registration involves providing your hypotheses and planned analyses to an outside party before starting data collection. It helps to ensure your primary findings are confirmatory (i.e., you’re testing what you expected to find) and not exploratory (i.e., you’re sifting through data until an interesting relationship or finding appears).4

3.2. Research Questions
List your research questions with four components (Target population, Treatment, Comparison condition, Outcome domain).

Note: The Children’s Bureau would like all grantees to ask at least one research question addressing the extent to which the initiative was successful in connecting families previously unknown to the child welfare system with a continuum of services. In addition, research questions should reflect the standardized outcome measures agreed upon across sites. The cross-site evaluation team should reflect the varied system with a continuum of services. In addition, research questions should reflect the sector in which the initiative was successful in connecting families previously known to the child to which the initiative was successful in connecting families previously known to the child. The Children’s Bureau would like all grantees to ask at least one research question addressing the extent to which the initiative was successful in connecting families previously unknown to the child welfare system with a continuum of services.

Examples of community-level research questions:

1. Do communities in which the CWCC initiative occurred have lower rates of out-of-home placements into foster care compared to similar communities where the CWCC initiative did not occur?
2. Do communities in which the CWCC initiative occurred have lower rates of out-of-home placements into foster care compared to similar communities where the CWCC initiative did not occur?

Examples of participant-level research questions:

1. Did the collaboration serve more non-system involved families compared to families exposed to components of the initiative (specify)?
2. Did the collaboration serve more non-system involved families compared to families exposed to components of the initiative (specify)?
3. Are families who are exposed to components of the initiative (specify) more likely to enroll in available services than they did prior to exposure to the initiative?
4. Are families who are exposed to components of the initiative (specify) more likely to enroll in available services than they did prior to exposure to the initiative?

Examples of systems-level research questions:

1. Did the collaboration serve more non-system involved families compared to families exposed to components of the initiative (specify)?
2. Did the collaboration serve more non-system involved families compared to families exposed to components of the initiative (specify)?

2 Evaluations with systems-level data (e.g., organization-level) should follow guidance for individual-level data, with organizations analyzed as individual actors. If you are conducting a systems-level analysis, please consult your evaluation TA liaison for further guidance.
3 Note that * refers to quality indicators that are optional or relevant only to certain evaluation designs.
4 The Center for Open Science is one example of a study registry (https://cos.io/prereg/). Evaluation TA liaisons can help grantees select the appropriate registry for their study.
### Quality Indicators: Outcome Evaluation Research Questions

<table>
<thead>
<tr>
<th>Research Question</th>
<th>Target Population</th>
<th>Treatment</th>
<th>Comparison Condition</th>
<th>Outcome Domain</th>
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Examples of systems-level research questions:

1. **Are prevention services more aligned in communities in which the CWCC initiative occurred than in communities where the CWCC initiative did not occur?**
2. **Are collaborative partnerships more connected after the CWCC initiative than they were prior to the initiative?**
3. **Do communities in which the CWCC initiative occurred have higher rates of enrollment in child abuse and neglect prevention services than they did prior to the CWCC initiative?**

Additional systems-level research questions:

1. Do members of the collaborative have a stronger shared vision after the CWCC initiative than they had prior to the initiative?
2. Are collaborative partnerships more connected after the CWCC initiative than they were prior to the initiative?
3. Are prevention services more aligned in communities in which the CWCC initiative occurred than in communities where the CWCC initiative did not occur?
OUTCOME EVALUATION

3.3. Treatment Condition
Describe the "treatment" that will be tested. That is, what components of the grant will the "treatment group" portion of the evaluation sample (e.g., families, collaboration partner organizations, communities) be exposed to? For sampled families, the "treatment" will be the set of activities they will be receiving, such as case management services. For sampled organizations, the treatment might be participating in program eligibility alignment. What is the continuum of services that evaluation participants will be provided? What is the process by which participants will be offered and receive the continuum of services? What collaboration efforts will partner organizations participate in? What components of the initiative will communities be exposed to? For community-level evaluations, you will need to note the proportion of the targeted population that will be exposed to the treatment (your planned "saturation").

Quality Indicator (Community-level only): Clear definition and description of treatment community (ies)
Grantees should clearly define their treatment communities (e.g., catchment areas). Treatment communities should be conceptually defined as geographic areas in which (1) all components of the grant are available to community members; and (2) a substantial proportion of the targeted population are directly or indirectly affected by these components. Communities could be defined by a variety of geographic units (e.g., counties, cities, ZIP codes, census tracts). It is best to define communities at the smallest geographic unit possible, although it is important that the selected geographic unit aligns with the available data (e.g., county-level child welfare data). If treatment communities cannot be aligned with available data, the grantee should document this disconnect, including the level of disconnect, and explain why such alignment was not possible. It is also important to ensure that the selected geographic unit is small enough to ensure that communities can be defined with precision. Communities should be clear in defining treatment community (e.g., "a geographic area") and how this differs from the comparator community (e.g., "another geographic area").

3.4. Comparison Condition
Describe the "compared to what" for each research question. Comparison conditions could include the treatment group pre-treatment (e.g., treatment group at pretest in a pre-post design) or a separate comparison group (e.g., families or organizations similar to the treatment group families or organizations but will not be exposed to the treatment). At the community level, comparisons could include the treatment community(ies) before the grant (e.g., at pretest in a pre-post design) or (an) other similar community(ies) that do not participate in the grant activities. Comparison conditions may be at the individual or community level and include:

a. Non-treated individuals or communities (randomly chosen)

b. Non-treated individuals or communities (non-randomly chosen)
c. Evaluation literature (studies with similar interventions)
d. Pre-intervention data from treatment group of individuals or communities

3.5. Measurement Condition
Describe the measurement tools, data sources, and other data collection methods that will be used to assess the outcomes of the treatment. This includes information on the reliability and validity of the measurement tools. The grantee should also describe how data will be analyzed and how results will be disseminated. It is important to ensure that the measurement tools are appropriate for the outcome being measured and that they are sensitive to the changes expected as a result of the treatment.

Quality Indicator (Community-level only): Measurement reliability and validity
Grantees should clearly define the measurement tools used for each outcome. This includes information on the psychometric properties of the measurement tools (e.g., reliability, validity). The reliability of the measurement tools should be demonstrated, and the grantee should describe how missing data will be handled. The validity of the measurement tools should be supported by evidence from previous research or through peer review. It is important to ensure that the measurement tools are appropriate for the population being measured and that they are sensitive to the changes expected as a result of the treatment.
Describe how each comparison condition was selected and what (if any) relevant programming the comparison condition may be exposed to or have the opportunity to participate in (e.g., other collaboration efforts, statewide initiatives, or comparison-community CAN prevention efforts).

*Quality Indicator: Comparing pre-post changes to norms*
The credibility of evidence from a pre-post design can be improved if the pre-post gain of the treated group can be compared to appropriate population norms that correspond to the same time interval between the pretest and posttest measurement (e.g., benchmarking). Grantees could compare evaluation pretest and posttest values to a reference group that approximates a policy-relevant reflection of the evaluation sample. For example, if all treatment communities were in urban areas, the comparison group should not share a greater characteristic, which is different from the treatment group. For example, if all treatment communities were in urban areas, the comparison group should not share a greater characteristic, which is different from the treatment group. Grantees could compare grant activity participants’ gains in parenting knowledge to gains demonstrated by similar (non-treatment) populations as documented in published evaluation literature. Note that it is important to ensure that the comparison you make includes a sample that is as similar as possible to your evaluation sample (e.g., samples should reflect a similar risk/protective profile).

*Quality Indicator (Individual-level QEDs only): Clear definition and description of comparison individuals*
To increase the rigor of an individual-level analysis, grantees could include a group of comparison individuals who do not receive the intervention. Individuals in the comparison group should be similar to those who received the intervention, but should not receive the intervention themselves. Statistical methods can be used to select similar comparison individuals or to correct for differences between the groups. Baseline equivalence should be calculated to determine whether the treatment and control groups are comparable at baseline (see baseline equivalence quality indicators in section 3.7). Grantees should describe comparison community contexts, including policies, initiatives, and similar prevention efforts that exist in the evaluation sample. To increase the rigor of a community-level analysis, grantees could include data across their state from non-treatment communities as an indication of what might have happened in the absence of the grant. (This approach is recommended, because if grantees are already requesting administrative data for treatment communities, it is likely feasible to request data for communities across the state.) Ideally, grantees would select comparison communities similar to the treatment communities but that did not implement a similar community collaboration initiative. The same criteria used to select the treatment communities should be applied to select the comparison communities. In addition, the comparison communities should not share a given characteristic that is different from the treatment group. For example, if all treatment communities were in urban areas, the comparison communities should be similar to the treatment communities in terms of risk/protective profile.

*Quality Indicator (Community-level QEDs only): Clear definition and description of comparison community*
Identifying a similar community collaboration initiative, or by using statistical methods to correct for differences between the groups, good comparison communities are those that are similar to the treatment communities in terms of risk/protective profile. Grantees must describe comparison community contexts, including policies, initiatives, and similar prevention efforts related to child maltreatment.

*Quality Indicator (QEDs and RCTs only): Avoid confounds*
Even when treatment and comparison groups are relatively similar, there may be other characteristics that fundamentally bias the research. To avoid confounds, aside from treatment status, the comparison group should not share a given characteristic that is different from the treatment group. For example, if all treatment individuals were teen mothers and all comparison individuals were mothers over age 30, or if all treatment communities were in urban settings and all comparison communities were in rural settings, it will be impossible to disentangle the effect of the intervention from the effect of other variables. To avoid confounds:

- Statistical methods can be used to select similar comparison individuals or to correct for differences between the groups.
- Baseline equivalence should be calculated to determine whether the treatment and control groups are comparable at baseline (see baseline equivalence quality indicators in section 3.7).
3.5. Sample Identification and Selection

Describe the outcome evaluation sample(s) (i.e., the participants/families, organizations, and/or communities that are contributing data to the evaluation) that will be used to address participant-level, community-level, or systems-level research questions. Describe how the sample(s) will be identified, evaluation eligibility criteria, planned sample sizes, and the sampling plan for data collection. Participant-level samples will likely be all or a subset of non-system-involved high-risk families who engage in activities of the initiative. If all families who receive services will be included in the evaluation, describe eligibility for receiving services provided by the grant. For community-level research questions, define the treatment community(ies) and indicate potential comparison communities or plans for identifying and selecting comparison communities. For systems-level research questions, identify the organizations or the types of staff from whom data will be collected.

Quality Indicator: Sample description

Grantees should describe the universe of cases, the evaluation sample (if not the full universe), planned sample sizes, and sampling plan and eligibility criteria for data collection for the outcome evaluation. For individual-level evaluations, grantees should collect data from at least 200 individuals for confirmatory analyses. Grantees should also note whether the sampling plan includes vulnerable populations, such as pregnant women, children, cognitively impaired persons, students, minorities, and economically and/or educationally disadvantaged subjects. These special classes of subjects will generally not be exempt from informed consent or human rights requirements. The grantee should also note whether the sampling plan includes vulnerable populations, such as pregnant women, children, cognitively impaired persons, students, minorities, and economically and/or educationally disadvantaged subjects. These special classes of subjects will generally not be exempt from informed consent or human rights requirements.

3.6. Data Collection

3.6.1. Outcome Measures and Domains

List and describe the domains and constructs that correspond to the outcome measures, and list the data collection tools that will be used to measure each domain.

Outcome evaluation data will be collected on the following domains:

- Depression and suicidal ideation (e.g., measures of depression and suicidal ideation that are included in the screening or assessment process). All domains assessed as part of the domain group should also be assessed for all cases. All cases should still be assessed for all cases. All cases should still be assessed for all cases. All cases should still be assessed for all cases. All cases should still be assessed for all cases.
- Risk/protective factors (e.g., measures related to child maltreatment such as parenting attitudes, knowledge, and beliefs). These factors should be measured as part of the treatment group, even if an individual assigned to the comparison group receives some of the treatment. These factors should be measured as part of the treatment group, even if an individual assigned to the comparison group receives some of the treatment.
- Whether the family (parent and/or child) had any contact with a child protection agency.

Grantees should consider the following questions when developing their data collection plan:

- Will the outcome evaluation cover all or a subset of the evaluation domains?
- Will the outcome evaluation cover all or a subset of the evaluation domains?
- Will the outcome evaluation cover all or a subset of the evaluation domains?
- Will the outcome evaluation cover all or a subset of the evaluation domains?
If you are unable to collect any participant-level data, describe why. Common challenges include (1) access (e.g., inability to collect and combine data across multiple front-line organizations); (2) quality (e.g., concern that the percentage of target population that will consent to data collection will be too low to generalize to the actual participant population); or (3) capacity (e.g., not enough evaluation resources to support participant-level data collection).

Per grant requirements, grantees will need to collect and combine data across multiple front-line organizations and ACF.

Grantees will also likely collect system-level measures, such as measures of collaboration, cooperation or alignment, and community-level measures, such as community awareness of prevention efforts, rates of reported or substantiated child maltreatment, or rates of entry into foster care. The indicators below apply to measures at the participant, system, and community level.

Quality Indicator: Outcome measures should be sensitive to change

Inclusion in the logic model is necessary for inclusion in the outcome evaluation. However, not all outcome measures included in the logic model should be measured. Hence, you should ensure that outcome measures included in the outcome evaluation are those that are sensitive to change within the time frame of the evaluation. Outcome measures should be measured at the earliest time point they can be practically measured.

Quality Indicator: Outcome measures should be reliable

Grantees should use reliable outcome measures. To be considered reliable, each outcome measure should meet one or more of the following criteria: (a) test-retest reliability of 0.40 or higher; (b) inter-rater reliability of 0.50 or higher; or (c) a standardized coefficient (such as Cronbach’s alpha) of 0.50 or higher. If a measure does not have documented reliability, the grantee should describe plans for assessing reliability. Standard administrative measures (e.g., substantiated allegations of child maltreatment, entry into foster care) are assumed to be face valid and reliable.

Quality Indicator: Outcome measures should have face validity

In order for evaluations to draw valid conclusions, grantees should use outcome measures that provide a valid and fair assessment of the initiative’s results. A measure with face validity is clearly defined, has a direct interpretation, and measures the construct it was designed to measure. When applicable, measures should also demonstrate cultural relevance and valid language translation. Community-level evaluations should also provide a rationale for measuring certain outcomes at the community level (vs. the individual level).

Quality Indicator: Outcome measures should be included in the logic model

All outcome measures included in the logic model should be measured. However, not all outcome measures measured in the outcome evaluation should be included in the logic model. Hence, you should ensure that outcome measures included in the outcome evaluation are those that are sensitive to change within the time frame of the evaluation.
OUTCOME EVALUATION

3.6.1 Data Collection Plan

Describe your data sources, measures, who will collect the data, how it will be collected, and the timing for pretest and posttest.

Provide a brief rationale for the timing of data collection (e.g., Is timing based on time from enrollment, completion, pre-test? If based on completion, how will you know whether/when a participant has completed their engagement with grant activities? Will it allow enough time for change in the outcome?). For individual-level data collection, describe your plan for tracking participants for follow-up data collection. Please attach to the plan any developed data collection instruments, such as surveys, interviews, focus group discussion guides.

Quality Indicator: Pretest and posttest measurements should be identical (and if not identical, highly correlated)

Most evaluations will include a pretest that is the same as the posttest, so it can be assumed in these instances there is near-perfect correlation between the two. If a grantee uses a pretest measure that is not the same as the posttest (e.g., if the posttest measure is available at pretest or if a measure has changed over time), the pretest measure must be reasonably correlated with the posttest to serve as a proxy. The correlation between pretest (or the collection of baseline covariates used in the analytic model) and posttest measures must be at least 0.90 (or equivalently, an r-square of 0.99 for posttests regression on the pretest measures). If correlation is not available from the measure developer, correlation coefficients between pretest and posttest must be described. If the pretest measure is not available, it may be possible to use a similar measure or to estimate the correlation based on historical data. If a measure is not available at all, it must be estimated using other methods, such as rating scales or expert judgment.

Quality Indicator: Consistent outcome measurement methodologies

Consistency in outcome measurement methodologies requires that:

x The same measures must be used at all pre and post time points and across respondents (if the same measures are used, they will still be acceptable if evidence of nominal outcomes via Z-score using population means and standard deviations)

x The same measures must be used at all pre and post time points and across respondents (if the same measures are not used, they will still be acceptable if evidence of nominal outcomes via Z-score using population means and standard deviations)

x Measures should use consistent measurement methodologies. Quality indicators for consistency of measurement include:

- Measures must be constructed in the same way (i.e., rely on the same questions and be calculated in the same way) across respondents within a program.
- Measures must be constructed in the same way (i.e., rely on the same questions and be calculated in the same way) across respondents within a program.

x For RCTs and QEDs only:

- Measures must be constructed in the same way (i.e., rely on the same questions and be calculated in the same way) across respondents within a program.
- Measures must be constructed in the same way (i.e., rely on the same questions and be calculated in the same way) across respondents within a program.
The data collectors and data collection modes for treatment and comparison groups are either the same or are different in ways that would not be expected to have an effect on the measures. For example, you should not collect data in-person interviews in the treatment group and via online surveys in the control group. However, we would not expect the use of two different online survey platforms to have an effect on the data collected.

The timing of data collection must be consistent across study conditions (i.e., baseline measurements at appropriate time points) so that the amount of time between pre-test (baseline) and post-test (outcome) measures does not systematically differ between treatment and comparison groups. We would not expect the use of two different online survey platforms to have an effect on the data collected.


Quality Indicator (When using administrative data, particularly for community-level studies): Multiple pretest measures

A pre-post community-level design can be improved if grantees include multiple years of retrospective data prior to the initiative and control for these baseline projections in the analytic model. The design feature described here has been described as a short-interrupted time series (SITS) design. In Exhibit 2, where there are three or more pre-treatment measurement points at appropriate intervals, this quality indicator could be satisfied by demonstrating graphically or statistically that a baseline mean projection is a suitable model for the data. Where the difference between pre-treatment and post-treatment means is not large or systematic, this model may be used to project the expected impact of the initiative. The design feature described here is not limited to short-interrupted time series (SITS) designs but may also be applied to other types of intervention studies.
## Outcome Evaluation

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Research Question</th>
<th>Data Sources (and Measures)</th>
<th>Sample Size</th>
<th>Data Collection Method</th>
<th>Frequency/Timing</th>
<th>Data Sharing/Data Use Agreements</th>
<th>Consent/Assent Procedures</th>
<th>Data Security Procedures</th>
<th>Data Quality</th>
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### 3.6.3 Data Sharing/Data Use Agreements

Describe your plans for obtaining data sharing and data use agreements (e.g., 75%-80%) for post testing and plans to achieve these goals.

3.6.4 Consent/Assent Procedures

Describe your plans and procedures for obtaining consent and/or assent for data collection. Procedures and consent/assent forms should ensure all evaluation subjects (e.g., participants, partner organization staff, community stakeholders) know what they are agreeing to, allow them to opt out of the evaluation and still receive services (if applicable), identify any potential risks of participation, and be translated into other languages as necessary. All consent forms need to document how data may be shared or released for other purposes if necessary. All consent forms need to document how data may be used in the collection of data for evaluation, including any additional data that may be collected.

3.6.5 Data Security Procedures

Include plans for establishing and following measures to ensure the security of the data collected, both primary and secondary data. Include the data collection plan and the data cleaning plan to ensure data security and data protection.

### 3.6.6 Data Quality

Include your plan for minimizing missing data to achieve a 75%-80% response rate for post testing.

### 3.6.7 Data Security Procedures

Describe your plans and procedures for obtaining data sharing and data use agreements (e.g., 75%-80%) for post testing and plans to achieve these goals.

### 3.6.8 Consent/Assent Procedures

Describe your plans and procedures for obtaining consent and/or assent for data collection. Procedures and consent/assent forms should ensure all evaluation subjects (e.g., participants, partner organization staff, community stakeholders) know what they are agreeing to, allow them to opt out of the evaluation and still receive services (if applicable), identify any potential risks of participation, and be translated into other languages as necessary. All consent forms need to document how data may be shared or released for other purposes if necessary. All consent forms need to document how data may be used in the collection of data for evaluation, including any additional data that may be collected.

### 3.6.9 Data Security Procedures

Include plans for establishing and following measures to ensure the security of the data collected, both primary and secondary data. Include the data collection plan and the data cleaning plan to ensure data security and data protection.

### 3.6.10 Data Quality

Include your plan for minimizing missing data to achieve a 75%-80% response rate for post testing.

### 3.6.11 Data Security Procedures

Describe your plans and procedures for obtaining data sharing and data use agreements (e.g., 75%-80%) for post testing and plans to achieve these goals.

### 3.6.12 Consent/Assent Procedures

Describe your plans and procedures for obtaining consent and/or assent for data collection. Procedures and consent/assent forms should ensure all evaluation subjects (e.g., participants, partner organization staff, community stakeholders) know what they are agreeing to, allow them to opt out of the evaluation and still receive services (if applicable), identify any potential risks of participation, and be translated into other languages as necessary. All consent forms need to document how data may be shared or released for other purposes if necessary. All consent forms need to document how data may be used in the collection of data for evaluation, including any additional data that may be collected.
Outcome Evaluation

3.7. Analysis

3.7.1 Analysis plan

Include your plans for conducting analysis, noting models you will run and software you will use.

Quality Indicator: Analysis plan

The analysis plan should include a plan for statistical and qualitative data analysis. Grantees should note a pre-specified cutoff for statistical significance. The TA team suggests \( p < .05 \) for statistical significance and \( p < .10 \) as trend-level significance. The analysis plan should also address the confidentiality of respondents, including minimum cell size requirements for data presentation (i.e., to ensure readers cannot deduce the identity of an individual's response). We recommend a minimum cell size of 10 in reporting.

3.7.2 Contrasts

Describe the test/contrast that will answer each of your research questions, and note whether the test is confirmatory (i.e., those upon which you will draw outcome evaluation conclusions) and or exploratory (i.e., those that might provide additional suggestive evidence).

Quality Indicator: Contrasts

Each contrast should clarify the four components listed for each research question (Target population, Treatment, Comparison condition, Outcome domain) plus the evaluation design (e.g., RCT, RDD, QED, ITS, pre-post), unit of assignment (units receiving the treatment, such as children, families, systems, communities), outcome measures (instrument, scale, data source), sample eligibility criteria (selection criteria or restrictions placed on the analytic sample for each test/contrast), and pretest measure (instrument, scale, measure construction, inclusion in analytic model).

To address this quality indicator, we suggest completing the contrast table in Appendix D.

3.7.3 Subgroups (optional)

Describe any subgroups for which you will conduct additional analyses (e.g., teen parents, parents of children under 5, racial/ethnic subgroups, etc.). You will likely not have a large enough organization-wide or systems-level sample to conduct subgroup analysis.

3.7.4 Covariates/Decision Rules

Indicate which (pre-treatment) covariates you will include in the model. For example, in testing whether participant family knowledge of available services improved, you may want to control for the number of participants who are older than 65, the length of time the participant has lived in the target community, or the number of participants who have a college degree.

3.7.5 Baseline Equivalence (QEDs only)

Describe your plans for conducting tests of the equivalence of treatment and comparison groups at baseline (pre-treatment). Also describe your plans to increase the likelihood of establishing baseline equivalence between treatment and comparison groups.

Quality Indicator: Baseline equivalence between treatment and comparison groups

Grantees using comparison groups can strengthen their evaluation by documenting differences between the treatment and comparison groups in the analytic sample prior to the implementation of the grant. Small or nonexistent differences between the treatment and comparison groups prior to grant implementation (baseline equivalence) means the evaluation can better attribute treatment-comparison differences to the grant.

Baseline equivalence should be established on:

- Baseline measures of the outcome variable.
- Covariates measured in the model (e.g., race, ethnicity, gender, age).
- Other factors that affect the outcome variable.

Describe your plans for conducting tests of the equivalence of treatment and comparison groups at baseline (pre-treatment). Also describe your plans to increase the likelihood of establishing baseline equivalence between treatment and comparison groups (i.e., treatment and comparison groups should not differ in baseline measures of the outcome variable).

3.7.6 Covariates/Decision Rules

Indicate which (pre-treatment) covariates you will include in the model. For example, in testing whether participant family knowledge of available services improved, you may want to control for the number of participants who are older than 65, the length of time the participant has lived in the target community, or the number of participants who have a college degree.

3.7.7 Baseline Equivalence (QEDs only)

Describe your plans for conducting tests of the equivalence of treatment and comparison groups at baseline (pre-treatment). Also describe your plans to increase the likelihood of establishing baseline equivalence between treatment and comparison groups (i.e., treatment and comparison groups should not differ in baseline measures of the outcome variable).

Quality Indicator: Baseline equivalence between treatment and comparison groups

Grantees using comparison groups can strengthen their evaluation by documenting differences between the treatment and comparison groups in the analytic sample prior to the implementation of the grant. Small or nonexistent differences between the treatment and comparison groups prior to grant implementation (baseline equivalence) means the evaluation can better attribute treatment-comparison differences to the grant.

Baseline equivalence should be established on:

- Baseline measures of the outcome variable.
- Covariates measured in the model (e.g., race, ethnicity, gender, age).
- Other factors that affect the outcome variable.
At least one demographic factor (e.g., race/ethnicity, percentage of families headed by single parents); and

At least one socioeconomic factor (e.g., socioeconomic status indicator, percentage living in poverty); and

For participant-level: pre-treatment values of the outcome variable when available (e.g., risk or protective factors at baseline); or

For community-level: at least one community-level indicator of CAN (e.g., rate of foster care entry, rate of abuse/neglect reports, and rate of parental substance use).

Treatment and comparison groups in the analytic sample should not differ by more than 0.25 standard deviations on any of the above indicators of baseline equivalence. In addition, at least one baseline equivalence indicator from each category should be included as a covariate in the final analysis of data. Table X provides the thresholds for both overall and differential attrition rates, which are based on the WWC’s Prevention Services Clearinghouse standards. If attrition is beyond the thresholds, then the study is considered a quasi-experimental design and should establish baseline equivalence (see section 3.7.5 above).

<table>
<thead>
<tr>
<th>Overall Attrition</th>
<th>Cautious Boundary</th>
<th>Optimistic Boundary</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>5.7%</td>
<td>10.0%</td>
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<tr>
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<td>10.1%</td>
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<tr>
<td>2</td>
<td>5.9%</td>
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<tr>
<td>3</td>
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<tr>
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</table>

If you are conducting a cluster-RCT, where clusters are assigned and individuals within the cluster are

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<thead>
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<th>Optimistic Boundary</th>
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<tbody>
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9 If you are conducting a cluster-RCT, where clusters are assigned and individuals within the cluster are

10 These attrition thresholds were designed to tolerate a maximum bias of .05 standard deviations. See the WWC Procedures and Standards Handbook, version 2.1 (p. 34) for a discussion of attrition bias.

11 https://preventionservices.abtsites.com/
To increase the rigor of the network analysis efforts, grantees can do one or more of the following:

- Collaborate with co-awardees to accomplish the goals of the grant.
- Conduct the network analysis.

Note: Overall attrition rates and overall attrition rates by region are given in percentage points. Not every combination of differential and overall attrition is possible for any given study. The evaluation should specify for which combinations of differential and overall attrition rates are given in percentage points. Not every combination of differential and overall attrition rates are given in percentage points. Not every combination of differential and overall attrition rates are given in percentage points.

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Quality Indicator: Social Network Analysis

Social Network Analyses (if planned)

3.7.7

As collaboration is a key goal of the Community Collaborations grants, grantees might conduct a social network analysis to assess success in achieving collaboration and provide additional context for the individual-level and community-level outcome evaluations. A social network analysis allows grantees to capture the level of collaboration achieved between grantees, service providers, and other entities in the network. Grantees can survey relevant organizations to ask which other organizations they make referrals to and which other organizations they receive referrals from, or which organizations they collaborate with to accomplish the goals of the grant.

To increase the rigor of the network analysis efforts, grantees can do one or more of the following:

- Analyze networks prior to the grant (either through recall or by asking at the outset of the grant).
- Analyze networks post grant submission (perhaps through surveys or interviews).
- Ask about and portray the intensity of the connections. Intensity can be reflected in the number of referrals made/received or the amount of formal communication that takes place between partners.
- Test whether centrality measures of an organization in the network (or in the network of each of the organizations) is a confounding variable.
- Test whether centrality measures are correlated with the amount of formal communication that takes place between partners.
- Assess whether centrality measures are correlated with the amount of formal communication that takes place between partners.
- Assess whether centrality measures are correlated with the amount of formal communication that takes place between partners.
### Quality Indicator: Outcome Evaluation Timeline

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Grantees should include a timeline for all outcome evaluation activities, such as IRB submission, data collection, and final report submission.

Included a timeline of all your outcome evaluation activities.
Appendix A. Evaluation Plan Submission and Review Schedule

<table>
<thead>
<tr>
<th>Evaluation Plan Section(s)</th>
<th>Draft Completion Date</th>
<th>Submitted to TA Team?</th>
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<tbody>
<tr>
<td>Introduction and Grant Purpose and Scope</td>
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<tr>
<td>Revised logic model and theory of change</td>
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<td>Defined target population</td>
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<td>Finalize research questions (process and outcome)</td>
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<td>Fidelity Matrix</td>
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</table>
Appendix B: Logic Model Template

Grant: (name) Logic Model (use text boxes: add/change boxes and arrows as needed)
# Appendix C. Fidelity Matrix

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Definition</th>
<th>Unit of implementation</th>
<th>Data source(s)</th>
<th>Score for levels of implementation at unit level</th>
<th>Threshold for adequate implementation at unit level</th>
<th>Roll-up to next higher level if needed (score and threshold): Indicate level</th>
<th>Roll-up to next higher level if needed (score and threshold): Indicate level</th>
<th>Roll-up to grant level (score and threshold for adequate implementation at sample level)</th>
<th>Expected sample for fidelity measure</th>
<th>Expected years of fidelity measurement</th>
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</table>
Appendix D. Contrast Table

Below we provide a contrast table, including examples for two research questions.

<table>
<thead>
<tr>
<th>Research Question: Confirmatory/ Exploratory</th>
<th>Design</th>
<th>Target Population*</th>
<th>Sample Eligibility Criteria</th>
<th>Treatment Group</th>
<th>Comparison Group</th>
<th>Outcome</th>
<th>Baseline (if applicable)</th>
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<td>Domain*</td>
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<td>Description*</td>
<td>Description*</td>
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<tr>
<td>RQ 1</td>
<td>C-ITS</td>
<td>Target zip codes</td>
<td>All zip codes in state</td>
<td>All project/ collaborative activities</td>
<td>Comparable zip codes in state (not served by project/ collaborative)</td>
<td>Child abuse</td>
<td>Zip code: # confirmed cases of child abuse</td>
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<tr>
<td>RQ 2</td>
<td>Pre-post</td>
<td>Family Navigation Participants</td>
<td>All families who participate in navigation</td>
<td>Navigation</td>
<td>Navigation participants prior to intervention</td>
<td>Protective Factors</td>
<td>Individual participants: Protective Factors Survey</td>
</tr>
</tbody>
</table>

* Indicates one of the four components of your outcome evaluation research questions

Example Research Question 1: Did the zip codes targeted by the Initiative/Collaborative have lower rates of confirmed cases of child abuse than comparable zip codes not targeted by the Collaborative (and without a similar intervention)?

Example Research Question 2: To what extent did protective factors improve among recipients of navigation services compared the baseline period?