

## REQUEST FOR PROPOSALS

**Date Issued:**

November 8, 2016

**Due:**

December 1, 2016  
at 11:30 AM

**Bidders must submit five (5) proposal copies in a sealed envelope entitled:**

**Comprehensive Evaluation Services RFP**

Licking County Commissioners Office  
c/o Clerk Bev Adzic, 20 S 2<sup>nd</sup> Street, 4<sup>th</sup> Floor,  
Newark, Ohio 43055

**Faxed or emailed proposals will not be accepted**

**Bidders' Conference**

November 18, 2016  
2:00 PM  
OhioMeansJobs | Licking County  
998 East Main Street  
Newark, Ohio 43055

**Attendance is recommended, but not required, in order to answer questions related to the RFP.**

### Comprehensive Evaluation Services

**Purpose:**

Licking County Job and Family Services (LCJFS) is responsible for a variety of social services, including, but not limited to, public assistance, workforce development, children services, and adult protective services. Through the provision of public assistance and workforce development services, LCJFS routinely has the need to make Comprehensive Evaluation Services available to customers.

**Background:**

LCJFS is interested in increasing the self-sufficiency and employability of Licking County Temporary Assistance for Needy Families (TANF)/Ohio Works First (OWF)/Prevention, Retention, & Contingency (PRC)/Food Assistance Employment and Training (FAET) /Comprehensive Case Management and Employment Program (CCMEP) TANF/ CCMEP Workforce Innovation and Opportunity (WIOA)/Adult WIOA/Dislocated WIOA participants. To assist in this effort, LCJFS is seeking a provider of Comprehensive Evaluation Services. The results of the evaluation will demonstrate each customer's career interests, aptitudes, skills, knowledge, barriers to employment, educational levels, and the like. This information will be used to plan services and guide customers during their journey to self-sufficiency.

**Scope of Work:**

LCJFS is seeking a provider of Comprehensive Evaluation Services. Comprehensive Evaluation Services must meet the following requirements:

1. Provider must maintain client confidentiality at all times.
2. Provider must collaborate with LCJFS staff as needed.
3. Provider's staff must be qualified to administer requested assessments.
  - a. Provider staff working with LCJFS customers must have a recent acceptable background check on file.
4. Provider will be responsible for completing introductory assessments to determine each customer's education, work experience, barriers to employment, and other details.
5. Provider must synthesize assessment result data to provide individualized written action plans to customers and LCJFS based on assessment results.

6. Administer applicable assessments, such as: (Please Note: Not all assessments may be necessary or appropriate for each customer; LCJFS will help determine which assessments are necessary on a client-by-client basis).
  - a. Career interest inventory survey
  - b. Myers-Briggs Personality inventory
  - c. WorkKeys Foundational Skills Testing (up to 3 sections)
  - d. Test of Adult Basic Education (TABE)
  - e. Parapro (requires pre-authorization from LCJFS)
  - f. Office Proficiency Assessment & Certification (OPAC) (requires pre-authorization from LCJFS)
  - g. Ramsay testing (requires pre-authorization from LCJFS)
  - h. GED practice test
7. All services provided and written reports issued will be documented so LCJFS can verify services rendered.
8. Provider shall submit to LCJFS a monthly report of actual expenditures and performance.
9. The selected provider will be required to carry customary/reasonable liability insurance and provide verification of such coverage to LCJFS.

## PROPOSAL CONTENT

### Proposals must contain the following:

Those interested in providing Comprehensive Evaluation Services must provide a written narrative which identifies how the above criteria will be met including:

- A. Description of where services will be provided
- B. Description of provider/staff's qualification to provide Comprehensive Evaluation Services
- C. Description of staff's ability to conduct assessments, interpret results, interact with customers and LCJFS, and provide written/verbal individualized action plans for customers
- D. Ability to provide career interest inventory, Myers-Briggs Personality inventor, WorkKeys, TABE, Parapro, OPAC, Ramsay, GED, and similar tests
- E. Provide description of costs associated with Comprehensive Evaluation Services. Recognizing that not all participants will complete the same number of tests, LCJFS requests that modular/benchmark rates be developed. For example, the first benchmark may be completing intake and initial assessments, the second benchmark may be for completing WorkKeys, and so on.

NOTE: Funding is based upon a reimbursement process for services delivered. Start-up or advanced funding/payments are not available.

### Provider Selection Criteria:

Prospective Providers are advised that an offer for a contract may be initiated after a review of the proposal received by LCJFS and members of a proposal review team. Proposals will be reviewed for acceptability with emphasis on various factors according to the type of service to be provided.

Licking County Job & Family Services reserves the right to conduct interviews with prospective providers during the proposal review process.

### RFP Limitations:

This Request for Proposals does not commit Licking County Job and Family Services to award a contract or to pay any cost incurred in the preparation of a proposal. Licking County Department of Job and Family Services reserves the right to accept or reject any or all proposals received, to negotiate services and costs with proposers, to award contracts to one or multiple providers, or to cancel in part or in entirety this RFP.

All Proposals submitted will remain the property of Licking County. Contracts awarded shall not be effective beyond December 31, 2017. However, Licking County Job and Family Services reserves the right to renew contracts annually for up to a maximum of two consecutive years through December 31, 2019, based on performance and availability of funds.

Contracts may be amended or terminated during this period if there is a change in Federal, State or Agency regulations that apply to the contract; a reduction of Federal, State or Local funds; unsatisfactory performance by the Provider as determined exclusively by the Licking County Department of Job and Family Services; or upon thirty (30) days written notice by either party.

Issuance of this RFP and subsequent selection of proposals does not imply nor guarantee the availability of funds. Selected providers may contract with the Licking County Job and Family Services pending allocation of funds to the agency.

If a contract is awarded, this RFP guideline shall become a part of the contractual agreement

## **SUBMISSION INFORMATION**

Proposals must be submitted in strict accordance with proposal submission instructions provided in this section. Any proposal failing to follow the entire proposal acceptance criteria listed below shall be disqualified from consideration.

**Proposals are Due no later than 11:30 AM on December 1, 2016**  
**Bidders must submit five (5) proposal copies in a sealed envelope entitled:**

Comprehensive Evaluation Services  
Licking County Commissioners' Office  
c/o Clerk Bev Adzic  
20 South 2<sup>nd</sup> Street, 4<sup>th</sup> Floor  
Newark, Ohio 43055

Proposals received after this time will not be considered. Unsolicited materials received after the deadline date will not be added to previous submissions and will not be considered.

Faxed or emailed proposals will not be accepted.  
**Proposals must be received by the Commissioners' Office by the date/time listed above.**

**A bidders' conference will take place at the OhioMeansJobs | Licking County, 998 East Main Street, Newark, at 2:00 PM November 18, 2016. Attendance, while not required, is recommended in order to answer questions related to the RFP.**

## **CONTACT INFORMATION**

Questions concerning this RFP may be directed to:

**Nathan Keirns, Program Planner**  
**Licking County Job & Family Services**  
**Nathan.Keirns@jfs.ohio.gov**  
**740.670.8726**