

Date Issued:

April 29, 2021

DUE:

At or before 9:45 A.M.
on May 27, 2021

Bidders must submit one hard copy & a flash drive with a copy saved on it in a sealed envelope entitled:

Peer Mentor RFP
Licking County
Commissioners' Office
c/o Bev Adzic
20 S. 2nd Street 4th Floor,
Newark, Ohio 43055

Faxed or email proposals will not be accepted

BIDDERS' CONFERENCE

Bidders Conference:
11:00 A.M. on May 18, 2021
OhioMeansJobs | Licking
County, 998 East Main
Street, Newark, Ohio 43055

Attendance is not required but recommended to answer questions related to the RFP.

CONTACT INFORMATION

Questions concerning this RFP may be directed to:

Kari Matheny
Licking County Job and
Family Services
(740) 670-8726 or
Kari.Matheny@jfs.ohio.gov

PEER MENTORING SERVICES - REQUEST FOR PROPOSALS

PURPOSE & BACKGROUND

Licking County Job & 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. LCJFS is committed to establishing programs that prepare individuals, who are economically disadvantaged and un-employed or under-employed, for worthwhile and sustainable employment. 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)/SNAP Employment and Training participants. To that end, LCJFS is soliciting proposals from qualified organizations to provide Peer Mentoring services for eligible public assistance/workforce development program participants.

SCOPE OF WORK

Licking County Job & Family Services is participating in a State pilot initiative called the Benefit Bridge. The Benefit Bridge initiative is intended to assist individuals as they transition off public assistance (Food, Cash & Medical) or prepare to transition off public assistance benefits. This project requires a support team of individuals who meet on a regular basis to discuss each customer, their needs and how to help them obtain and maintain economic independence. The team will take a holistic view of the customer to help them bridge the gap between public benefits and self-sufficiency. The team will provide support to each customer to help them with various items such as life skills, financial literacy, budgeting, mental and financial stability to obtain and maintain economic independence.

LCJFS is seeking a provider for Peer Mentoring services. It is preferred that the Peer Mentor have previous experience with public assistance programs, either as a previous recipient or other related experience working with low income or public assistance recipients. This person(s) will be able to provide the customer with a support network. They will check in with the individual regularly or at another pre-determined interval to provide support, encouragement, life skills and other advice.

While the Peer Mentor may be utilized to meet the needs of the general community, Licking County is seeking a Peer Mentor that will meet the needs of individuals and families who are working with Licking County's Benefit Bridge pilot program. The program commitment will likely be 20-25 hours per week.

SERVICE DEFINITIONS

Peer Mentors are individual(s) who have successfully transitioned off public assistance benefits via self-sufficient employment. Peer Mentors will promote and support the Benefit Bridge customer as they move toward obtaining financial independence. Peer mentor services are individualized and intended to support each person's unique situation and help eliminate or reduce barriers preventing self-sufficiency.

The responsibilities of the Provider and Peer Mentor includes, but is not limited to:

1. Must always maintain customer confidentiality.
2. Must collaborate with LCJFS staff as needed.
3. Develop and work toward achievement of employment goals.
4. Support the development of life skills.
5. Assist the individual in eliminating barriers to seeking or maintaining employment.
6. Encourage and guide individuals toward financial independence.
7. Assist with developing support systems.
8. Participate with the Benefit Bridge support team meetings.
9. Assist individuals in their transition off public assistance benefits.

PROPOSAL CONTENTS: NARRATIVE

Proposals must contain the following:

PROGRAM NARRATIVE that includes:

1. Description of services to be provided.
2. How service will be delivered.
3. Experience providing mentoring services.
4. Training provided to peer mentor.
5. Expected capacity, including availability of service hours and where services may take place.
6. Program timelines.
7. Note any collaborative efforts, identifying partnerships (including sub-contracts), if any, as well as any additional sources of program funding.
8. Note qualifications as a provider and previous experience in the delivery of such services (including qualification of provider's staff). Include details regarding the qualifications, credentials, background check policies, and liability protections of those providing services.
9. A description of provider's liability insurance coverages.

PROPOSAL CONTENTS: BUDGET

Provide a detailed line item budget that includes identification of costs, per selected area (e.g., salary, benefits, supplies, etc.). See Attachment 1 for the budget template. An electronic version of this budget format is available upon request. Should the Proposal involve existing services, please identify how funds will be utilized to expand services and current program income. Identify collaborative efforts and sub-contracts with other service providers for the identified services above, including services provided and budget for proposed sub-contracted services. Please note: Any contract that may result from this RFP will be based on reimbursement (i.e., advanced funds are not available). Provider will receive reimbursement based upon costs. Expense reports (Attachment 2) must be submitted with monthly invoices for reimbursement. The provider will be monitored for program performance and fiscal responsibility.

FUNDING:

Services provided as a result of this RFP may be reimbursed through any of the following funds, State of Ohio General Revenue Fund, TANF - 93.558, SNAP E&T - 10.537, WIOA Adult – 17.258 and/or WIOA Dislocated Worker – 17.278.

The estimated maximum amount of funds available for services secured through this RFP is projected to be \$45,000.00 per year.

Proposals will be evaluated by Licking County Job & Family Services. LCJFS will determine which provider(s), if any, it wishes to award a contract. Licking County will then enter into an independent agreement with their selected provider(s). Licking County reserves the right to enter into an agreement with any, all, or none of the providers who submit a proposal.

PROVIDER SELECTION CRITERIA:

Prospective Providers are advised that an offer for a contract may be initiated after a review of the proposal received by 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.

All Proposals will be evaluated on the criteria as listed on the Proposal Score Sheet (Attachment 3), and any other pertinent areas as selected by Licking County Job & Family.

CONTRACTUAL REQUIREMENTS:

Any contract resulting from the issuance of this request for proposals is subject to terms and conditions established by Licking County. The proposal must state if any of the elements will be subcontracted to other parties. If so, the proposal must state the name of the subcontractor, the services/activities to be provided by the subcontractor, and planned costs. This must be reflected in the proposed budget.

RFP LIMITATIONS:

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

All proposals submitted will remain the property of Licking County and Licking County Job & Family Services. Licking County, Licking County Job & Family Services, or OhioMeansJobs | Licking County reserves the right to limit total program funding based on the availability of resources.

If awarded, any agreements are estimated to start on or after July 1, 2021 and end no later than June 30, 2022. Licking County Job & Family Services reserves the right to renew contracts annually for up to two (2) consecutive years through June 30, 2024, based on successful performance, availability of funds, and if Licking County Job & Family Services warrants such renewal. Contract renewals will be based upon mutual agreement of both parties. 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 solely by Licking County Job & Family Services; or upon thirty (30) days' written notice by either party.

The provider is required to maintain independent books, records, payroll, documents, and accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance an agreement that may be awarded through this RFP. Such records shall be subject to inspection at all reasonable times. Workers Compensation paid after the program end date is not reimbursable.

Provider shall maintain professional liability, personal and public liability, property damage, and other insurance, in such amounts and such forms as each party to adequately protect itself, its officers, its employees, its agents and/or contracted servants, its personal and real property, against damage and liability. Providers shall, if requested by LCJFS, submit a certificate of insurance to LCJFS.

If a contract is awarded, this Request for Proposal (RFP) guideline shall become a part of the contractual agreement.

SUBMISSION CRITERIA:

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 MUST BE SUBMITTED TO LICKING COUNTY COMMISSIONERS' OFFICE FOLLOWING THE CRITERIA DESCRIBED BELOW.

Proposals must be physically received in a sealed envelope no later than 9:45 A.M. on May 27, 2021, at the office of the Licking County Commissioners (see below for addressing details). 1 hard copy of the proposal and a copy saved on a flash drive must be submitted in a sealed envelope addressed as follows.

Peer Mentoring Services RFP
Licking County Commissioners Office
c/o Commissioners Clerk, Bev Adzic
20 S. Second Street, 4th Floor
Newark, Ohio 43055

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

BIDDERS' CONFERENCE:

A bidders' conference will take place at OhioMeansJobs | Licking County, 998 East Main Street, Newark, at 11:00 A.M. on May 18, 2021. Attendance, while not required, is recommended to answer questions related to the RFP.

CONTACT INFORMATION:

Questions concerning this RFP may be directed to:

Kari Matheny
Program Specialist
Licking County Job & Family Services
Kari.Matheny@jfs.ohio.gov
740.670.8726

**ATTACHMENT 1
Budget Template**

Summary Sheet	
Provider Name & Program	
Budget Time Period	
Date Completed	
	Estimate Amount
I. Staff	
A. Staff Salaries	\$0.00
B. Staff Payroll Related Expenses	\$0.00
TOTAL STAFF COSTS	\$0.00
II. Operations	
A. Travel/Mileage for Staff	\$0.00
B. Consumable Goods	\$0.00
C. Occupancy	\$0.00
D. Indirect Costs	\$0.00
E. Other - Misc	\$0.00
TOTAL OPERATIONAL COSTS	\$0.00
III. Equipment	
A. Equipment Subject to Depreciation	\$0.00
B. Small Equipment Purchases	\$0.00
C. Leased and Rented Equipment	\$0.00
TOTAL EQUIPMENT COSTS	\$0.00
SUBTOTAL OF ALL COSTS (TOTAL PROJECT COST)	\$0.00
IV. Other Dollars Received	\$0.00
TOTAL PROGRAM COSTS (TOTAL AMOUNT REQUESTED FROM LCJFS)	\$0.00

STAFF

I. A. Staff Salaries

Position Title	Number of Positions Required	Annual Salary	Percent of Time to Program	Reimbursable Salary
Total Staff				\$0.00
Staff Equivalent				
Total Reimbursable Salaries				\$0.00

I. Staff Payroll Related Expenses

Item	Payroll Related Expenses
Retirement	\$0.00
Worker's Comp	\$0.00
Social Security	\$0.00
Medicare	\$0.00
Total Payroll Related Expenses	\$0.00

II. A Travel and Short-Term Training	
Mileage Reimbursement (___ per mile)	\$0.00
Other (identify)	\$0.00
Other (identify)	\$0.00
TOTAL TRAVEL AND TRAINING	\$0.00

II. B. Consumable Supplies	
Office Supplies	\$0.00
Cleaning Supplies	\$0.00
Other (identify)	\$0.00
TOTAL CONSUMABLE SUPPLIES	\$0.00

II. C. Occupancy Costs	
Rental @ \$___ per square foot	\$0.00
Usage allowance/depreciation @ ___% rate of original acquisition costs of \$_____ by Program Square Footage Percentage (Program Square Footage ___ divided by Provider Square Footage _____ = _____%)	\$0.00
Maintenance and Repairs	\$0.00
Utilities, if not included in rent	\$0.00
Heat and Light	\$0.00
Telephone/Internet	\$0.00
Water	\$0.00

TOTAL OCCUPANCY COSTS	\$0.00
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II. D. Indirect Costs	
Categories Identified in Cost Allocation plan	
The following are listed as a % of the total to relate to the Cost Allocation Plan	
Total Percent _____	
<i>If not included elsewhere in budget</i>	
Other (identify)	\$0.00
TOTAL INDIRECT COSTS	\$0.00

II. E. Other/Misc.	
Identify Misc Costs & provide detail	
TOTAL CONSUMABLE SUPPLIES	\$0.00

**ATTACHMENT 3
PROPOSAL RATING & EVALUATION RUBRIC**

PROPOSAL CONTENT	PROVIDER RESPONSE	SCORE
Provider has experience providing peer mentoring services	0 - not addressed 1 - limited experience 2 - moderate experience 3 - very experienced	
Provider can train or facilitate training for peer mentoring services	0 - not addressed 1 - provider unable to facilitate training 3 - provider will provide adequate training	
Provider has experience coordinating services with other organizations, such as other county agencies	0 - not addressed 1 - provider has minimal experience coordinating services 2 - provider has adequate experience coordinating services 3 - provider is very experienced coordinating services	
Provider offers flexible hours of services, including evenings and weekends	0 - not addressed 1 - provider unable to offer flexible hours 3 - provider hours are flexible	
Provider's staff are willing work in a variety of settings, to meet the needs of customers	0 - not addressed 1 - minimally addressed 2 - adequately addressed 3 - well planned and thought out	
Budget request appears reasonable and consistent with market expectations	0 - not addressed 1 - minimally addressed 2 - adequately addressed 3 - well planned and thought out	
Proposal meets all requirements established in RFP	0 - not addressed 1 - minimally addressed 2 - adequately addressed 3 - well planned and thought out	
	TOTAL – out of 21 possible	
COMMENTS:		