

# REQUEST FOR PROPOSALS

**Date Issued:**

April 7, 2022

**Proposals Due:**

10:30 AM on May 12, 2022

Bidders must submit two (2) hard copies and 1 saved on a flash drive in a sealed envelope entitled:

**2022 Specialized Industry Related Training & Career Exploration**

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

**NOTE: Two (2) hard copies and one (1) copy saved on a flash drive hard copies must be received by the submission date at the address listed above in order to be considered. Faxed or emailed proposals will not be accepted.**

**Bidders' Conference**

11:30 AM  
April 22<sup>nd</sup>, 2022  
Ohio Means Jobs |  
Licking County  
998 East Main Street,  
Newark, Ohio 43055



Licking County

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Job Center network



## Specialized Industry Related Training & Career Exploration

### Purpose

Licking County Job and Family Services is currently soliciting proposals for providers of First Aid, CPR, OSHA 10 training and Specialized Industry Related Career Exploration for low-income Licking County youth.

This specialized industry training will allow eligible, low-income youth the opportunity to gain valuable education, employment skills and in-demand industry exposure. Programs to provide industry training are estimated to start on or after June 1, 2022 and end on or before September 30, 2022. Contracts may be renewed for up to two additional years based on availability of funds and needs of the Agency. Funding is contingent upon the Ohio Department of Job and Family Services.

### Background

Licking County Job and Family Services administers several programs focusing on the work first philosophy and strives to provide quality employment, training and supportive services to assist individuals with obtaining and maintaining self-sufficiency. These programs incorporate a combination of supportive services, education, training, and soft skills development to help families transition off public assistance and/or prevent the cycle of dependency on public assistance. Programs/funding sources include:

#### Prevention, Retention, and Contingency Program (PRC)

This program is designed to provide benefits and services to income eligible families who are in need of help to obtain and/or maintain self-sufficiency. The PRC Program is funded by the Federal Temporary Assistance for Needy Families (TANF) Program. The PRC Program provides counties the opportunity to develop locally driven, flexible, responsive, and innovative services designed to meet the needs of eligible families.

Licking County's PRC Plan incorporates categories which allow PRC eligible individuals the opportunity to obtain assistance in order to meet TANF priorities defined by the State of Ohio and based on Federal guidelines. The Specialized Industry Related Career Exploration Program meets the first two purposes of TANF:

1. To provide assistance to needy families so that children may be cared for in their own home or the home of relatives.
2. End the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

### **Workforce Innovation and Opportunity Act (WIOA)**

In July 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law, replacing the longstanding Workforce Investment Act (WIA). While many concepts from WIA were transferred to WIOA, the new law brought significant changes. Most notably, WIOA shifts the prioritization of services to Out-of-School youth. WIOA mandates that at least 75% of WIOA youth funding must be used to serve the estimated six million youth nationwide, aged 16-24, who are disconnected and neither employed nor attending school. This reprioritization extended youth eligibility from age 21 to age 24.

WIOA also emphasizes strengthened partnerships between WIOA and Temporary Assistance for Needy Family (TANF) in developing cross-program alignment and collaboration in the training and employment of low-income individuals. To further program integration, the State of Ohio created the Comprehensive Case Management and Employment Program (CCMEP), for individuals 14-24 years old, that went into effect July 1, 2016.

Issuance of this Request for Proposals and subsequent selection of proposals does not imply nor guarantee the availability of funds through any or all of these programs. Selected providers may contract with Licking County Job and Family Services pending the availability of funds. Payment for services will be based on a reimbursement process. Start up or advanced funds are not available.

### **Catalog of Federal Domestic Assistance (CFDA)**

Services under this agreement may be provided through Temporary Assistance for Needy Families (TANF) funds that are listed in the Catalog of Federal Domestic Assistance as CFDA #93.558 and/or Workforce Innovation and Opportunities Act (WIOA) Youth which is listed as CFDA #17.259.

## **Eligible Population**

The Specialized Industry training shall serve eligible Licking County PRC and/or WIOA eligible CCMEP Participants.

All Specialized Industry training participants must be a United States' citizen or qualified alien, and resident of Licking County. Foster Children must be in temporary or permanent custody of LCJFS or other County Department of Job & Family Services/Children Services Boards. Foster children who reside in Licking County but are in the custody of other County Department of Job & Family Services/Children Services Boards may be eligible for funding through this RFP (Priority will be given to youth in the custody of Licking County Job & Family Services).

Final eligibility is determined by Licking County Job and Family Services.

Individuals from the following groups who are at least 16 but not more than 24 years of age may be eligible to participate in Specialized Industry training:

- 16-24 year old participants in the Ohio Works First (OWF) cash assistance program that have been determined to be work eligible in accordance with rule 5101:1-3-12 of the Administrative Code are required to participate in CCMEP

- 16-24 year old’s participating in an in-school or out-of-school WIOA program may participate in CCMEP, as determined by respective County Department of Job and Family Services.
- Other 16-24 year old OWF, TANF/PRC, WIOA participants may be required to participate in CCMEP, as determined by the respective County Department of Job and Family Services.

**TANF/PRC Family Composition guidelines\*\***

In order for youth to meet family composition guidelines they must meet any one of the following guidelines:

- Youth ages 16-24, as long as the youth is in a needy family.
- The youth served may be non-custodial parents as long as they are considered needy and have a minor child.

**TANF/PRC Income Guidelines\*\***

In addition to family composition requirements, LCJFS has defined “needy” by establishing income requirements. For the purposes of the Specialized Industry Related Career Exploration Program, “needy” is defined as having gross household income at or below 200% of the federal poverty guideline (FPG). See chart below:

Family Size	Gross Monthly Income 200% FPG (February 2022)
1	\$2265
2	\$3052
3	\$3839
4	\$4625
5	\$5412
6	\$6199

*Please note, income limits may be revised to address program priorities and/or any reduction in available resources.*

*\*\* Foster Children in the custody of a County Department of Job & Family Services/Children Services Boards are not subject to family composition or income guidelines (considered categorically eligible).*

**Budget and Planning**

Licking County Job and Family Services estimates having approximately \$20,000.00 available for this project and envisions serving approximately 20 youth.

**Program Requirements**

Specialized Industry training programs should include training in First Aid, CPR and Occupational Safety & Health Administration 10 (OSHA 10) and applicable certifications and career exploration for in-demand occupations. Trainees should be certified in First Aid, CPR and OSHA 10 upon completion of coursework and applicable testing. Specialized industry related career exploration should include exposure, information and skill requirements to in-demand occupations including but not limited to welding, CNC machine/robotics, and multi-craft maintenance.

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 submit a certificate of insurance to Licking County Job and Family Services.

## **PROGRAM LIMITATIONS**

In accordance with Federal and State regulations, PRC/TANF funds cannot be utilized to:

- Provide medical services, including those services reimbursable through Medicaid
- Provide foster care or residential treatment care to children
- Provide benefits or services to families without a minor child in the household (i.e., childless single adults and couples are ineligible)
- Acquire capital goods (e.g., buildings, buses, etc.)
- Purchase program supplies to enhance, beautify, improve the physical appearance of worksites (e.g., mulch, flowers, trees)
- Provide childcare services (childcare costs are excluded because Ohio has established a statewide childcare program with income and eligibility requirements per State law and rules).
- Federal funds may not be spent on entertainment costs, therefore, incentives must not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

## **Request for Proposals Limitations**

- The provider is required to maintain independent books, records, payroll, documents accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. Such records shall be subject at all reasonable times for inspection.
- Reimbursement is based upon actual expenditures for the program. Provider will be expected to have cash flow resources to sustain project operations for at least 30 days. Start up or advanced funds are not available.
- Provider will be required to carry liability insurance, and to also secure the persons and estates of eligible individuals against reasonably foreseeable torts which would cause injury or death.
- Provider will be required to conduct appropriate background checks (i.e., typically BCI/FBI fingerprinting at hire and once every five years) for individuals/staff working or volunteering with the youth.
- This Request for Proposals does not commit Licking County or the Licking County Job and Family Services to award a contract or to pay any cost incurred in the preparation of a proposal. Licking County/Licking County Job and Family Services reserves the right to accept or reject any or all proposals received, to negotiate services and costs with proposers/employers, and to cancel in part or in entirety this RFP. All Proposals submitted will remain the property of Licking County.
- Funding for programs is anticipated to be available on or after June 1, 2022. This RFP may be cancelled or modified at any time due to a reduction of Federal, State, or Local funds or a change in regulations.
- 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 by Licking County Job and Family Services; or upon thirty (30) days written notice by either party.
- If a contract is awarded, this RFP guideline shall become a part of the contractual agreement.

## **CONTACT INFORMATION**

Questions concerning this Request for Proposals may be directed to:

**Kari Matheny, Program Specialist**  
Licking County Job and Family Services  
Kari.Matheny@jfs.ohio.gov  
740.670.8726

## **Exhibit 1**

### **Proposal Contents**

# First Aid, CPR, OSHA 10 Training & Specialized Industry related career exploration

## PROPOSAL CONTENTS

Providers interested in being considered for Specialized Industry Training Program funding for Summer 2022 must include the following information: *Please number your responses accordingly*

1. Provider name, program name, contact person, address, phone number, fax number and email address
2. Briefly describe your organization. Include if you are private for profit, non-profit (private or public) or government/school entity. Describe the nature of your business, the number of years you have been providing services, and any previous experience working with youth. Describe previous Specialized Industry Related Career Exploration programming provided in the past.
3. Identify partnerships with other entities for the provision Specialized Industry Related Career Exploration & Training, including sub-contractors (e.g. training providers), or any other partnerships involved with the provision of the program. Include letters of support that identify established partnerships and define partnership roles and responsibilities.
4. Describe the program being proposed. Describe training and activities provided to develop occupational skills and work readiness. Describe how training activities will be provided, frequency, and how success will be measured. Describe if any certificates or credentials earned by the participant.
5. Describe what other supportive services will be offered to your youth participants - (e.g. transportation, training/certifications, safety equipment and supplies).
6. Identify potential hazardous program activities and how your program will ensure appropriate safety measures are in place. Identify program safety protocols for injuries & accidents.
7. Identify any necessary staff positions. List pre-employment screenings you will require of staff including drug screens, criminal background checks, etc. These documents may be monitored if a contract is awarded. Describe staff roles and responsibilities.
8. Include proof of general and professional liability coverage.

**Exhibit 2**  
**Proposal Scoring**



## Proposal Scoring – 2022 Business & Industry Training Program

Prospective Providers are advised that an offer for a contract may be initiated after a review of the proposals. Proposals will be reviewed for acceptability with emphasis on various factors and according to the type of service to be provided. Proposals will be evaluated on the following criteria:

Provider/Employer Name \_\_\_\_\_

### Business & Industry Training Program RFP

Y/N	Criteria	COMMENTS
	Industry specific career exploration opportunities proposed are meaningful and age appropriate to the youth to be served	
	Proposal describes industry specific career exploration activities to be performed by youth	
	Industry specific career exploration programs are accessible and conducive to the safety and well-being of the youth	
	Proposal includes required budget information with requested funding amount	
	Costs are reasonable to the level of services provided	
	Proposal includes CPR, First Aid & OSHA training and certificate	
	Provider has previous experience training youth	
	Provider able to provide documentation of liability coverage for youth participants and staff employees	

## Proposal Scoring – 2022 Business & Industry Training Program

Industry specific career exploration activities proposed are meaningful and age appropriate to the youth to be served	<ul style="list-style-type: none"> <li>0- not addressed</li> <li>1- limited activities available</li> <li>2- moderate activities available</li> <li>3- provider will ensure adequate activities provided</li> </ul>	
Proposal describes industry specific career exploration activities to be performed by youth	<ul style="list-style-type: none"> <li>0- not addressed</li> <li>1- provider will provide limited activities</li> <li>2- provider will provide moderate activities</li> <li>3- provider will provide adequate activities</li> </ul>	
Demonstrable experience working with 16-24 year old's	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yes (2 points)</li> <li><input type="checkbox"/> No (0 points)</li> </ul>	
Provider has demonstrated experience running youth programs	<ul style="list-style-type: none"> <li>0-not addressed</li> <li>1-minimum experience</li> <li>2-moderate experience</li> <li>3-experienced</li> </ul>	
Provider staff is knowledgeable, and experienced with training and supervising youth	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yes (2 points)</li> <li><input type="checkbox"/> No (0 points)</li> </ul>	
Program contains an employability skills training or occupational skills training component that leads to First Aid, CPR & OHS 10 certificate	<ul style="list-style-type: none"> <li>0 - not addressed</li> <li>1 - minimally addressed</li> <li>2 - adequately addressed</li> <li>3 - well planned and thought out</li> </ul>	
Program costs are reasonable to the level of services provided	<ul style="list-style-type: none"> <li>0- not addressed</li> <li>1- provider's costs are excessive</li> <li>2- provider's costs are reasonable</li> <li>3- provider's</li> </ul>	
Provider provided documented liability coverage for youth trainees	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yes (2 points)</li> <li><input type="checkbox"/> No (0 points)</li> </ul>	
Total out of 21 possible		

Should funds become limited, priority will be given to program(s) with the highest total score.