

# REQUEST FOR COMPETITIVE PROPOSALS

**Date Issued:**

March 24, 2022

**Proposals Due:**

11:35 AM on April 14, 2022

Bidders must submit one (1) hard copy and a copy saved on a flash drive in a sealed envelope entitled:

**2022 TANF Summer Youth 14- & 15-year-old Education & Career Exploration Program**

**To: 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: One (1) hard copy and a copy saved on a flash drive must be received by the submission date and time at the address listed above to be considered. Faxed or emailed proposals will not be accepted.**

**Bidders' Conference**

2:00 PM

April 4th, 2022

Ohio Means Jobs |

Licking County

998 East Main Street,

Newark, Ohio 43055



Licking County

A proud partner of the American Job Center network



## TANF Summer Youth 14- & 15-year-old Education & Career Exploration Program

### Purpose

Licking County Job and Family Services is currently soliciting proposals for providers of Temporary Assistance for Needy Families (TANF) Youth Summer Education and Career Exploration Program(s) for low-income Licking County youth ages 14-15 and Foster Children ages 14-15.

TANF Summer Youth Education and Career Exploration Program will allow eligible low-income youth the opportunity to gain valuable education, employment skills and in-demand industry exposure. Programs to provide summer career exploration opportunities are estimated to start after May 1, 2022 and end on or before September 30, 2022. Funding is contingent upon the Ohio Department of Job and Family Services allocating TANF/PRC funds.

### 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 TANF Summer Youth 14- & 15- year-old Education & 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.

Issuance of this Request for Competitive 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 cost reimbursement process. Start up or advanced funds are not available.

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

Temporary Assistance for Needy Families (TANF) CFDA number is 93.558.

**Eligible Population**

The Summer Youth Education & Career Exploration Program shall only serve persons ages 14 and 15 from a PRC-eligible family and/or Foster Children ages 14 and 15 years of age.

All summer youth trainees 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 / Ohio Means Jobs | Licking County.

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

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

- a. Youth ages 14-15, as long as the youth is in a needy family.
- b. 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 TANF Summer Youth Education and 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 (they are considered categorically eligible).*

## **Budget and Planning**

Licking County Job and Family Services estimates having up to approximately \$40,000.00 available for this project and envisions serving approximately 20 youth.

## **Program Requirements**

TANF Summer Youth Education and Career Exploration Program will provide a short-term, part time educational and career exploration environment to enhance the skills and interests of youth participants. Education and career exploration should be in the area(s) of Science, Technology, Engineering & Math (STEM), including Information Technology (IT). Allowable activities may include career awareness and exploration activities, such as computer science exposure, including information technology, coding, 3-D printing, robotics, etc., and other activities such as career camps, employer presentations and tours.

Incentive payments to youth trainees are permitted and encouraged for recognition and achievement directly tied to training activities and educational achievements. Stipend and/or incentive payments should be included for positive reinforcement to promote youth program attendance and/or training program participation and achievements. Incentives should be based on a participant meeting a defined objective or standard that is applied consistently across the program. The provider should provide a list of obtainable training incentive/stipend achievements, description of performance standards and corresponding stipend/incentive amounts. 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. Stipend/Incentive amounts should be appropriate and not exorbitant to a working wage.

Program providers are strongly encouraged to include transportation and other supportive services as a component for this program. Youth will have the need for transportation to and from the program provider's location for program participation.

Ohio Means Jobs | Licking County (OMJ) will assist in identifying and recruitment of youth participants to be served by the proposed program(s). Other agencies, including LCJFS and the program provider may refer potential participants. OMJ will determine final program participant eligibility.

**Important:** The program provider will serve as the actual trainer of the youth trainees. A third-party payroll agent, such as a temporary employment agency, may be used to issue payroll/incentive/stipend services. Program provider must remain the trainer of record and have insurance coverage for the program trainees.

Other program requirements include but are not limited to:

- Referring youth trainees to Ohio Means Jobs | Licking County for eligibility determination
- Training eligible youth (youth would be trainees of the program provider)

- Ensuring youth trainees have transportation to and from program site daily or as needed. (Transportation costs are allowable and should be included when developing a program budget.)
- Providing occupational skills and employability skills training
- Pay the youth trainees a weekly competency completion stipend or incentive
- Providing training functions as the trainer of record including paying all payroll/incentive/stipend expenses including Workers Compensation, if applicable (worker compensation premiums and claims paid)
- Should include any liability and/or training insurance
- Responsible for youth activity coordination, direct supervision and training
- Providing supportive services as needed
- Completing necessary state reports and maintain fiscal records
- Ensuring that costs are allowable according to state and federal regulations
- Hiring qualified program staff and supervisors and provide appropriate background checks for individuals working with the youth program. Youth program volunteers are expected to meet the same background standards as paid employees.

**Preference will be given to programs providing the following:**

- Programs that include transportation to and from program site. Transportation costs are allowable and should be considered when developing a budget.
- Provide training or have training available for youth that leads to employment related credential, academic credit, or certificate.
- Where applicable and allowable career exploration/training provides youth trainees with certificate of completion, credential, and/or high school academic credit.

## **Other Program Considerations**

### **Youth Trainees**

While this is not an employment program, the youth trainees should be incentivized for attending, completing and/or obtaining a certificate or credential via an incentive or stipend. The program provider will be required to administer all incentive/stipend functions and associated costs and will be reimbursed by Licking County Job and Family Services. The vendor must have adequate cash flow to cover program costs for up to 30 days.

## **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 Competitive 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 to inspection at reasonable times.
- Reimbursement is based upon actual expenditures for the program. Provider will be expected to have cash flow resources to sustain trainee incentives/stipends and project operations for at least 30 days. Start up or advanced funds are not available.
- Providers will be required to submit monthly reports of actual expenses and verification of benchmarks achieved and payments to youth trainees.
- Workers Compensation paid to a participant after the program end date is not reimbursable.
- 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 training program.
- This Request for Competitive 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 May 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 Competitive 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**

**TANF Summer Youth Educational and Career Exploration  
Program**

## PROPOSAL CONTENTS

Providers interested in being considered for TANF Summer Youth 14- & 15- year-old Education and Career Exploration 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 summer youth programming provided in the past.
3. Identify partnerships with other entities for the provision of summer youth career exploration including sub-contractors (e.g. payroll processing), 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 with the summer youth program.
4. Describe the program being proposed. Describe career exploration 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, credentials, or high school academic credits will be earned by the participant.
5. Describe the specific activities the youth will perform, include identified employer visits, training schedules including the number of hours worked per day, days per week, and stipend or incentives. Describe who will be responsible to supervise the youth.
6. Describe the target population of youth to be served by your program including age, gender & affiliations (if applicable). Identify the number of youth you intend to recruit and the number of youth you intend to employ in your program.
7. Describe the intake and application process for youth participating in your program. List pre-employment screenings you will require such as physicals, drug tests and background checks.
8. Include a program timeline including intake and application process, and prospective start and end dates.
9. Describe your payroll/incentive/stipend payment process. Will payroll/incentive/stipend payment be handled by your organization or contracted to a third party such as a temporary agency or a payroll service? Include how frequent the youth will be paid, how stipend or incentive benchmarks will be tracked and how the youth be paid (direct deposit or check)?

10. Describe what other supportive services will be offered to youth participants - (e.g. transportation, training/certifications, safety equipment and supplies). The provision and arrangement of transportation by the provider is encouraged.
11. Identify potential hazardous program activities and how your program will ensure appropriate safety measures are in place. Identify program safety protocols for injuries & accidents.
12. Identify staff positions and include job descriptions. 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.
13. Include proof of general and professional liability coverage, including insurance that covers the participants/trainees.



## **Exhibit 2**

### **Budget Template**

Budget template available in Excel format by request at [Kari.Matheny@jfs.ohio.gov](mailto:Kari.Matheny@jfs.ohio.gov) or by visiting [Lickingcountyjfs.com](http://Lickingcountyjfs.com) and clicking on "Requests for Proposals."

**Budget Template**  
**TANF Summer Youth 14- & 15- year-old Education & Career**  
**Exploration Program**

<b>Summary Sheet</b>	
<b><u>(Provider Name &amp; Program)</u></b>	
<b>(Budget time period)</b>	
<b>(date completed)</b>	
	Estimate Amount
<b>I. Staff</b>	
A. Trainee Incentives/Stipends	\$0.00
B. Staff Salaries	\$0.00
C. Participant Payroll Related Expenses	\$0.00
D. Staff Payroll Related Expenses	\$0.00
Total Staff Costs	\$0.00
<b>II. Operations</b>	
A. Travel/Mileage for Staff	\$0.00
B. Consumable Goods	\$0.00
C. Occupancy	\$0.00
D. In-Direct Costs	\$0.00
E. Participant Training	\$0.00
F. Participant Transportation	\$0.00
G. Other - Miscellaneous	\$0.00
Total Operational Costs	\$0.00
<b>III. Equipment</b>	
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
Sub-Total of All Costs	\$0.00
<b>IV. Other Dollars Received</b>	\$0.00
Total Program Costs	\$0.00



Total Staff				\$0.00
Staff Equivalent				
<b>Total Reimbursable Salaries</b>				<b>\$0.00</b>

**I. B. Payroll Related Expenses**

Item	Payroll Related Expenses
Retirement	\$0.00
Worker's Compensation	\$0.00
Unemployment Insurance	\$0.00
Medical Insurance Premium	\$0.00
Life Insurance	\$0.00
Medicare	\$0.00
<b>Total Payroll Related Expenses</b>	<b>\$0.00</b>

**OPERATIONS**

<b>II. A. Travel and Training</b>		
Mileage Reimbursement ( _____ per mile)	\$0.00	
Participant Training (Identify)	\$0.00	
Other (Identify)	\$0.00	
Participant Transportation	\$0.00	
<b>Total Travel and Short-Term Training</b>	<b>\$0.00</b>	

<b>II. B. Consumable Supplies</b>		
Office Supplies	\$0.00	
Cleaning Supplies		
Other (Identify)		
<b>Total Consumable Supplies</b>	<b>\$0.00</b>	

<b>IIC. Occupancy Costs</b>		
Rental @ \$ _____ per square foot	\$0.00	
Usage allowance/depreciation @ _____% rate of original Acquisition cost 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)		
Electric & Gas	\$0.00	
Telephone	\$0.00	
Water	\$0.00	
<b>Total Occupancy Costs</b>	<b>\$0.00</b>	

<b>IID. Indirect Costs</b>		
Identify Categories in Indirect Cost Allocation Plan		\$0.00
The following are listed at a % of the total to relate to the % staff ratio to program.		
Total Percent		
Office Supplies		
Rent		
Telephone/Internet Usage		
Copier Usage		
<b>Total Indirect Costs</b>		<b>\$0.00</b>

<b>IIE. Other - Miscellaneous</b>		
	\$0.00	
Identify Miscellaneous Costs-please include details (e.g supportive services for youth, incentives, food for youth etc.)		
<b>Total Miscellaneous Costs</b>	<b>\$0.00</b>	

## EQUIPMENT

### IIIA. Equipment Subject to Depreciation

Equipment to be Depreciated	New or Used	Date Purchased	Quantity	Total Actual Cost	Salvage Value	Amount to be Depreciated	Useful Life	Chargeable Annual Depreciation
								\$0.00
<b>Total Equipment Depreciation Charges</b>								<b>\$0.00</b>

### IIIB. Small Equipment Purchases (Equipment costing under \$5,000)

Item			Quantity	Amount
				\$0.00
<b>Total Small Equipment Purchases</b>				<b>\$0.00</b>

### IIIC. Leased and Rented Equipment

Item		Model/Year	Quantity	Amount
				\$0.00
<b>Total Leased and Rented Equipment</b>				<b>\$0.00</b>

<b>Summary Sheet</b>		
<b>(Organization name)</b>		
<b>(Budget time period)</b>		
<b>(date completed)</b>		
	<b>Description</b> (include the number of youth, hourly rate, and est hours per youth)	<b>Estimate Amount</b>
Youth Trainee Stiped/Incentives		\$0.00
Youth Trainee Stiped/Incentive Related Expenses		\$0.00
Other - Miscellaneous		\$0.00
e.g (youth supportive services such as safety equipment & transportation to and from program)		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>Total Project Costs</b>		<b>\$0.00</b>
<b>Sub-Total of All Costs</b>		<b>\$0.00</b>
<b>Total TANF Request</b>		<b>\$0.00</b>

**Exhibit 3**  
**Proposal Scoring**



## **Proposal Scoring – 2022 Summer Youth 14- & 15-year-old Education & Career Exploration 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 Name \_\_\_\_\_

### **TANF Summer Youth 14- & 15-year-old Education & Career Exploration Program RFP**

Y/N	Criteria	COMMENTS
	Career exploration opportunities proposed are meaningful and age appropriate for the youth to be served	
	Proposal describes career exploration activities to be performed by youth	
	Career exploration programs are accessible and conducive to the safety and well-being of the youth	
	Career Exploration provides certificates and/or high school academic credit(s)	
	Proposal includes required budget information with requested funding amount	
	Costs are reasonable to the level of services provided	
	Proposal includes appropriate opportunities for youth training	
	Provider has previous experience training youth	
	Provider has previous experience processing payroll or will subcontract payroll processing duties	
	Provider able to provide documentation of liability coverage for youth participant/trainees and staff employees	
	Provider has adequate cash flow to cover youth payroll for 30 days before reimbursement	

## Proposal Scoring – 2022 Summer Youth 14- & 15-year-old Education & Career Exploration Program

Proposal includes the provision for supportive services	<ul style="list-style-type: none"> <li>0 - not addressed</li> <li>1 - limited services available</li> <li>2 - moderate services available</li> <li>3 - provider will ensure supportive services are provided as needed</li> </ul>	
Youth will be supervised by provider at all times	<ul style="list-style-type: none"> <li>0 - not addressed</li> <li>2 - provider will provide minimal supervision</li> <li>3 - provider will provide adequate supervision</li> </ul>	
Proposal includes the provision for youth transportation	<ul style="list-style-type: none"> <li>0 - not addressed</li> <li>1 - transportation is limited</li> <li>2 - transportation is adequate</li> <li>3 - provider ensures transportation is provided to all youth</li> </ul>	
Proposal addresses youth transportation efforts	<ul style="list-style-type: none"> <li>0 - not addressed</li> <li>2 - provider has an adequate recruitment plan</li> <li>3 - provider has a well thought out recruitment plan</li> </ul>	
Demonstrated experience working with 14- and 15-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>0 - not addressed</li> <li>1 - minimally qualified</li> <li>2 - qualified</li> <li>3 - very qualified</li> </ul>	
Program contains an employability skills training or occupational skills training component that leads to certificate, academic credit, or other credential	<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 will provide services to address the specific needs of Licking County Foster Children ages 14-15	<ul style="list-style-type: none"> <li>0 - project does not target Licking County Foster Children/ not addressed</li> <li>1 - provider minimally addresses the specific needs</li> <li>2 - provider has an adequate plan to address the specific needs</li> <li>3 - provider has well thought out services to address the specific needs</li> </ul>	
Provider collaborates with other organizations to provide training and/or employer/job site tours	<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>	
Total out of 29 possible		

Should funds become limited, priority will be given to programs with the highest total score