

REQUEST FOR PROPOSAL

Services Solicited:

Comprehensive, year-round, Workforce Innovation and Opportunity Act (WIOA) Youth – Comprehensive Case Management Employment Program (CCMEP) and/or Temporary Assistance for Needy Families (TANF)

Youth Workforce Development Services

Agency Name, Contact Information:

Ashland County Department of Job & Family Services

15 West 4th Street

Ashland, Ohio 44805

Website: www.ashlandjfs.org

Phone: 419-282-5000 Fax: 419-282-5010

Director: Peter Stefaniuk

Commissioners: Mike Welch, J.E. Justice, Denny Bittle

If you need assistance with completing the RFP, you may contact Patty Sheppard; patty.sheppard@jfs.ohio.gov at Ashland County Job & Family Services with questions or concerns about your proposal.

Date of Issue: **3/21/2024**

Proposal Due Date: **4/18/2024**

CONTENTS OF THIS REQUEST FOR PROPOSAL

	<u>Page number</u>
OVERVIEW	3
BRIEF DESCRIPTION OF REQUESTED SERVICES	3
PROPOSAL FORMAT	4 - 10
PROPOSAL SUBMISSION	11
EVALUATION CRITERIA	12
QUESTIONS	13
LIMITATIONS	13

OVERVIEW

BRIEF DESCRIPTION OF THE AGENCY

Ashland County Department of Job & Family Services provides an array of family and social services. Services may include but are not limited to **Family Stability** (Ohio Works First (OWF), Food Assistance, Medicaid, Prevention-Retention-Contingency (PRC), Child Care & Medical Transportation; **Social Services** (Adult Protective Services, Title XX contracted services); **Children Services, Child Support Enforcement Agency**, and **Workforce Development**.

The OhioMeansJobs Center is co-located within the Ashland County Department of Job & Family Services. The OhioMeansJobs Center provides workforce development through direct service, contracted services and/or linkage to other OhioMeansJobs Centers. The Ashland OhioMeansJobs Center at Ashland County Department of Job & Family Services serve Ohio Works First applicants and recipients, Food Assistance applicants and recipients, dislocated workers, job seeking adults unemployed or underemployed and economically disadvantaged youth directly or through contracted services.

BRIEF DESCRIPTION OF REQUESTED SERVICES

The Ashland County Department of Job & Family Services is seeking a youth services program that helps prepare today's young people to become the workforce of tomorrow. Programs should include services that provide a sequenced link between learning and development, community involvement, the world of work and life-long learning. The program should consider leadership and citizenship skills, educational achievement levels and experience, the current job market, trends and forecasts, as well as appropriate transitional life preparation skills for youth to be able to enter the labor market. The youth service program should provide year-round employment and training; including all 14 WIOA Program Elements, to economically disadvantaged youth ages 14 through 24 within the framework of the Workforce Innovation and Opportunity Act (WIOA) and the Comprehensive Case Management and Employment Program (CCMEP). The individuals to be served may include WIOA /CCMEP eligible youth and Temporary Assistance for Needy Families (TANF) eligible youth.

CCMEP is an innovative program that can help low-income 14- to 24-year-olds build career paths, find employment and break the cycle of poverty. It offers a wide range of services specifically tailored to everyone. Participants spend about 20 hours a week in CCMEP activities designed to help them achieve goals related to employment in their chosen career, increased earnings and/or obtaining a work certificate or credential. After they achieve these goals, they continue to receive follow-up services. These can include such things as leadership training, help with work-related problems, mentoring and/or work-related peer support groups.

Low-income 14- to 24-year-olds who are registered for a Workforce Innovation and Opportunity Act (WIOA) program and are considered to have a barrier to employment and work-eligible 14- to 24-year-olds receiving Ohio Works First (OWF) cash assistance are required to participate in CCMEP. Non-work eligible OWF recipients ages 14 to 24 may volunteer to participate in CCMEP. Individuals ages 14 to 24 who receive benefits or services through the Prevention, Retention and Contingency program also may volunteer within 90 days of receiving a benefit or service.

An organization may submit proposal(s) for one of the key program elements or all the key program elements. However, any comprehensive program must include a Summer Employment component. Any single element program must include interface with a comprehensive program.

PROPOSAL FORMAT

Each proposal must be submitted following the outline below. The proposal shall include all the components in the order in which they are outlined. Each section of the proposal shall be labeled with the same headings as the outline. This enables reviewers to find required items and evaluate the submission in the most accurate manner.

COVER/SIGNATURE SHEET:

Each proposal must be signed by an authorized representative of the vendor and include the names of individuals authorized to negotiate with the Ashland County Department of Job & Family Services.

TABLE OF CONTENTS

I. SUMMARY/OVERVIEW

Include a brief one or two page summary of the project.

II. PROGRAM NARRATIVE

Outline the proposed project, including all the necessary components described in the sections that follow.

A. DESIRED OUTCOMES AND GOALS

The Program must provide participants with real employable skills. Participants should be prepared to enter the workforce by achieving at least one of the following goal areas: Occupational skills, work readiness or basic skills. This shall be accomplished by providing, according to each individual youth's plan, subsidized or unsubsidized work experience or linkage to occupational training, standardized pre-employment skills training, and direct or indirect tutoring. The proposing organization may subcontract the necessary activities with appropriate service providers.

It is expected that participants will learn measurable skills that can lead them to long term self-sufficient employment into their adulthood. It is further expected that participating youth will improve school attendance and will be assisted in remaining in school and/or achieving a high school diploma or equivalency or other workforce relevant credentials.

A successful proposal should explain how these desired outcomes shall be accomplished. The outcomes must be measurable and must be obtainable by the population that is served. The successful applicant should also indicate the projected number of youths to be served, separately for both the in-school and out of school components.

B. OPERATIONAL DETAILS

1. TIMEFRAME OF THE PROJECT

The proposed project shall be for a period of up to four (4) funding years that will begin **July 1, 2024, and concludes June 30, 2028**. The Ashland County Department of Job & Family Services will award sub-grant agreements for four years at a time with budgets to be renegotiated each fiscal year. Ashland County Department of Job & Family Services will consider renewal of the agreement for operation of four (4) additional fiscal years contingent upon funding and performance of the sub-grantee.

2. CAPACITY OF THE PROJECT

- The project(s) must be fiscally able to process payment for youth services that are funded through the project using the WIOA or TANF funds.
- The project(s) must ensure that only eligible youth receive funded services.
- The project(s) must be prepared to certify and document eligibility for youth enrollees. WIOA youth eligibility is maintained until the youth exits the program. TANF enrollees must have eligibility re-certified every 6 months.
- Participants should be requested to commit to a proposed comprehensive workforce development project for a minimum of 12 months.
- The project(s) must operate within and throughout Ashland County ensuring that services are either delivered to the youth or youth are delivered to the services.
- The proposed project(s) must have the capacity to provide, or partner with another program that provides, comprehensive information and referral services to youth throughout Ashland County.
- The proposing organization(s) should have experience and a proven record of successful performance with a similar project/program of comparable size and scope; proposing organization(s) must possess the financial and technical resources to carry out the project.
- The proposed project(s) must be ready for operation beginning **July 1, 2024**.

3. CONFIDENTIALITY

Describe how the program will comply with the confidentiality requirements of the Ashland County Department of Job & Family Services as well as those of the Workforce Innovation and Opportunity Act.

4. TRANSPORTATION

The Ashland County Department of Job & Family Services expect that transportation limitations of an enrolled youth will be considered when planning specific activities and work experience assignments. The proposal must describe the providers' plan for transportation.

5. HANDBOOK

Describe how the Program Operator shall provide a Participant Handbook that shall be developed in collaboration with the Ashland County Department of Job & Family Services staff.

6. CONTINUATION OF SERVICE

The successful applicant agrees to administer payment for any/all previous fiscally obligated WIOA Youth CCMEP Program training account obligations and serve youth already enrolled in the program from SFY2024 allocations.

7. CONFLICT OF INTEREST

The applicant must assure that to the best of their knowledge, there is no conflict of interest inherent in their bid, in delivering the proposed plan of service, or in a sub-grant agreement should one be awarded. The applicant must include as part of their proposal, policies, and procedures they have in place to handle potential conflicts of interest with participants or applicants for service.

8. ASSURANCES

The proposing organization assures the following:

- a. They are not on a Federal or State Debarment list.
- b. They have or will obtain sufficient general liability insurance and workers' compensation coverage. (Proof of coverage will be required prior to execution if a sub-grant is awarded)
- c. They have written authorization on file to use and reproduce any copyrighted curriculum proposed for use in their program.

- d. All personnel must meet minimum standards of licensure or qualifications to deliver any program element which requires such standards.
- e. They abide by all Civil Rights and Equal Opportunity standards regarding employment and service provision practices.

C. SERVICES TO BE PERFORMED/PROGRAM DESCRIPTION

1. CORE SERVICES

Describe your capacity to provide youth with information and referral to needed services including but not limited to employment statistics information, job vacancy listings, job skill requirements and in-demand occupations, information about training providers, information on supportive services and referral to supportive services, assessment of skill levels, aptitudes, abilities and need for supportive services, referral to tutoring, mentoring and other educational and social services.

2. WIOA YOUTH CCMEP SERVICES/ACTIVITIES FOR YOUTH AGES 14 THROUGH 24

a. Describe how you will provide 14 key program elements for the eligible low-income youth participants. Ashland County Department of Job & Family Services will determine in consultation with selected provider if/when WIOA or TANF funds will be used for all or part of the time that extends from July 1, 2024 to June 30, 2028. Each individual youth shall be provided one or more of the services from this list according to his or her Individual Opportunity Plan (IOP). An organization may submit proposal(s) for one of the key program elements or all key program elements. However, any comprehensive program must include a Summer Employment component. Any single element program must include interface with a comprehensive program. The 14 services are listed in Rule 5101:14-1-02 of the Ohio Administrative Code.

- 1) **Tutoring**, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.
- 2) **Alternative secondary school services** or drop-out recovery services.
- 3) **Paid and unpaid work experiences** (which combine occupational and academic education, and includes summer employment, pre-apprenticeship programs, internships, job shadowing, and on-the-job training **(Note: 20% of budgeted funds must be allocated to this element)**).
- 4) **Occupational skills training**.
- 5) **Education** offered concurrently with workforce preparation activities and training for a specific occupation.
- 6) **Leadership development opportunities**, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
- 7) **Supportive services** to enable youth to participate in CCMEP.
- 8) **Adult mentoring**, for a total of not less than 12 months that may occur both during and after participation in CCMEP.
- 9) **Follow-up services**, for not less than 12 months after completion of participation in CCMEP (not limited to supportive services, regular contact with program participants and their employers, labor market and employment information, financial literacy education, activities that help the program participant prepare for and transition to post-secondary education).
- 10) **Comprehensive guidance and counseling**, which may include drug and alcohol abuse counseling and referral.
- 11) **Financial literacy education**.
- 12) **Entrepreneurial skills training**.
- 13) **Labor market and employment information**; and
- 14) **Activities that help youth transition to post-secondary education and training**.

3. RECRUITMENT AND INTAKE ACTIVITIES

Proposing organization shall describe in detail, their plan for recruitment and retention of youth participants. Plan should include recruitment methods, target population, and strategies to measure recruitment method effectiveness. Proposing organization shall determine WIOA and/or *TANF eligibility on a CDJFS approved form, collection of information to support verification of eligibility for services, and enrolling youth into approved youth services. (*TANF eligibility is to be re-determined every 6 months. One staff person from each program will be required to enter eligibility and other necessary data into the state data system(s).)

Out of School Youth Strategy: Describe your strategy to ensure at least 75% of WIOA program funds will be spent on out-of-school youth. It is recommended that WIOA eligible college students*, secondary school dropouts, high school graduates and General Education Development (GED) recipients all be included in this strategy. (*FAFSA dependency status must be checked, and household determined low income.)

4. OBJECTIVE ASSESSMENT

Describe the process that identifies service needs, academic levels, goals, interest, skill levels, abilities, aptitudes, measure barriers and strengths, and determines supportive service needs.

5. THE INDIVIDUAL SERVICE STRATEGY

Describe the plan that identifies the employment goals, educational objectives and prescribes appropriate services for each individual participant. The ISS plan shall provide for:

- a. program elements in which the youth will participate
- b. strong links between academic and occupational learning
- c. preparation for post-secondary educational opportunities
- d. preparation for unsubsidized employment opportunities in appropriate cases
- e. effective connections to the job market
- f. goal setting with planned attainment dates
- g. youth activities
- h. supportive services
- i. case management and follow-up
- j. the initial ISS needs to be done before the youth is assigned to any activity.

6. CASE MANAGEMENT

Describe how you will provide on-going case management for the youth. It is appropriate to review the IOP/ISS with the participant periodically and to make modification when needed. It is also important to use case management to determine if youth are actively engaged in receiving planned and needed services and whether goals are being met. This includes case management of services provided by another organization because of a referral from the proposing organization.

7. WORKSITE DEVELOPMENT

Describe how you will develop, maintain, and evaluate youth work sites in both the public and private sector. Program Operators must ensure, for subsidized job placements, that no regular employee of the sponsoring worksite has been displaced by any participant and that no participant carries out a work assignment during a strike, lockout, or bona fide labor dispute. No participant may be placed into or remain in a subsidized position when any regular employee is on layoff from the same or substantially equivalent job. No placement may be used to promote or discourage union organizing. Proposing organization are required to submit a list of proposed work sites with the proposal.

8. FOLLOW-UP SERVICES

Describe your follow-up services to include mentoring, job coaching and other strategies to ensure that the participating youth are successful. Youth will be followed for a period of 12 months upon exit from the program. Intensity of follow-up will be set dependent on the youth's identified risk level, with a minimum of quarterly contact required.

D. PERFORMANCE EXPECTATIONS

The proposal must include an explanation of what the measurable outcomes of participation will be. Unless otherwise specified, outcome is based on enrolled participants. Ashland County Department of Job & Family Services reserve the right to amend performance standards to comply with changes in federal or state legislation.

CCMEP Primary Performance Measures

Comprehensive case management and employment program performance measures, as required under 5101:14-1-07 of the Ohio Administrative Code.

The six primary performance measures for this program are as follows:

- (1)** The percentage of program participants that are in unsubsidized employment, education, or training activities during the second quarter after exit.
- (2)** The percentage of program participants that are in unsubsidized employment, education, or training activities during the fourth quarter after exit.
- (3)** The percentage of program participants that were in an education or training program while enrolled in CCMEP who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from CCMEP. A program participant who has attained a secondary school diploma or its recognized equivalent can only be included in this measure if the program participant is also employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
- (4)** The median earnings of program participants who are in unsubsidized employment during the second quarter after exit.
- (5)** The percentage of program participants who are in an education or training program that leads to a recognized postsecondary credential, a secondary school diploma or its recognized equivalent, or employment and who are achieving measurable skill gains toward such a credential or employment. Measurable skill gains are documented academic, technical, occupational, or other forms of progress. If measuring educational functioning level (EFL) gains after program enrollment, an approved department of education national reporting system assessment must be used for both the EFL pre-test and post-test to determine an individual's educational functioning level.
- (6)** The effectiveness in serving employers.

1. OUTCOME DATA

Outcome data shall be made available at the request of Ashland County Department of Job & Family Services at any time up to 36 months after conclusion of the sub-grant agreement.

E. REPORTING REQUIREMENTS

Include in your proposal a statement that you will adhere to the following reporting requirements.

1. MONTHLY ENROLLMENT REPORTING

By the fifteenth (15th) of each month, the sub-grantee shall report on participant enrollment and job placement activity for the previous month.

2. PROGRESS REPORT

The sub-grantee will be required to submit a quarterly progress report that will be due three weeks after the end of the quarter. The progress report will include: 1) list of achievements which relate to the project's goals; 2) overall results to date; 3) number of youth served; 4) details of project's milestones to date; 5) goal attainments and amendments to goals; 6) project modifications; 7) budget amendments; 8) success stories and any additional program information; 9) copies of the evaluation or customer satisfaction surveys [evaluation forms or customer satisfaction surveys must be designed with approval from CDJFS.]

3. FISCAL REPORTING REQUIREMENTS

a. Time Frame

Itemized reimbursement invoices shall be submitted to the fiscal office of Ashland County Department of Job & Family Services no later than the fifteenth (15th) day of the month following the invoice period.

b. Close out/Final invoice

The invoice for each fiscal year (ending June 30) must be received by the Ashland County Department of Job and Family Services no later than August 15th of that year. Invoices received after August 15th may not be paid.

F. RECORD KEEPING:

Describe how you will maintain files regarding all case management services to enrolled WIOA and/or TANF eligible youth, including but not limited to:

1. eligibility determination & documentation for both barrier and financial eligibility
2. on-going assessment of academic progress, vocational interest, aptitudes, and abilities
3. identification of existing and potential barriers to employment
4. assisting participants in developing vocational and career goals
5. verification of goal setting and progress on goal achievement
6. identification of deficiencies in leadership and citizenship
7. identification of deficiencies in family and community support systems
8. development of an Individual Service Strategy which will address all the above program elements.
9. youth payroll records
10. youth supportive services records
11. financial records for the program including detailed invoices with supporting documents from sub-grantees if any.

III. PROGRAM ADMINISTRATION

Describe the Administrative entity and staffing. Include appropriate information such as organizational chart, job descriptions, resumes, corporation papers, Board of Director or other items that will help describe the organization. Include information about agency processes or procedures regarding file security, fiscal control, and methods for awarding sub-grants.

IV. CAPACITY BUILDING

Describe highlights and best practices from previous similar programs that the organization has operated. Describe what areas of the programming need improvement. Include anticipated challenges. Then discuss what plans the organization must meet and overcome these challenges. Include anything learned from customer satisfaction surveys and how these might be used to improve the delivery of services to the target populations. Describe and/or list In-kind contributions that your organization provides to this project. Also include other resources your organization brings to this project such as other supplemental grants or donations that improve and/or increase your capacity to offer these services.

V. BUDGET AND BUDGET NARRATIVE

Provide a budget narrative to communicate *clearly* how the funds will be utilized. Complete the budget forms according to the budget packet which is provided with this RFP. The budget shall be based on actual cost reimbursement and shall not reflect unit pricing. Budgets for In-school youth and Out-of-school youth should be separate. Budgets should be submitted for each State Fiscal Year separately.

VI. AVAILABLE FUNDS

Workforce Innovation & Opportunity Act Funds (WIOA) up to \$150,000 and \$200,000 in Comprehensive Case Management and Employment Plan Temporary Assistance for Needing Families fund (CCMEP TANF) are available annually from July 1, 2024, through June 30, 2028, for servicing youth in Ashland County. The amount of any award is dependent upon availability of funding through allocations received from the Ohio Department of Job and Family Services. Funds may not be used to supplant existing programs; they may be used to create new services or alternate source of funds to further broaden the spectrum of at-risk youth who may be served in the county.

VII. OPTIONAL ADDITIONAL INFORMATION

Proposal may include additional information to supplement the narrative, as the writer deems necessary.

PROPOSAL SUBMISSION

SUBMIT PROPOSALS TO:

Ashland County Department of Job & Family Services, 15 W 4th St., Ashland, Ohio 44805

NUMBER OF COPIES

Submit the original proposal and (three) 3 copies. Original must not be permanently bound and must be without tabs.

➤ **DUE DATE: 4/18/2024**

ADDITIONAL PROPOSAL SUBMISSION INFORMATION:

- Proposal must be signed by an authorized representative of the proposing organization
- Proposal must be clearly written and responsive to this RFP
- Proposal will become the property of the Ashland County Department of Job & Family Services.
- Ashland County Department of Job & Family Services assumes no obligation, no responsibility and no liability for costs incurred by the responders prior to the issuance of a signed sub-grant agreement.

ADDITIONAL RESOURCES

The Ashland County Department of Job & Family Services may, during the agreement period of this RFP, make additional resources available to supplement those provided in this initial procurement. Additional resources may be newly developed or become available due to existing allocations. Ashland County Department of Job & Family Services reserves the right to reopen negotiations with any selected respondent to this RFP without re-issuance of this RFP should additional resources or allowable activities be identified.

EVALUATION CRITERIA

Evaluation of each proposal will be based on the following criteria:

<u>Points</u>	<u>Criteria</u>
15	Responsiveness to the RFP: format followed, each relevant item address, inclusion of all required components
10	Experience and proven record with similar project/program of comparable size and scope
10	Qualifications: possesses the financial and technical resources to carry out the project
10	Internal control methods noted for both file security and fiscal control
5	Continuous improvement strategy included
10	Proposed target population identified and estimated number to be served included
15	Detailed Plan for recruitment and retention strategies included
10	Services to be provided to each group clearly defined
10	Goals and outcomes meet or exceed those outlined in the RFP and are measurable
10	Staff and project director identified, and staff possess adequate levels of experience in suggested positions
10	Forms and data tracking methods included and adequate
15	Budget packet completed with sufficient detail for each component of the project (in-school youth and out-of-school youth)
15	Cost of proposed services are reasonable and necessary cost for the services provided
5	Other funding sources and in-kind contributions noted
150	TOTAL POINTS

QUESTIONS

Direct all questions about the proposal by email to:

Patty Sheppard, Ashland County Department of Job & Family Services WIOA Supervisor,
patty.sheppard@jfs.ohio.gov

Monday through Friday between the hours of 7:30 am and 4:30 pm

LIMITATIONS

The Ashland County Department of Job & Family Services reserve the right to reject any, part of any, or all proposals, and the right to request additional information or clarification from any proposer. Awarding of any grant will be contingent upon available funding from Ohio Department of Job & Family Services and subject to sub-grant agreement language as defined by Ashland County Department of Job & Family Services.

The Ashland County Department of Job and Family Services further reserve the right to amend or adjust program parameters during the sub-grant award period to comply with WIOA or CCMEP TANF reauthorization rules and regulations.

Proposals received after 11:00 am on 4/18/2024 will not be considered.