

PERRY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES



**REQUEST FOR PROPOSALS
FOR
Comprehensive Case Management and
Employment Services**

Date issued: July 21, 2025

Due date for proposal: September 3, 2025
at 10:00 AM

LATE PROPOSALS WILL BE REJECTED

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PERRY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

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1.0 REQUIRMENTS AND SPECIFICATIONS

1.1 *Introduction and Purpose of the Request for Proposal*

Perry County Department of Job and Family Services (PCDJFS) is a quad combined service agency that administers public assistance, child support, workforce innovation and opportunity programs and child protective services under the general administrative authority of the Board of Perry County Commissioners. PCDJFS is seeking proposals for the purchase of Services for Comprehensive Case Management and Employment Program (CCMEP) as described in Section 1.3.

The selected Provider(s) will work on behalf of PCDJFS. PCDJFS reserves the right to award Contracts for these services to several different Providers and to award Contracts for all or any portion of the services requested herein. The Contract(s) shall be for an initial term of one (1) year (“Initial Term”) with two (2) one (1) year renewal options at the sole discretion of PCDJFS.

The purpose of this document is to provide interested parties information, on a fair and competitive basis, and in a manner that will ensure the highest possible quality of goods and services, to enable them to prepare and submit a written proposal for temporary staffing for general office duties. Any contract awarded must be approved by the Board of Perry County Commissioners.

1.2 *Terms/Abbreviations*

The following terms and acronyms are used throughout the RFP

- Board means the Board of Perry County Commissioners.
- PCDJFS means Perry County Department of Job and Family Services.
- Contractor means the successful proposer awarded the contract.
- Department means the Perry County Department of Job and Family Services.
- Proposer means an organization, agency, or individual submitting a written proposal in response to the RFP.
- RFP means Request for Proposal.

1.3 Scope of Services

On June 30, 2015, Governor Kasich signed House Bill 64, the state's biennial budget, into law. Section 305.190 of the bill establishes a framework to transform the network of human service and workforce programs to find a new way to work for low-income Ohioans. This framework begins with 14 to 24-year-olds, where early intervention can have the greatest impact. The state is pushing traditional program boundaries by integrating components of the Temporary Assistance for Needy Families (TANF) program with the Workforce Innovation and Opportunity Act (WIOA) Youth Program to create a better coordinated, person-centered case management system.

Effective July 1, 2016, Comprehensive Case Management and Employment Program (CCMEP) became the statewide operational framework used to deliver integrated, comprehensive case management and employment services across Ohio's 88 counties. CCMEP takes a coordinated, holistic approach to stabilizing individuals and families by addressing the myriad of factors that may be contributing to poverty and unemployment, including health, housing, education, transportation and child care. In conjunction with supportive services, the program will provide access to employment and training services, including career counseling, job placement and services to facilitate job retention.

By leveraging the strengths of both the workforce and human services systems, CCMEP seeks to improve employment and education outcomes for low-income youth and young adults by helping recipients overcome barriers to employment and develop the skills local employers seek.

The centerpiece of CCMEP will be ensuring clients have access to caseworkers who are qualified and trained to conduct interviews, use the assessment tool and work with clients as they make progress toward their plan objectives.

Caseworkers should engage individuals in a dynamic conversation about their current situation, aspirations and barriers, and collaborate with them to develop an individual opportunity plan with meaningful goals and objectives. The goals of the plan should be oriented towards CCMEP primary outcome measures including employment, job retention, earnings growth and credential attainment.

CCMEP services overlap with existing OWF and WIOA services and populations significantly. The winning bid for this service will distinguish itself by its ability to leverage and ensure little or no redundancy with the services delivered under:

- OWF Work Participation;
- Summer Youth Employment Services; and
- Any subsequently awarded workforce funding in Perry County.

Each CCMEP participant will be enrolled with a specific goal identified suitable to their needs.

Primary CCMEP Provider(s) will be responsible for assuring CCMEP mandates and measures under the supervision of PCDJFS. PCDJFS will provide this oversight in collaboration and communication with the

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Workforce Development Board; including quarterly reports at the Workforce Development Board meetings. Any party that receives a contract as a result of this procurement will be responsible for:

1. Contracting with PCDJFS and complying with all terms and conditions of that contract for the delivery of services.
2. Oversight and monitoring of all program activities, including those activities with collaborative partners.
3. Administering and reporting all funds paid as a result of the program.
4. Assisting in the collection of grant-funded eligibility documentation, reviewing and entering appropriate service information into the Advancement through Resources, Information & Employment Services (ARIES), CLT Client Ledger Tracking within CFIS and other data collection system(s) determined by PCDJFS, and submitting all performance documentation to PCDJFS.
5. Collaborating with community organizations and government entities, including, but not limited to: local education agencies, social service agencies, public housing agencies, TANF/OWF, foster care, youth service Providers and other related programs, businesses and industry sectors, and workforce service system and its partners.
6. Coordinating with partners in program design, implementation and capacity building/staff development and ensuring that the program meets performance outcomes.
7. Conducting customer satisfaction surveys of participants and using the results to develop and implement a continuous improvement plan.
8. Disallowed costs and costs in excess of the project budget, incurred outside of the Contract scope or timeframe, and prohibited costs will be the responsibility of the Contract holder.

Responding bidders will be expected to accept modifications in any subsequent contracts and budgets to comply with any changes in legislation, regulations or emerging guidance provided by state or federal entities. PCDJFS will work hard to minimize any locally generated rules that may add complexity.

The projected budget for this program is estimated to be \$600,000.00 for the program year October 1, 2025, through September 30, 2026.

1.4 Population to Serve

The following data is provided for planning purposes only. PCDJFS does not guarantee that the current service level will increase, decrease or remain the same.

Currently, lead agencies serve youth and young adults ages 14 - 24 in the CCMEP program in accordance with the following:

1. Required CCMEP participants:
 - A. Participants in the Ohio Works First (OWF) program who have been determined to be work-eligible.
 - B. Each low-income adult, in-school youth, or out-of-school youth registered for a WIOA program who is considered to have a barrier to employment under WIOA.
2. Volunteer CCMEP participants:
 - A. OWF participants determined not to be work-eligible.

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- B. Individuals receiving benefits and services through the Prevention, Retention and Contingency (PRC) program.

Current number of participants served:

Total Number Served (TANF)

120 – Active

38 – Follow Up

2 – OWF Mandatory

9 - Previously OWF

Priority populations will include the following:

Individuals referred from or co-enrolled with any CCMEP partner agencies with shared performance measures. This may include the following:

- Transition-age foster youth;
- Homeless youth;
- Veterans;
- School dropouts;
- Basic skills-deficient youth;
- English language learners;
- Ex-Offenders;
- Pregnant or parenting youth;
- Individuals with disabilities; and
- Individuals requiring additional assistance to enter or complete an educational program or to secure or hold employment.

Volunteers will be served only to the extent that the Provider determines there are sufficient CCMEP resources to serve those youth well while maintaining a high level of service for required populations.

1.5 Services to be Provided

The selected Provider will deliver and/or ensure all of the following are available:

1. Appropriate means of transportation of consumers to and from assigned activity sites. This may include fuel vouchers or vehicles operated by the Provider or subcontractor, etc.
2. Management of the transition of customers to employment or work activities, as well as monitoring attendance and providing prompt and accurate return of work participation reports to PCDJFS. Provide appropriate level of case management based on the needs of the individual consumer. This includes outreach and follow-up to: ensure participation, identify and address barriers, and develop working relationships. Multiple touches are required with this population in the form of meetings, letters, phone calls, site visits, etc.
3. Maintenance of adequate case records. Case records must be maintained in ARIES and a digital file system (i.e. SharePoint) that allows access for the PCJFS staff to review documents at needed. Provider case records shall include at a minimum:
 - A. JFS 03003 – Comprehensive Case Management Employment Program (CCMEP)

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Comprehensive A 11: JFS 03006 for Secondary School Use

- B. Basic Skills Assessment – TABE Test Results;
- C. JFS 03004 – Comprehensive Case Management Employment Program (CCMEP) Individual Opportunity Plan; and the JFS 03002 for Non-OWF Individuals;
- D. Case notes or hard copy information should include but not limited to the following:
 - 1) Administrative support provided regarding transportation issues;
 - 2) How identified personal and situational barriers were addressed;
 - 3) Child care needs were addressed;
 - 4) Actual participation, failure and good cause hours for each month;
 - 5) Outreach/follow-along efforts;
 - 6) Intervention plan for initially unsuccessful customers;
 - 7) How failures were addressed (i.e., good cause or sanction); and
 - 8) Hard copy verification to support assignments and outcomes (i.e., employment verification, pay stubs, basic medical form, school schedules).

NOTE: All documents and case notes must be entered by using ARIES.

- 4. Assessment of Basic Skills;
- 5. Development of state mandated individual opportunity plans;
- 7. The selected Provider will demonstrate a competent understanding of OWF work requirements, CCMEP TANF eligibility, and documentation/monitoring requirements for each;
- 8. PCDJFS values proposals that demonstrate collaborations of substance that can serve CCMEP service requirements through expedited access, well-coordinated services, and leveraged resources. Any such collaboration will be valued by PCDJFS only in as much as it is clear the effort serves the outcome interests of this Contract;
- 9. Co-location between the CCMEP and OhioMeansJobs (OMJ);
- 10. Outreach;
- 11. The Provider will ensure that participating youth complete and submit appropriate application for TANF and/or CCMEP;
- 12. CCMEP Comprehensive Assessment using the form JFS 03003;
- 13. The Provider must provide an assurance that it makes available the 14-specific core WIOA youth elements listed below. Provide a brief description of how the lead agency will ensure these elements are made available to CCMEP participants:
 - Tutoring, study skills training, instruction and dropout prevention;
 - Alternative secondary school services or dropout recovery services;
 - Paid and unpaid work experience (with an academic and occupational education component);
 - Occupational skill training;
 - Education offered concurrently with workforce preparation activities;
 - Leadership development opportunities;
 - Supportive services;
 - Adult mentoring;
 - Follow-up services for not less than 12 months;

- Comprehensive guidance and counseling;
 - Financial literacy education;
 - Entrepreneurial skills training;
 - Labor market and employment information; and
 - Activities to prepare for and transition to post-secondary education and training.
14. The Provider will deliver relatively more intensive services to participants who meet any of the criteria for or require any one or more of the services listed below:
- Parenting class as part of a case plan with a Public Children Services Agency (PCSA);
 - Alcohol or drug addiction treatment;
 - Assistance in finding a home because the participant is homeless;
 - Assistance in obtaining services related to domestic violence issues;
 - Assistance in reentering the workforce due to ex-offender status;
 - Supplemental Security Income (SSI) case management needed;
 - Mental health counseling needed;
 - Dropout prevention and recovery service;
 - Basic skills deficiency;
 - Transitioning from foster care; and
 - Other disclosed barrier(s).
15. Annual eligibility redetermination;
16. Follow-up job retention and other services will be provided for no less than 12 months to ensure a participant is successful in sustaining ongoing employment; and
17. Meet or exceed state performance measures related to Job Entry, Youth Placement, Credential Attainment, Median Earnings, and Job Retention for all CCMEP populations.

1.6 Sub-recipient

If awarded a contract through this RFP, the selected applicant(s) will be designated as a “sub-recipient” as referenced by ODJFS’ rule OAC 5101:9-1-88. A sub-recipient is defined as a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program but does not include an individual that is a beneficiary of such a program. A sub-recipient may also be a recipient of other federal awards directly from a federal awarding agency. The selected applicant will have some of the same restrictions and requirements as the federal, state, and local governments/organizations.

1.7 Employee Qualifications

Provider shall ensure that any employee who shall have direct contact with customers under the terms of this Contract will meet the following qualifications:

1. Work History: All employees who are assigned to this Contract with PCDJFS’ customers shall have information on job applications verified. Verification shall include references and work history information.

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2. Criminal Record Check: Provider warrants and represents it will comply with ORC 2151.86 and will annually complete criminal record checks on all individuals assigned to work with, volunteer with or transport customers. Provider will obtain a statewide conviction record check through the Bureau of Criminal Identification and Investigation ("BCII") and obtain a criminal record transcript from any law enforcement or police department necessary to conduct a complete criminal record check of each individual providing services.

Provider shall ensure that every above described individual will sign a release of information.

Provider shall not assign any individual to work with customers until a BCII report and a criminal record transcript has been obtained. A BCII report must be dated within six (6) months of the date and employee or volunteer is hired. Provider shall not utilize any individual who has been convicted or plead guilty to any violations contained in ORC 5153.111(B) (1or OAC Chapters 5101:2-5, 5101:2-48.

3. Employees who have been convicted: Employees convicted of, or plead guilty to, any violations contained in ORC 5153.111(B)(1) may not come into contact with PCDJFS' customers.

4. Employee Confidential Information: PCDJFS may request that the Provider not use an employee or prospective employee based on confidential Children's Services information known to PCDJFS. To this end, Provider shall provide to PCDJFS the name and social security number of all individuals having direct contact with customers prior to providing services. Provider shall not use an employee or prospective employee unless approved by PCDJFS.

1.8 Program Components

Providers are required to respond to the following for all proposals submitted:

- A. Describe your ability to meet the scope of services in Section 1.3. Include details of the population you serve, organizational history and experience. Provider should clearly state its competitive advantage and its ability to meet the terms, conditions and requirements defined in this RFP.
- B. Describe how you will fulfill each of the mandates (1-23 below). We are specifically not asking for extensive responses to each. Many responses may be limited to a confirmation of understanding and willing compliance. Others may be more involved.
 - 1. Assessment of Basic Skills - Measures the math and reading skill levels of youth. Youth who score below grade level 9 or, must receive basic skills remediation. National Reporting System approved assessments that is currently being used is the Tests of Adult Basic Education (TABE).
 - 2. Development of an individual opportunity plan, which includes:
 - Identification of each youth's employment and educational goals;
 - Identification and assignment of program elements utilized to achieve goals;
 - Identification of barriers through use of the comprehensive assessment;
 - Creation of a specific plan to overcome barriers and achieve the goal of self-sufficiency

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and employment; and

- Anticipated dates of goal attainment and timeframes to review progress.

3. The selected Provider will demonstrate a competent understanding of OWF work requirements, CCMEP TANF eligibility, and documentation/monitoring requirements for each.
4. PCDJFS values proposals that demonstrate collaborations of substance that can serve CCMEP service requirements through expedited access, well-coordinated services, and leveraged resources. Examples of such collaborators may include:
 - ASPIRE Providers;
 - Alcohol, Drug, and Mental Health (ADAMH) Board;
 - Mental Health and Recovery Services Board
 - Local employers;
 - Local agencies
 - Career and Technical Education;
 - Children Services Agency;
 - Community Colleges
 - Child Support Enforcement Agency
 - Child Care Providers
 - Community Providers;
 - Community Action Agency
 - Local School Districts
 - Family and Children First Council
 - Juvenile Court System;
 - Vocational Rehabilitation (OOD);
 - Re-entry services; and
 - County Family Service Planning Committee

Any such collaboration will be valued by PCDJFS only in as much as it is clear the effort serves the outcome interests of this Contract.

5. Co-location: CCMEP requires a full array of services to meet the needs of participants as they work toward their employment, education and/or training goals. This includes access to supportive services such as child care, transportation and housing in order to address barriers to employment. Co-location of services supports improved coordination and integration of TANF services. By offering a common entry point, co-location makes it easier for individuals to access services without the confusion and burden of having to visit multiple addresses. In addition, when staff in different programs work in close proximity, they can more easily share knowledge and offer streamlined service delivery.

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At a minimum, co-location must include coordination between the CCMEP and OhioMeansJobs (OMJ) center that serves the lead agency in order to increase youth access and connections to CCMEP services.

6. Timeliness standards should be followed according to the Perry County CCMEP Plan. Timeliness shall be monitored and documented in all cases.
7. The Provider will ensure that participating youth complete and submit an appropriate application for TANF and/or CCMEP.
8. Provider will complete the CCMEP Comprehensive Assessment using the form JFS 03003. The JFS 03003 may be completed by CCMEP Provider staff or other designated staff by PCDJFS
9. The Provider shall utilize the JFS 03004 "Comprehensive Case Management and Employment Program Individual Opportunity Plan". Information that must be included in the individual opportunity plan includes but is not limited to:
 - The dates or timeframes the individual opportunity plan will be reviewed and/or revised.
 - The barriers to employment identified through the comprehensive assessment.
 - The program participant's plan to overcome barriers and achieve the goal of self-sufficiency and employment.
 - A requirement that the program participant register with the OhioMeansJobs website www.ohiomeansjobs.com Work with the participant to make sure they understand how to use their OMJ account, search for jobs, and become familiar with the career planning resources the site offers.
 - The services (including supportive services) the participant will receive.
 - Based on the services provided, one or more activities in which the program participant will engage.
10. Provide a brief description of how the lead agency will ensure these elements are made available to CCMEP participants:
 - Tutoring, study skills training, instruction and dropout prevention.
 - Alternative secondary school services or dropout recovery services.
 - Paid and unpaid work experience (with an academic and occupational education component).
 - Occupational skill training.
 - Education offered concurrently with workforce preparation activities.
 - Leadership development opportunities.
 - Supportive services.
 - Adult mentoring.
 - Follow-up services for not less than 12 months.

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- Comprehensive guidance and counseling.

The following elements will be provided under the direction of PCJFS staff and will work in conjunction with the lead agency to ensure they are made available to all participants of the program.

- Financial literacy education.
- Entrepreneurial skills training.
- Labor market and employment information.
- Activities to prepare for and transition to post-secondary education and training.

11. The Provider will deliver relatively more intensive services to participants who meet one or more of the criteria below:

- Parenting class as part of a case plan with a Public Children Services Agency.
- Alcohol or drug addiction treatment.
- Assistance in finding a home because the participant is homeless.
- Assistance in obtaining services related to domestic violence issues.
- Assistance in reentering the workforce due to ex-offender status.
- Supplemental Security Income (SSI) case management needed.
- Mental health counseling needed.
- Dropout prevention and recovery service.
- Basic skills deficiency.
- Transitioning from foster care.
- Other disclosed barriers

Any one or more of the barriers listed above may result in a referral for intensive case management.

However, the decision to make that referral will be determined on a case by case basis.

Considerations may include: underlying circumstances, whether or not the participant is already in receipt of services needed to address the barrier and for how long, the severity of the situation, and the participants attitude and willingness to accept/receive help.

12. PCDJFS expects case managers to work in collaboration with their clients to develop meaningful individual opportunity plans oriented toward the CCMEP performance goals of employment, job retention, earnings growth and credential attainment.
13. PCDJFS recommends that CCMEP case managers review the goals and activities outlined in the individual opportunity plans with their clients at least every 30 days. This is necessary in order to revise the plans as individuals make progress toward their goals or experience changes in life circumstances or events.
14. PCDJFS expects case managers engage with program participants according to the Perry County CCMEP Plan. Person-centered case management will engage all participants at least once every

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30 days. In most cases, participants should be engaged more frequently than the 30-day minimum.

15. CCMEP participants must commit to participating in CCMEP for a minimum of 20 hours per week. Based on the participant's individual opportunity plan, the Provider may consider including in these hours such things as time spent in work, training or education activities, job search, case management, and homework and travel time. OWF work eligible CCMEP participants must adhere to the minimum 20-hour requirement or the hour requirement set forth in Ohio Administrative Code rule 5101:1-3-01, whichever is higher. Good cause reasons for not meeting the 20-hour requirement may include illness, court ordered appearances and lack of child care.
16. Semi-annual eligibility redetermination will be completed every six months from the date of application by staff working CCMEP caseloads. Verification of income will be completed.
17. Twelve (12) months of follow-up services are required for every participant that exits the program.
18. Caseload: In order to effectively and regularly engage with clients, case managers must have manageable caseloads. Caseload sizes may vary based on client needs and level of services required.
19. Monitoring: The selected Provider will be able to assure a robust and timely CCMEP participation/activity tracking protocol presented and approved by PCDJFS. The tracking must clearly support Contract reporting requirement as well as participation and outcome reporting needed to support local mandates related to OWF work participation, WIOA performance measures, OMJ registration and similar. PCDJFS will monitor case files on a monthly basis and performance on a quarterly basis.
20. Satisfaction: PCDJFS requires that Provider has a mechanism in place to solicit and collect feedback from CCMEP participants to better understand their experiences in the program and implement program improvements where needed. Provide a plan to complete universal satisfaction surveys at least annually.
21. Close cases properly:
The Provider may propose to end CCMEP eligibility for a program participant when:
 - a. The program participant has successfully entered post-secondary education, military enlistment or deployment, and/or unsubsidized employment and no longer needs CCMEP services.
 - b. The program participant has been awarded Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) by the Social Security Administration and has made application for services with Opportunities for Ohioans with

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Disabilities (OOD).

- c. The program participant has failed to utilize CCMEP services on multiple occasions without good cause and the lead agency has made reasonable efforts to provide services and make contact with the program participant.

CCMEP services and follow-up services must stop immediately if the participant is determined to be no longer eligible for WIOA or TANF (PRC).

- 22. Provide compliant follow up services: All program participants must receive some form of follow-up services described in paragraph (E)(9) of rule 5101:14-1-02 of the Administrative Code, for a minimum duration of 12 months. Follow-up services may be provided beyond 12 months.
- 23. The following primary measures should be included for quarterly performance reporting:
 - A. Education, Training, or Employment 2nd Quarter after Exit
 - B. Education, Training, or Employment 4th Quarter after Exit
 - C. Median Earnings 2nd Quarter after Exit
 - D. Credential Attainment
 - E. Measurable Skill Gains

The Provider will collect data through employment verification sources and various education attainment resources to support the measures above.

The Provider will verify and store in the case record any supplemental data that is included in performance measures.

1.9 Licensure, Administration and Training

- A. Identify any actions against your organization through ODJFS, ODMH or any other licensing body over the past 2 years that included Corrective Action Plans, Temporary License or Revocation. For the past 10 years, provide outcome of any action that resulted in a revocation.
- B. Provide a description of your organization's employee screening and clearance policy.
- C. Describe training, supervision, and support provided to staff.

1.10 Budgets and Cost Considerations

- A. PCDJFS anticipates services will begin October 1, 2025. Provider must submit a budget and budget narrative of the CCMEP program expenses, estimated number of participants, and projected cost per participant for the initial Contract term. Contracts will be written for the initial term of one (1) year with two (2) one-year options for renewal.
- B. Provider must submit a detailed narrative which demonstrates how costs are related to the service(s) presented in the proposal.

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C. For the purposes of this RFP, “unallowable” program costs (detailed list is located in 2 CFR Part 200 Subpart E) include:

1. cost of equipment or facilities procured under a lease-purchase arrangement unless it is applicable to the cost of ownership such as depreciation, utilities, maintenance and repair;
 2. bad debt or losses arising from uncorrectable accounts and other claims and related costs;
 3. contributions to a contingency(ies) reserve or any similar provision for unforeseen events;
 4. contributions, donations or any outlay of cash with no prospective benefit to the facility or program;
 5. entertainment costs for amusements, social activities and related costs for staff only;
 6. costs of alcoholic beverages;
 7. goods or services for personal use;
 8. fines, penalties or mischarging costs resulting from violations of, or failure to comply with, laws and regulations;
 9. gains and losses on disposition or impairment of depreciable or capital assets;
 10. cost of depreciation on idle facilities, except when necessary to meet Contract demands;
 11. costs incurred for interest on borrowed capital or the use of a governmental unit’s own funds, except as provided in OAC 5101:2-47-25(n);
 12. losses on other Contracts’;
 13. organizational costs such as incorporation, fees to attorneys, accountants and brokers in connection with establishment or reorganization;
 14. costs related to legal and other proceedings;
 15. goodwill;
 16. asset valuations resulting from business combinations;
 17. legislative lobbying costs;
 18. cost of organized fund raising;
 19. cost of investment counsel and staff and similar expenses incurred solely to enhance income from investments;
 20. any costs specifically subsidized by federal monies with the exception of federal funds authorized by federal law to be used to match other federal funds;
 21. advertising costs with the exception of service-related recruitment needs, procurement of scarce items and disposal of scrap and surplus;
 22. cost of insurance on the life of any officer or employee for which the facility is beneficiary;
 23. major losses incurred through the lack of available insurance coverage;
 24. cost of prohibited activities from section 501(c)(3) of the Internal Revenue Code.
- If there is a dispute regarding whether a certain item of cost is allowable, PCDJFS’

decision is final.

1.11 Customer References

Provider must submit at least three (3) current letters of reference for whom services were provided similar in nature and functionality to those requested by PCDJFS. Reference letters from PCDJFS or PCDJFS employees will not be accepted.

Each reference must include at a minimum:

- A. Company name;
- B. Address;
- C. Phone number;
- D. Fax number;
- E. Contact person;
- F. Nature of relationship and service performed; and,
- G. Time period during which services were performed. If Provider is unable to submit at least three (3) letters of reference, Provider must submit a detailed explanation as to why.

2.0 GENERAL INSTRUCTIONS AND CONDITIONS FOR PROPOSERS

2.1 General Instructions

The evaluation and selection of a contractor and the contract will be based on the information submitted in the proposal plus references and any required oral presentations. Elaborate proposals (e.g. excessive letters of recommendation) beyond what is sufficient to present a complete and effective proposal, are neither necessary nor desired. PCDJFS and the Board of Perry County Commissioners are not liable for any cost incurred by proposers to reply to this RFP.

2.2 Contract Period

The initial contract will be for the period of October 1, 2025, through September 30, 2026. PCDJFS, at its sole discretion, may decide to extend the contract for 2 additional 1-year terms through September 30, 2028. A contract and any extension require the approval of the Board of Perry County Commissioners.

2.3 Funding Level for Contract

The successful Contractor may invoice for goods and services at the agreed upon time frame. PCDJFS has budgeted an adequate amount of funds to cover any contract expenditure. Due to a significant portion of the Department's funding relying on the appropriations of the General Assembly, the budgeted funds should be considered conditional. Actual contract amount is contingent upon the winning proposal, final negotiated cost and availability of funds.

2.4 Incurring Costs

Neither the Department nor the County is liable for any cost incurred by proposers in replying to this RFP.

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2.5 Public Information

All proposals shall be deemed to be public records within the meaning of Chapter 149 of the Ohio Revised Code. However, the contents of the responses to the RFP will not be deemed public records and will be treated as confidential information until completion of the evaluation process. If a proposer believes that the RFP requires the disclosure of technical, proprietary, or trade secret information that the Proposer is not willing to make public, such information should not be submitted. No part of the proposal may be designated as confidential.

2.6 Proposals Are Unconditional

All proposals shall be unconditional. Any proposal that purports to impose conditions not included in this RFP will be deemed non-responsive. The Department may, however, waive minor informalities and omissions in a proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to interests of the Department or to fair competition. The successful proposer will be required to execute a contract acceptable to the Department and the County within ten calendar days from acceptance of the proposal or within such further time as designated by the Department.

The submission of a proposal by a Contractor implies Contractor acceptance of the terms and conditions herein, unless otherwise stated. All deviations from the specifications must be noted in detail by the contractor, in writing, at the time of submittal of this proposal.

2.7 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicted unless otherwise changed by the Department. In the event that the Department finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

ACTION ITEM	DELIVERY DATE
RFP Issued	July 21, 2025
Deadline for receiving RFP questions	August 4, 2025, at 9:00 a.m.
Deadline for issuing RFP answers	August 5, 2025, at COB
RFP deadline	September 3, 2025, at 10:00 AM
Proposals opened	September 3, 2025, at 11:00 AM at PCDJFS
Notice of intent to award	September 11-18, 2025

2.8 Provider E-mail Address

All prospective proposers must provide an e-mail address to PCDJFS in order to receive answers to questions submitted regarding this RFP, updates, material changes, and supplements to this RFP. Proposers are responsible for obtaining any such changes without further action from the Department.

3.0 PROCEDURES FOR SUBMISSION OF PROPOSAL

3.1 RFP Availability

Copies of this RFP may be obtained by telephone, mail, or e-mail from PCDJFS by contacting Lori Hollingshead at (740) 777-7405, email: PerryFiscal@ifs.ohio.gov or by visiting the agency's office at

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5250 OH 37 E, New Lexington, Ohio 43764, or by visiting the agency's website: perryjfs.org.

3.2 RFP Deliverable

SUBMISSION OPTIONS:

Both Paper and Email submissions will be accepted.

Paper Submission:

All proposals must be addressed to and received by the Perry County Department of Job & Family Services **on or before 10:00 AM September 3, 2025**, marked as follows:

Perry County Job & Family Services
ATTN: CCMEP RFP
5250 OH 37 E
P.O. Box 311
New Lexington, OH 43764-0311

Proposals must be clearly marked "**CCMEP RFP.**" Proposals must be received at the above address prior to the specified deadline. All proposals must be **time-stamped by a PCDJFS staff** at the stated time of delivery. Proposals not so stamped will not be accepted. All proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer's name and address.
- Request for proposal title
- Proposal due date

Email Submission:

Proposers will submit the required information in a PDF format. One PDF will be the RFP Proposal and the second PDF will be the Cost Proposal. **They must be separate documents but be in the same email submission!** Any signatures that are required can be scanned in separated if needed.

The email must be sent to PerryFiscal@jfs.ohio.gov

*The subject of the email submission must read:

CCMEP RFP Proposal_(Date Submitted)_(Company Name)

*Proposal must arrive **by email no later than 10:00 AM on September 3, 2025.**

*You will receive a receipt email from The PerryFiscal box to confirm delivery and that attachments can be opened.

*The RFP's will not be looked at for content until the opening time but will be opened to make sure the attachment is valid and viewable.

Proposals received after the deadline will not be accepted.

3.3 RFP Original and Copies

Paper Submission:

Each proposer must submit an original and three (3) copies of its proposal. All proposals must be packaged and sealed. Proposers must submit the cost portion of the proposal in a separate sealed envelope marked "Cost Proposal". The separate, sealed cost proposal should be inserted in the sealed package.

Email Submission:

Each proposer must submit two PDF documents in one email. One PDF document is the RFP Proposal and the second PDF document is the Cost Proposal.

The email must be sent to PerryFiscal@jfs.ohio.gov

Please view section 3.2 for additional EMAIL submission instructions.

Proposals received after the deadline will not be accepted.

3.4 Inquiries

Written questions concerning this RFP must be submitted and received by PCDJFS no later than the date specified in the Calendar of Events. Questions may be submitted to the address given above or e-mailed to: Lori.Hollingshead@jfs.ohio.gov The Department will endeavor but shall not be required to answer any such request for information. If it does, and PCDJFS deems it necessary, the answers will be provided to everyone that received copies of this RFP. All answers will be sent to the e-mail address provided by the proposer(s).

3.5 Revision/Withdrawal of Proposal

Proposals may be corrected, modified, or withdrawn prior to the deadline for submission by submitting the required number of copies of such correction, modification, withdrawal or a new submission, clearly marked on the outside envelope with the appropriate heading, by the deadline listed in this RFP. Proposals may not be withdrawn or modified for a period of sixty (60) days after the opening of the proposals.

3.6 Oral Presentations

Selected proposers may be required to make oral presentations to supplement their proposals, if requested by the Department. The Department will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the Department on the date scheduled may result in rejection of the proposer's proposal.

3.7 Limitations

The RFP does not commit PCDJFS to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for services. The Department reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is the best interest of PCDJFS. The Department may require the selected organizations to participate in negotiations and to submit any fiscal, technical, or other revisions of their proposals that may result from negotiations.

3.8 Contract Award

The Department may award a cost reimbursement contract based on offers received, without discussion of such offers with the proposers. Each proposal should, therefore, be submitted in the most favorable terms from a cost and technical standpoint. However, the Department reserves the right to conduct an on-site monitoring review of the proposer and/or request additional data, oral discussion, or presentation in support of the proposal.

4.0 GENERAL REQUIREMENTS AND PROPOSAL FORMAT

The narrative part of the proposals must present the following information and be organized with the following headings. Each heading should be separated by tabs or otherwise clearly marked. Proposals should be typed (standard typeface, 12-point font) and submitted on 8.5 x 11 white paper (no less than 1" margins) bound securely.

Email submission has same guidelines as the paper submission but as a PDF document.

4.1 Letter of Transmittal

Prepare a letter transmitting the proposal on business letterhead. The letter should identify the name, phone number, and email address of a key contact person. The letter must have the signature of a person with authority to obligate the business. The transmittal letter shall also contain a statement that the proposal is a firm offer for a sixty (60) day period.

4.2 Experience and Capabilities

Provide a brief description of your organization. Include your organization's experience as it relates to services specified in this RFP. Be specific and identify similar projects, dates, years of experience and services performed.

4.3 Service Components

Describe how you will fulfill the scope and service requirements specified in Section 1.3 through Section 1.11. Provide supporting documentation of cited past performance. Incorporate past experience working on similar projects.

4.4 Proposer References

Proposers must include in their proposals a list of organizations, including points of contact (name, address, and telephone number) that can be used as references for work performed in the area of service required. Use the format shown in Attachment B to provide this information. Selected organizations will be contacted to determine the quality of work performed and staff assigned.

4.5 Required Forms

To the narrative portion of the proposal, the following forms are required to be attached:

- Attachment A - Signature Affidavit; and
- Attachment B - Reference Form (or similar format).

5.0 PREPARING THE COST PROPOSAL

5.1 General

The cost proposal should be submitted as a separate document whether submitted in paper or electronic form. Cost proposals will not be opened until the evaluation of the written proposals is completed by the evaluation committee. The proposal will be scored using a standard quantitative calculation where the most points will be awarded to the proposal with the lowest perceived cost. Various costing methodologies and models are available to analyze the cost information submitted to determine the potential value to be derived by PCDJFS. The Department will select one method and use it consistently throughout the evaluation.

5.2 Format for Submitting Cost Proposals

The proposer must provide separately the cost for the budget for CCMEP Services in accordance with this RFP. The cost proposal should clearly identify **all** fees to be charged for the requested services. If this cost structure does not fit the needs of the contractor's proposal they may submit it in a different structure with an explanation as to why it deviates from the requested structure.

5.3 Fixed Price Period

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the due date for the proposals.

6.0 PROPOSAL SELECTION AND AWARD PROCESS

6.1 Preliminary Evaluation

A preliminary review will be conducted of all proposals submitted on time to ensure the proposal adheres to the mandatory requirements specified in the RFP. Proposals that meet the mandatory requirements will be deemed qualified. Those that do not, shall be deemed non-qualified. Non-qualified proposals may be rejected at PCDJFS' discretion. In the event that all proposers do not meet one or more of the mandatory requirements, PCDJFS reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in the RFP.

Qualified proposals in response to this RFP must meet the following mandatory requirements:

- A. Timely submission – The proposal is received at the address designated above no later than the specified deadline. Proposals mailed but not received at the designated location shall be deemed non-qualified and will be rejected.
- B. Transmittal letter;
- C. Responses to Section 1.3-1.11;
- D. Experience and capabilities;
- E. Cost proposal;
- F. Signature affidavit; and
- G. References.

6.2 Scoring Evaluation

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request oral presentations, and use the results in scoring the proposals.

6.3 Right to Reject Proposals and Negotiate Contract Terms

PCDJFS reserves the right to accept or reject any and all proposals or reject any part thereof. Further, PCDJFS reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into such a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, PCDJFS may negotiate a contract with the next highest scoring proposer.

6.4 Evaluation Process

PCDJFS reserves the right to interview or to seek additional information relating to criteria already in the RFP from any candidate after opening the proposals, but before entering into a contract, to reject any proposal if it deems it to be in the best interests of the Department, and to award a contract to the next qualified proposer. The Department reserves the right to check references identified by any proposer or associated with any previous employer of any employee of the proposer identified in the proposal. Based upon the results of the evaluation, PCDJFS will select the proposal(s) deemed to be most advantageous, with price and other factors considered. PCDJFS reserves the right to award one or more contracts based on considerations other than price.

6.5 Award of Contract

PCDJFS will prepare a contract with the successful proposer(s) and recommend its approval by the Board of Perry County Commissioners.

7.0 EVALUATION CRITERIA

7.1 Mandatory Criteria

PCDJFS will evaluate the proposals based on the required criteria listed in the RFP.

7.2 Scoring

Proposals will receive scores based on three categories:

1. Qualifications, Experience and Special Training
2. Proposal Requirements, Adherence to Specifications and References
3. Contractor Information and Cost

See Attachment C for the evaluation scoring sheet that will be utilized to score the proposals.

8.0 PROTEST PROCEDURE

8.1 Protests

Any potential, or actual, proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
 - 1) The name, address and telephone number of the protestor;
 - 2) A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - 3) A request for a ruling by PCDJFS;
 - 4) A statement as to the form of relief requested from PCDJFS;
 - 5) Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.

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B. A timely protest shall be considered by PCDJFS if it is received within the following periods:

- 1) A protest based upon alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for the receipt of proposals shall be filed no later than 1:00 p.m. on the closing date for the receipt of proposals, as specified in the Calendar of Events, of this RFP.
- 2) If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 1:00 p.m. of the fifth (5th) calendar day after the notification of intent to award date as specified in the Calendar of Events, of this RFP.

C. An untimely protest may be considered by PCDJFS if the Department determines that the protest raises issues significant to PCDJFS' procurement system. An untimely protest is one received by the Department after the time periods set forth in Item B of this section.

D. All protests must be filed at the following location:

Perry County Department of Job & Family Services
5250 OH 37 E
P.O. Box 311
New Lexington, Ohio 43764

E. When a timely protest is filed, a contract award will not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless PCDJFS determines that a delay will severely disadvantage the Department. The proposer(s) who would have been awarded the contract shall be notified of the receipt of the protest.

F. The Department will issue written decisions on all timely protests and shall notify any Contractor who filed an untimely protest as to whether or not the protest will be considered.

8.2 Caveats

PCDJFS is under no obligation to issue a contract as a result of this solicitation if, in the opinion of the Department, none of the proposals are responsive to the objectives and needs of PCDJFS. The Department reserves the right to not select any Contractor should the Department decide not to proceed. Changes in this RFP of a material nature will be provided to the e-mail address provided to PCDJFS. All proposers are responsible for supplying the Department with a valid email address and for obtaining any such changes without further notice by the Department.

ATTACHMENT A: SIGNATURE AFFIDAVIT

PERRY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

SIGNATURE AFFIDAVIT

In signing this proposal, I/we also certify that I/we have not either directly or indirectly entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other person or firm to submit or not to submit a proposal, that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor, that this proposal has not been knowingly disclosed prior to the opening of the proposals to any other proposer or competitor, that the above statement is accurate under the penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the Department in this request for proposal, and declare that the attached proposal and pricing are in conformity therein.

Signature

Date

Name (Type or Print)

Organization

Title

Address

Email

Phone

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ATTACHMENT B: REFERENCE SHEET FORMAT

PERRY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

FOR PROPOSER: Provide organization's name, address, and contact person, telephone number, and appropriate information on the services provided within the past 5 years with requirements similar to those included in this RFP.

1) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

2) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

3) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

ATTACHMENT C: PROPOSAL EVALUATION SHEET

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Proposal Submitted by:

--

Compliance Checklist for Proposal Acceptance

- ☐ Submitted by deadline
- ☐ One original and three (3) copies
Or Email Submission with (2) pdf attachments
- ☐ RFP formatted correctly
- ☐ Transmittal letter
- ☐ Proposal narrative response to Section 1.3-1.11
- ☐ Cost proposal/Budget
- ☐ Required attachments:
 - Signature Affidavit
 - References

Evaluator's Assessment

- ☐ Responsive
- ☐ Non-Responsive

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CCMEP RFP Evaluation Criteria

Proposal submitted by:		
Evaluation Criteria	Maximum Points	Points Awarded
Project Understanding, Qualification and Experience	70	
Organizational approach, importance of project to organization	10	
Ability to provide high-quality, professional, case managers	15	
Prior experience (adequacy of staff, capacity to take on scope of work based on previous experience with population)	15	
Project narrative in response to Section 1.3-1.11	20	
Outcomes and Performance Expectations and Reporting	10	
	Total	
PRICE AND COST	30	
Proposer's budget narrative of costs	15	
Costs and fees are appropriate and reasonable for the services being provided	15	
	Total	
	Grand Total	
Comments:		
Evaluator's Printed Name		
Evaluator's Signature		Date