REQUEST FOR PROPOSALS (RFP)
For
YOUTH SUMMER CAMP PROGRAMS
JUNE 2013

Dear Prospective Bidder:

The Perry County Department of Job and Family Services (PCDJFS) is accepting applications from organizations that will operate summer youth programs in order to address the need for sale and constructive opportunities for Perry County youth ages 6-15.

The Perry County Department of Job and Family Services will have Temporary Assistance for Needy Families (TANF) funds allocated for the purchase of youth summer camp programs for the time period beginning on or after June 17, 2013 ending August 9, 2013.

Schedule
RFP Issued May 15, 2013
Deadline for Submission of Questions May 24, 2013
Deadline for Submission of Applications May 31, 2013
Intent to Award June 7, 2013

Hard copies can be obtained by calling Tammy Goniea at (740) 342-3551 ext. 677.
Questions should be submitted by email to goniet@odjfs.state.oh.us

PLEASE refer to the complete Request for Proposals (RFP) for specific guidelines regarding how to submit an application for this program.

The Perry County Procurement policy stipulates that PCDJFS staff is prohibited from conducting conversations with individual bidders regarding the RFP between the date of the RFP’s release and the date of the application submission deadline.

Thank you,

Cheryl Boley, Director
Purpose

PCDJFS recognizes that during the summer month’s parents need daytime programs that offer a safe and nurturing environment for their school age children to attend. Research confirms children not engaged in learning activities over the summer months will experience some loss of learning. This learning gap increases for disengaged youth from a low economic background. Summer programming provides an opportunity for youth to explore new skills and interests not covered during the traditional school year. An effective summer program will aid in the growth and development of a young person and can enhance their educational pursuits.

PCDJFS will have Temporary Assistance for Needy Families (TANF) allocated for the purchase of summer camp youth programs for the time period beginning on or after June 17, 2013 ending August 9, 2013.

Temporary Assistance to Needy Families (TANF) Eligibility

TANF is a federal block grant; under the TANF structure the federal government allows states to operate their own programs. Ohio uses a portion of these funds for their Prevention, Retention, and Contingency Plan (PRC). Under the TANF/PRC plan Perry County is able to provide programming for youth. In order for a youth to participate in the 2013 Summer Youth Program the youth’s assistance group’s (AG) income must be at or below 200% of the Federal Poverty Guideline and the following must be verified:

- **Household Composition** – A minor child must be residing with his/her parent, a relative caretaker, legal guardian, or legal custodian (for the purposes of TANF eligibility, legal custody can only occur through court order)
- **Social Security Numbers** – All AG members must supply social security numbers or apply for a social security number
- **Citizenship** – A member for the AG must be citizen of the United States or a qualified alien as defined in OAC 5101:1-2-30-verification of qualified alien status must be provided.
- **Income** – Verification of income for the last thirty days from the time of application- the total gross income, both earned and unearned; for all of the AG members must be included. For youth programs income eligibility may be established through verification of the youth’s participation in the Free and Reduced Lunch program operated through the schools.

For a detailed outline of TANF requirements refer to, the PCJFS TANF Training Manual Youth Programs.
Summer Camp Program Standards

1. Through this RFP, PCDJFS may only fund programming for TANF eligible youth.
2. TANF eligible youth ranging in age from 6-15 (youth must have completed kindergarten).
3. The program must be in operation for a minimum of 7 weeks between June 7, 2013 and August 31, 2013.
4. Program must offer services Monday through Friday.
5. Program must be conducted for 6 hours per day, during the daytime hours between (7AM-6PM).
6. Program must be offered in a safe environment with the proper adult supervision.
7. Must show a connection with a free Summer Lunch Program to provide a nutritious lunch to youth, along with nutritious snack alternatives.
8. Program must contain regularly scheduled physical activity.
9. A successful summer youth program should include (but is not limited to) one of the following target areas:
   a. Makes available academic enrichment activities that help keep youth engaged in learning over the summer months and helps to mitigate the summer learning gap.
   b. Addresses a social issue relevant to the youth population they are serving (i.e. obesity, bullying, diversity sensitivity training, substance abuse, smoking, etc.).
   c. Elevates physical activity among youth.
   d. Engages youth in exploring cultural awareness.
   e. Provides a medium for artistic expression.
   f. Integrates learning activities to promote good nutrition and a healthy lifestyle.
   g. Promotes science and math learning opportunities.
   h. Implements character building opportunities.
   i. Integrates activities to develop studying skills.
   j. Implements financial literacy training.
   k. Integrates learning activities to promote basic employment skills.
   l. Enhances personal skill(s) development.
   m. Promotes community involvement.
   n. Encourages career exploration.
   o. Utilizes asset building.

Program Monitoring

PCDJFS will monitor all programs at least once during the course of the subaward. Monitoring will include, but may not be limited to the following requirements:
1. Fiscal Monitoring.
2. Payroll monitoring, including paycheck distribution.
3. Verification the contracted scope of service is being implemented.
4. Observations of youth participation, attendance and supervision.
5. Review of participant files.
Subrecipient Responsibilities

Successful bidders will be responsible for the following activities:

- Recruitment of participants
- Collection of documents verifying participant eligibility
- Program enrollment

Successful bidders will be responsible for the following activities:

- Referral and registration forms
- Documents necessary to verify eligibility and income
- Documentation of the delivery of program services provided
- Hours of participation in program activities
- Attendance records

- Provide all program services within the subaward
- Comply with all applicable rules and regulations governing the source of funding for this program
- Procurement Requirements
- Compliance Requirements
- Follow all rules and regulations governing the implementation and provision of program services
- Submit invoices and reports according to the guidelines established by PCDJFS
- Permit site visits from PCDJFS staff or the agency’s designees in order to monitor files, financial records, and program implementation
- Assist applicants with accurate completion of the documents needed for PCDJFS to determine eligibility
- Collect data and provide programmatic, data, and fiscal reports as required by PCDJFS
- Maintain fiscal records in accordance with generally accepted accounting practices and provide PCDJFS with specified financial reports designed to verify and analyze expenditure
- Participate fully in any program evaluations conducted by PCDJFS, including the following:
  - Timely submission of any and all required data
  - Obtain releases of information from participants, if required
  - Complete all evaluation reports
  - Meet with evaluators

PCDJFS Responsibilities

- Provide ongoing technical assistance regarding eligibility and allowable activities
- Monitor and review program performance in relationship to stated program goals
- Review all documentation and approve participants’ eligibility
- Act as the final authority regarding eligibility questions
**Proposal Submission**

**Friday, May 31 at 12:00 p.m.**

For your proposal to be considered, the complete proposal, with all required documentation, must be received by PCDJFS Staff Member **NO LATER THAN 12:00 PM on FRIDAY, May 31, 2013.**

**LATE OR INCOMPLETE PROPOSALS WILL NOT BE REVIEWED.**

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<td>Proposal Packet: 1 Original plus 3 copies for a total of 4</td>
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<td>Required Document Packet: 1</td>
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**Methods of Submission**

Mail or Hand Deliver to PCDJFS

212 S. Main St. • P.O. Box 311
New Lexington, Ohio 43764
Attention: Tammy Goniea

Applications must be delivered to PCDJFS Staff located at 212 South Main Street. Proof of delivery: dated receipt from JFS staff member.

All applications and accompanying documents will become property of PCDJFS and will not be returned. All documents submitted to PCDJFS as part of the application packet become public information. If a subaward agreement is approved, it will be available for review and inspection to anyone submitting a request to do so. PCDJFS does not encourage the submission of confidential or proprietary information in response to the RFP. The submission of an application will be considered by PCDJFS as constituting an offer to perform the program services indicated for the stated program costs.

**No Extensions of Time Will Be Given**

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**Proposal Format**

The Perry County Department of Job and Family Services reserves the right to disqualify any application that does not comply with the following instructions:

- Page Numbers – Include page numbers on **EVERY** page of the application and Required Documents
- Paper Size – All pages should be on standard 8 ½” x 11” letter size paper
- One Sided Copies – Proposals and Required Documents should be submitted as one sided copies

**Follow the order EXACTLY as outlined in this RFP:**

1. **Proposal Checklist and Table of Contents**
2. **Youth Summer Camp Program Overview**
3. **Program Overview Attachments**
   a. Outline of Program Activities (minimum one week)
   b. Current Brochure/Promotional Copy for Marketing
   c. Program License(s) (if applicable)
   d. Job Descriptions for all Positions
   e. Resumes, and Licenses (if applicable) for Existing Program Staff
   f. Evaluation Tools
   g. Table of Organization for the Agency
   h. Table of Organization for the Project
   i. Child Abuse and Neglect Reporting Policy
   j. Incident Reporting Procedures
   k. Discipline Policy
   l. Employee Criminal Background Check Policy
   m. Emergency Medical Procedures
   n. Medication Distribution Policy
   o. Child Pick Up Procedures
   p. Transportation Policy
   q. Field Trip Procedures

4. **Program Budget Documents**

**COLLATED COPIES ONLY**
Proposal Evaluation

Proposals will be reviewed by a committee compromised of at least one community member and internal staff from PCDJFS. A member of the PCDJFS will determine the technical score of the submitted proposal.

External review Evaluation Criteria:

Format and directions followed: minimum requirements met, requested information provided (5 point value)

Past experience and success (10 point value)

Population, geographical area, secured program sites, lunch provided and established program category (ies) (10 point value)

Outline of activities and correlation to program category (ies) (15 point value)

Outcomes, goals, and evaluation tool(s) (10 point value)

Promotion and marketing tools; plan to obtain eligibility information (10 point value)

Job descriptions, staff experience, timeline for hiring and training, staff training, criminal background check policy (10 point value)

Supervision of youth; policies and procedures (15 point value)

Budget document (15 point value)

PCDFS Technical Score Criteria

Correct number of packets and originals (3 point value)

Format followed (5 point value)

Budget (20 point value)

Submission of required documentation including subcontractor and/or partnership agreements (if applicable) (7 point value)

Program Budget

Budgets will be evaluated in accordance with generally accepted accounting principles (GAAP), clear support of proposed program components, and cost effectiveness.

A. The range for the hourly cost per child should not exceed $6

B. Dates for budget should be for the period specified in the RFP

C. Provide detailed explanations/justifications/contexts for all costs*

D. Administrative costs must not exceed 10% of the total program budget

E. Demonstrate a link between proposed costs and the program’s activities and outcomes

F. Bidder must be prepared to defend and demonstrate that the costs to be incurred are reasonable and necessary

G. Bidders will not be reimbursed for project overruns

*The budget explanations/justifications/contexts will provide information for the total project costs and will be used to determine the reasonableness and allowability of the proposed costs.

Funding Restrictions

A. Funds may not be used for building, construction, or to purchase or renovate property.

B. Funds may not be used to supplant existing federal, state, or local funds. For example, a bidder could not use these funds to substitute funding that has been earmarked for an existing program. Funds may be used for new approaches and/or to expand existing programs.

C. Funding is contingent upon the availability of funds for the time period specified in the RFP.

D. Funds cannot carry over from one fiscal year to the next.

E. Funds may not be used for proselytization or any inherent religious activities.

Payment Process

The Subrecipient must submit invoices monthly to PCDJFS no later than fifteen (15) calendar days following the month of service. Final deadline for all invoices is August 30. Invoices for services received later than fifteen (15) days following the service month may be disallowed by PCJFS and subrecipient will not be reimbursed for disallowed services. Services billed more than fifteen (15) calendar days after the end of the subaward agreement period (August 9, 2013) may be disallowed by PCDJFS and the Subrecipient may not be paid for disallowed services.
Invoices may be submitted only for actual services provided during the effective dates of the subaward agreement, not to exceed the number of units or the total dollar amount authorized by PCDJFS, and must reflect the approved unit cost for each unit of service or the actual dollar amount of reimbursable and administrative expenses, as appropriate.

The Subrecipient must certify that claims made to PCDJFS for payment of purchased services are for actual services rendered to eligible individuals and are for the completion of contracted performance measures/standards.

All invoiced reimbursable expenses must be verified by supporting documentation. Expenses invoiced for administrative costs must be made available upon request by PCDJFS and will be verified during the Subrecipient monitoring.

PCDJFS will review the submitted invoice for completeness and accuracy before making payment contingent upon the availability of federal, state, and local program funds. The expenditures reported on the invoice are subject to review by PCDJFS before payment is made. PCDJFS maintains expressed authorization to adjust for mathematical error, incorrect unit rate, and/or non-covered services.

PCDJFS will not reimburse for services that do not have prior authorization, exceed the authorization, or exceed the maximum dollar amount or units of the subaward agreement.

All reported expenditures and payments are subject to audit by duly authorized Federal, State, County, and PCDJFS personnel.

Definitions

Standards of Performance: All contracts will be performance-based with negotiated units of service, which will be developed based on the specifics of each program. Several examples of definitions have been provided for your convenience; however, other standards specific to your program may be outlined and defined in your proposal.

Enrollment: Defined as the accurate completion of the TANF registration form, necessary documentation to support eligibility, and documented attendance of five (5) days in the program.

Considerations

This RFP does not constitute an offer. Acceptance of applications for review does not commit PCDJFS to grant a subaward agreement. PCDJFS is not liable for any costs incurred in the preparation of applications. PCDJFS reserves the right to grant subaward agreements to a single bidder, multiple bidders, or to reject any and all applications or parts of applications received. If PCDJFS elects to initiate subaward agreement negotiations, these negotiations cannot involve changes in PCDJFS requirements or the bidder’s application which would, by their nature, affect the basis of the source selection and the competition previously conducted. PCDJFS reserves the right to negotiate program services and costs on any and all applications or to cancel the RFP in part or in its entirety. Final subaward agreements will be subject to applicable rules and regulations under the funding requirements.

Applications submitted in response to this RFP must comply with the specifications stated herein. Failure to adhere to the formatting requirements may result in the application being determined non-responsive and may result in the elimination of the application from consideration. At the option of the Perry County Department of Job and Family Services, any or all aspects of the successful applications(s) will become subaward agreement obligations if acquisition action ensues. Failure of the successful bidder to accept these obligations in the subaward agreement may result in cancellation of the award.
Subaward Notification

PCDJFS will notify all bidders of the status of their proposal at the completion of the review and recommendation process. Bidders whose proposals were not recommended for funding will be notified of this decision. Bidders whose proposals were recommended will be notified of this decision and will be contacted by a PCDJFS Staff Member to negotiate the final terms of the subaward agreement.

All subaward agreements are contingent upon the approval of the Perry County Board of Commissioners. The proposed subaward agreement is not valid and legal until it has been approved and executed, in signature, by the Perry County Board of Commissioners. Approval and continuation of a subaward agreement for these program services is contingent on the availability of federal, state, and local program funds and the continued authorization of funds under current legislation.

Protest

A bidder may protest the decision resulting from the review of the RFP by following the guidelines listed.

PCDJFS shall consider a written protest that is received by PCJDFS within five (5) business days of the date of the letter notifying the bidder that the application submitted was not accepted. The following should be included in the Notification of Protest:

- Name, address, telephone number, and fax number of protester
- RFP Name

The bidder must then submit, within five (5) business days of Notification of Protest, a formal protest in writing that must include a detailed statement of the grounds for the protest including copies of relevant documents.

The written protest must be mailed to: Perry County Department of Job and Family Services

Tammy Goniea
P.O. Box 311
New Lexington, Ohio 43764