

## **PUBLIC NOTICE**

Notice is hereby given that the Lake County Department of Job and Family Services (LCDJFS) is soliciting Requests for Proposals (RFPs) from organizations wishing to operate a WORKSFIRST Training Program funded by Temporary Assistance for Needy Families (TANF). The program will address the world of work (both in the classroom and real work settings to eliminate negative work behaviors and to provide participants with the ability to obtain and retain employment) and soft skills (such as stress management, hygiene, time management, workplace behavior and work ethics).

The program will also include working with participants to establish realistic employment goals, career research and other activities that help participants to plan and attain self sufficiency. Program participants will have little or no work experience and may also have multiple barriers. Participants must be determined eligible for the Prevention, Retention and Contingency (PRC) Program, the Ohio Works First (OWF) Program and/or Food Stamp Employment and Training (FSET) Program. Referrals to this program will be made by staff from the LCDJFS.

### **Summary of Program Requirements:**

- Deliver services 52 weeks per year.
- Work with participants to insure their compliance with participation rates required of OWF and/or FSET programs.
- Provide Services that help develop good habits and eliminate behaviors that are unacceptable in a work setting.
- Maintain participant record of each service provided and ongoing documentation of participant progress.
- Document that all direct providers of services are trained and qualified to deliver such services.
- Interact with participants' care physician(s) when necessary and appropriate.

Proposing organizations will have the professional qualifications and credentials to perform these functions and will enter into a contract with the LCDJFS and the Lake County Board of Commissioners to provide these services. Proposals shall be submitted for the period of November 1, 2009 through June 30, 2010. Based on available funding and satisfactory performance an additional contract may be offered to the Program Operator for the period of July 1, 2010 through June 30, 2011 without additional procurement. The available funding for this program will not exceed \$300,000 annually.

### **Proposal Process:**

Full specifications, including proposal format are available online at [www.lake1stop.org](http://www.lake1stop.org). These materials are also available at LCDJFS offices or by mail. Contact Leslie Ryan at (440) 350-4496 to arrange a pickup or mailing. TDD/TTY users should use 440-350-3321. LCDJFS is not able to provide copies of proposal documents by fax transmission.

A Bidders Conference is scheduled for 3:00 PM on September 25, 2009 at LCDJFS, 177 Main Street, Painesville, Ohio 44077. The Bidders Conference is not mandatory but is recommended.

Proposals must be submitted on the LCDJFS Request for Proposal forms. Four (4) copies of the completed Request for Proposal must be submitted in a sealed package marked "WORKSFIRST TRAINING PROPOSAL ENCLOSED" and received by LCDJFS at 177 Main Street, Painesville, Ohio, no later than 12:00 noon EST Friday, October 9, 2009.

Proposals will be reviewed according to the criteria stated in the proposal forms by the LCDJFS staff. LCDJFS reserves the right to reject any or all proposals; to waive informalities in RFPs; to increase or decrease or omit any or all items; to award a contract to the lowest and/or best proposer; to waive or extend proposal deadlines; and/or negotiate with all qualified sources if in the best interest of the LCDJFS. LCDJFS is an equal opportunity employer/program.

You may access this Public Notice to bidders via the Internet at [www.lakecountyohio.org](http://www.lakecountyohio.org). Click on Public Notice on the left side of the page to link to the Public Notices site. (Publish: News-Herald: September 11, 2009.