

**REQUEST FOR PROPOSAL**

**FOR**

**Food Assistance Employment & Training (FAET)**

**Issued by**

**THE LAKE COUNTY DEPARTMENT  
OF  
JOB & FAMILY SERVICES**

**177 Main Street  
Painesville, Ohio 44077**

**August 9, 2021**

**Supplemental Nutrition Assistance Program (SNAP)**

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**REQUEST FOR PROPOSAL  
FOOD ASSISTANCE EMPLOYMENT & TRAINING PROGRAM**

**1.0 GENERAL OVERVIEW**

**1.1 Introduction and Purpose**

The Lake County Department of Job and Family Services (LCDJFS) is requesting proposals to operate a Food Assistance Employment and Training Program for the betterment of Lake County residents. The program is being designed to assist the Able-Bodied Adults without Dependent (ABAWDs) SNAP populations to stay compliant with their work requirements and to attain and retain the employment they require for self-sufficiency.

**1.2 Procurement Schedule for RFP published August 11, 2021**

<b>RFP and Q &amp; A* located at:</b> <a href="http://www.lakecountyohio.gov/ohiomeansjobs/rfp/">http://www.lakecountyohio.gov/ohiomeansjobs/rfp/</a>	
<b>Deadline for Proposals to be received at LCDJFS</b>	<b>Date: September 8, 2021@ Noon EST</b>
<b>Program Start-Up</b>	<b>Date: October 1, 2021</b>

There will be no Bidders Conference for this procurement but all questions with their answers will be posted at <http://www.lakecountyohio.gov/ohiomeansjobs/rfp/> on an ongoing basis beginning August 11, 2021 with the last answers being posted no later than Noon EST on September 6, 2021.

**1.3 Proposal Delivery**

The contact person and mailing address to send or deliver proposals to:

**Robert J. Dawson, Program Administrator  
Lake County Department of Job and Family Services  
177 Main Street  
Painesville, Ohio 44077**

Proposers should **mail or deliver** four (4) fully executed copies of the entire written proposal in a sealed envelope. **Any proposals received after Noon EST on September 8, 2021, will not be timely and will not be opened or considered.** Proposals cannot be accepted via fax or other electronic means.

The envelope containing the proposals must be clearly marked:  
**“FAET Program Proposal Enclosed”**

**2.0 SUMMARY OF SERVICES**

Contractor will provide not more than two (2) staff plus part-time supervisor willing, able and qualified to operate the Lake County Food Assistance and Training Program (FAET) for Lake County’s Able-Bodied Adult without Dependents (ABAWDs) population. Contractor will perform the specified services at 177 Main Street, Painesville, Ohio. LCDJFS will identify eligible clients to the program, perform the initial SNAP E & T appraisals and develop the initial Employability Plans. They will then refer the participants to the Contractor.

## **2.1 SERVICES TO BE PROVIDED**

Each full-time staff member will maintain a caseload of required SNAP E & T individuals. The cases will be assigned after the individuals have signed their initial Employability Plan with LCDJFS.

Contractor will:

- Monitor and enter individual participation in Ohio Benefits on a weekly basis.
- Submit weekly assignments into the LCDJFS document management system.
- Enter documentation regarding program failures in the Ohio Benefits Eligibility system and notify appropriate LCDJFS staff.
- Notify the SNAP E & T participants of their non-compliance and good cause time period in writing.
- Monitor program compliance.
- Report all non-compliance activities to LCDJFS as required for sanction recommendation.
- Prepare necessary documentation for presentation of disputes and benefits hearings.
- Participate in complaint reconciliation steps and hearings as needed and/or requested by LCDJFS.
- Provide monthly progress monitoring with each SNAP E&T participant either in person or virtually. Monthly progress monitoring will be documented.
- Notify the LCDJFS when an individual is not suited for an assignment as outlined in their Employability Plan.
- Schedule and conduct appraisal and Employability Plan appointments as needed either due to changes in an individual's circumstances or annually.

Services will be available 52 weeks per year, Monday through Friday, from 8:00am until 4:30pm except for eight recognized holidays for which time off would coordinate with the recognized holidays of LCDJFS.

### **A. Appraisals**

Contractor will be required to schedule and conduct a new appraisal and Employability Plan with the participant either when the initial plan expires, or when the individual has experienced a change that warrants a change in assignment. Appraisals may be conducted by telephone or in person. Appraisals should be completed timely, before expiration date or within 10 days of the date the change is reported to the agency. Completed appraisals and no shows will be documented in the Ohio Benefits system and communicated to LCDJFS staff.

Contractor will comply with all state policies regarding allowable Food Assistance and Employment Training (FAET) assignments. Assignments will include education and training activities (such as GED/ABLE testing and classes) and Job readiness activities such as job searching, attending employment, and training workshops, utilizing the OMJ website and completing assigned activities.

### **B. Assignments**

Client assignments will typically include education and training activities (Such as GED/ABLE testing and classes) and job readiness activities such as job searching, attending workshops up to 20 hours per week in addition to monthly progress monitoring. At times, clients may be required to participate in other programming or services when deemed necessary. It is the expectation that clients are accountable and demonstrate personal responsibility for completion and accuracy of assignments. Examples of assignments are as follows:

- Job searching and documentation.
- Registration on OMJ website and completing assignments e.g. resume creation and submission, applying for jobs, assessments, tutorials, career profiles or creating budgets.
- One on one appointment with Contractor for assistance with resume writing, career or school planning, mock interviewing, or any other assistance to eliminate barriers.
- Attendance at workshops, trainings, classes, assessments, or job fairs.
- Making steps to eliminate barriers to employment such as applying for Prevention, Retention and Contingency (PRC), obtaining a GED or certificate of training, improving job retention skills through online courses or workshops, goal setting and future planning.

All assignments will be documented in the Employability Plan. If changes or additions to the assignments are warranted, clients will be notified via written correspondence or an amended plan outlining their updated requirement changes. This may occur as compliance checks are being performed and/or client situations change.

Clients in the Lake County Food Assistance and Training Program will have access to a minimum of five (5) classroom computers located at the program site and will have the flexibility to complete assignments from their home computers and may use local library computers as well.

### **C. Employment and Training Workshops**

Clients may be assigned to attend workshops to meet work requirements and progress toward self-sufficiency. Workshops will be scheduled monthly and are subject to increase or decrease depending on the number of clients assigned. Clients will be notified of their required attendance either through their Employability Plan or a written correspondence letter. All clients must sign an attendance sheet for each workshop attended.

Subjects of workshops that lead to self-sufficiency include:

- Job Search Tactics
- Interviewing
- Resume Writing
- Computer Skills
- Job Retention Skills (time management, teamwork and problem solving)
- Barriers to Employment
- Resources out of Poverty

### **D. Other Responsibilities**

Contractor will be responsible for participant re-determinations and annual employability plans. Case compliance checks will be conducted weekly and findings of non-compliance will be reported within the timeframe determined by LCDJFS. An additional layer of monitoring will include internal quality checks by the Contractor to properly document sanction notifications to JFS workers, verify no call/no shows, and to verify assignment completions. Frequency of quality checks will be determined by the number of referrals and completed appraisals.

Additional responsibilities will include phone calls, employment support, job search verification, preparation for employment and training workshops, and monthly invoice preparation. Each client will have an individual case file. Paper files will be kept in a locked file cabinet and will comply with HIPAA and confidentiality laws.

### **E. Individual Appointments**

Contractor will have open office hours for walk-in appointments as well as scheduled appointments. Walk-in appointments may be necessary for resume assistance, career counseling, school, and financial aid assistance, dropping off job search forms and other employment support needs. Clients will sign in and out for all appointments. Action will be taken as required by LCDJFS on all no-show appointments.

### **F. Hearings**

Contractor will prepare documents needed in cases having disputes and/or benefit hearings and will participate in the complaint reconciliation steps and hearings as needed.

### **G. Tracking and Monitoring Systems**

Contractor will utilize the following tracking and monitoring systems to achieve program goals and outcomes. Contractor will request access to Ohio's Workforce Case Management System (OWCMS) to monitor OhioMeansJobs (OMJ) activities and assignments. Ohio's Client Registry Information System (CRISE) will be used to track work requirements and dictate pertinent information to each case and Outlook will be the system used to communicate by email as needed with LCDJFS staff.

## 2.2 CONTRACTOR REQUIREMENTS

### A. Conditions of Participation

Contractor shall meet these conditions:

1. Be a formally organized business or service agency providing the services applied for, and shall:
  - Disclose all entities with a five percent or more ownership, and have a written statement defining the purpose of the business or service agency.
  - Have a written statement of policies and directives, bylaws and/or articles of incorporation.
  - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.
  - Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:
    - a. non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals
    - b. non-discrimination laws in the provision of services; and
    - c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
  - Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.
  - Comply with all Federal, State of Ohio, and local laws, rules, executive orders, and other legal requirements as they apply to the work experience programs including drug abuse and alcohol misuse requirements as appropriate.
2. Provide physical facilities from which to conduct business and provides a professional environment that is conducive to learning. The facilities must have telephone service, internet connectivity sufficient for accessing and operating within various state and local computer systems and secured storage sufficient for maintaining confidential client records. LCDJFS will supply two computers and software as needed.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
  - a. Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
  - b. Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
  - c. Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
  - d. Maintain documentation of each participant contact and each service delivered.
  - e. Have a written procedure for follow-up and investigation of participant complaints and grievances, and a method to inform participants at the inception of services of the contact number for the resolution contact.
4. Have written personnel policies and documentation that support personnel practices which include:
  - a. Job descriptions or statement of job responsibilities, including qualifications for each position involved in the delivery of services.
  - b. Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
  - c. Prior to service provision, a Contractor staff signature and a date that indicates completion of orientation that includes:
    - Employee position description and expectations,
    - Personnel policies,
    - Reporting procedures and policies, and
    - Table of organization and lines of communication.
    - A code of ethics which declares that the Contractor staff shall not:
      - (1) Consume alcoholic beverages or use medicine or drugs for any purpose other than medical while in the presence of the participant or prior to the delivery of service

- (2) Smoke in the presence of the participant with, or without, the participant's permission
  - (3) Breach the participant's privacy or the confidentiality of participant records
5. Assure that all participant information will remain confidential.
  6. Deliver services in compliance with the specification and practices for Contractors shown below.
  7. Sign a contract with the LCDJFS for program services and the Contractor shall:
    - a. Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contract.
    - b. Allow access to LCDJFS and to other representatives with a need to access the Contractor's facility, policies, procedures, records, and other documents related to the provision of services.
    - c. Demonstrate compliance regarding background investigations of direct service workers.
  8. Failure to meet any of the requirements of these conditions may lead to the termination of the LCDJFS contract with the Contractor.

**B. Service Specifications**

Proposers must submit a detailed description of how the program specifications will be fulfilled. Descriptions should demonstrate that the proposer understands the program as described in this RFP. Proposers must describe their monitoring system and list the objectives of the proposed service. Proposers must provide a detailed description on how they intend to meet the requirements outlined in this RFP.

1. Contractor Requirements:
  - a. The Contractor must be able to deliver services 52 weeks per year.
  - b. The Contractor shall work with participants to ensure their compliance with the requirements of FAET
  - c. Contractor will provide services that help develop good habits and eliminate behaviors that are unacceptable in a work setting such as tardiness, poor hygiene, etc.
  - d. The Contractor shall maintain a participant record of each service provided and ongoing documentation of participant progress.
  - e. The Contractor shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
2. Unit of Service:
  - a. The unit of service is to be defined by the proposer based on their individualized program. If the proposer is selected for a contract, LCDJFS may negotiate the terms of the unit rate if necessary.
  - b. The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

**C. Applicable Laws and Rules**

Contractors shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. Civil Rights Act of 1964
5. All stipulations by directive of the Department of Agriculture and the Justice Department
6. Certify that no funds appropriated by the contract will be used for lobbying ads described in 31 USC 1352. If contract amount exceeds \$100,000 the selected Contractor shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
7. The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. If the contract amount exceeds \$100,000, the Contractor shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

8. Affidavit of Compliance with O.R.C. 3517.13: Political Contribution Limitations (501(C)(3) exempt)
9. Ohio Revised Code - All laws and regulations pertaining to the services provided

### **2.3 Required Documents**

If not currently an active Contractor with Lake County Job & Family Services, Proposers shall submit the following with their proposal:

- A. Most Recent Financial Report
- B. Most Recent Audit
- C. Articles of Incorporation
- D. Proof of Liability Insurance/Other Required Insurance
- E. Equal Employment Opportunity - Affirmative Action Plan
- F. Professional or Operating licenses
- G. Documents used for monitoring goals and outcomes

### **2.4 Narrative**

Proposers must complete descriptions of their program, services, and personnel information.

- A. Description on how the Program's Statement of Work will be carried out
- B. Explanation of Program location and description of facility
- C. Any limitations in meeting conditions of contract
- D. Organizational structure
- E. Job duties and description(s) of program personnel
- F. List of current or previous programs performed of a similar type
- G. Participant capacity

## **3.0 SUBMISSION OF PROPOSAL**

### **3.1 Preparation of Proposal**

Proposals must be straightforward, concise, and clearly delineate qualifications, capabilities, and experience to satisfy the requirements of the RFP. Expensive binding, colored displays, promotional materials, and the like are not necessary or desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times Roman (or similar), 12-point font. Following the competitive aspects of this procurement, all proposals and associated documents will be public information and will be open for inspection to interested parties unless identified and established as proprietary.

### **3.2 Proposal Cost**

The costs of developing proposals are entirely the responsibility of the Proposer and shall not be chargeable to LCDJFS under any circumstances. All materials submitted in response to the RFP will become the property of LCDJFS.

### **3.3 Proposers Signature**

The proposal shall be signed by an individual who is authorized to bind the Proposer contractually. The signature must indicate the title or position the individual holds in the Proposer's organization. **All unsigned proposals will be rejected.**

### 3.4 Proposal Format

To expedite and simplify the process for evaluating proposals, and to assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals shall contain all the elements of information specified **without exception**. Proposal sections must be numbered corresponding to the following format:

- Section 1 – Proposers’ Overview (Attachment A)
- Section 2 – Required documents in order listed in Section 2.3
- Section 3 – Narrative as addressed in Section 2.4 (Attachment B)
- Section 4 - Budget (Attachment C)
- Section 5 – Signature Page (Attachment D)

### 3.5 Acceptance and Rejection of Proposals

LCDJFS reserves the right to:

- award a proposal based on individual items, or on the entire list of items
- reject any or all proposals, or any part thereof
- waive any informality in the proposals

The decision of LCDJFS and the Lake County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Proposer from full compliance with its specifications if the Proposer is awarded a contract.

### 3.6 Evaluation and Award of Contract

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed “Qualified”. Those which do not meet the minimum will be deemed “Non-Qualified”. “Non-Qualified” proposals will be placed in an inactive file. Partial submissions, or proposals submitted after the designated deadline, will be determined to be non-responsive and will be “Non-Qualified”.

“Qualified” proposals will then be reviewed in Stage 2, in accordance with the review process.

#### A. Stage 1 Review:

“Qualified” proposals in response to the RFP must meet the following requirements:

1. **Timely Submission - The proposal must be received at the address designated in the RFP by Friday, September 8, 2017 at Noon EST and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed “Non-Qualified” and will not be considered.**
2. Completeness of Submission - proposal submission must include at minimum:
  - a. Timely Submission of the Proposal.
  - b. Four (4) complete sets of the Proposal
  - c. All sections defined in Section 3.4 Proposal Format.
  - d. All designated Attachments including signed Signature Page (Attachment D)
  - e. Determination the proposal meets minimum qualifications outlined in this RFP.

**PROPOSALS WHICH DO NOT MEET ALL OF THE ABOVE FIRST STAGE REVIEW SUBMISSION REQUIREMENTS WILL BE DEEMED “NON-QUALIFIED” AND WILL NOT BE REVIEWED FOR STAGE 2.**

#### B. Stage 2 Review

All “Qualified” proposals will be reviewed, evaluated, and rated. At any time during the review, and at any level of the review, LCDJFS may request additional information from the Proposer. All information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. The evaluation will include, but will not be limited to:

- Strength and stability of the Proposer to provide the requested services.
- Ability to meet the project time lines.
- Overall responsiveness, viability, and completeness of the proposal as well as the likelihood that in LCDJFS's opinion and at LCDJFS's discretion, the proposal best meets or exceeds LCDJFS's specifications.
- General information from Narrative.
- Personnel qualifications.
- Distinguishing characteristics.
- Experience in successfully operating the same or similar programs.
- Cost of proposed service; and
- Any other facts considered relevant by LCDJFS and the Lake County Board of Commissioners.

Evaluation ratings will be weighted as follows: Overall responsiveness, viability and completeness of the proposal to the RFP - 25%, Proposers experience with the same or similar programs - 25%, Strength and stability to provide the requested services – 10%, Personnel considerations – 10%, General information from narrative – 10%, Cost of services – 10%, and Characteristic considered relevant to the evaluation team – 10%.

### **3.7 Proposal Selection**

The selection of one Proposer shall be based upon the results of the Stage 1 and Stage 2 evaluations and may result in the issuance of a contract. A Proposer's selection does not guarantee a contract for services will be awarded. If LCDJFS and the Proposer are unable to successfully come to terms regarding a contract, LCDJFS reserves the right to terminate contract discussions without cause. In this event, LCDJFS reserves the right to select another Proposer from the process, cancel the RFP, or reissue the RFP if this is deemed necessary.

### **3.8 Post Selection**

All Proposers will be advised of the procurement outcome following the completion of the Stage 2 Review. All decisions by ODJFS and/or the Lake County Board of Commissioners are final. Proposers that are not awarded a contract may request an RFP evaluation summary by emailing [Robert.Dawson@jfs.ohio.gov](mailto:Robert.Dawson@jfs.ohio.gov).

## **4.0 TERMS AND CONDITIONS**

### **4.1 Contract Overview**

The contract shall incorporate the terms, conditions and requirements of the RFP, the Contractor's proposal, and all other agreements that may be reached. LCDJFS will design, develop, and implement the structure of the contract.

### **4.2 Contract Period, Funding & Invoicing**

A contract will be written for an initial contract period that is determined reasonable by LCDJFS, with the option to renew for an additional contract year based on performance and available funding. The contract has an effective date of October 1, 2021 with the initial contract period running through September 30, 2022. If awarded, the second contract year will run October 1, 2022 through September 30, 2023. Contractor will submit a detailed invoice to LCDJFS on a monthly basis in a format approved by LCDJFS. Payments will be made based upon a negotiated unit rate. Contractor will report actual expenses monthly in a format approved by LCDJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

### **4.3 Availability of Funds**

LCDJFS reserves the right to not award any or all of the funding available through this RFP process, based on available funding, and/or the quality of the proposals submitted. LCDJFS is under no obligation to compensate the Contractor for any expenses incurred as a result of the RFP process. The Independent Cost Estimate for this activity is \$110,000.00 annually.

#### **4.4 Confidentiality and Security**

Any Contractor engaging in any service for LCDJFS requiring them to come into contact with confidential LCDJFS information will be required to hold and protect such confidential data made available to them.

#### **4.5 Publicity**

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded with SNAP funds through LCDJFS. LCDJFS shall approve any and all public documents prior to their release.

**ATTACHMENT A  
FOOD ASSISTANCE EMPLOYMENT & TRAINING PROGRAM  
PROPOSAL SUMMARY**

ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

SERVICE SITE (if different): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

FEDERAL TAX I.D. NUMBER: \_\_\_\_\_

EXECUTIVE DIRECTOR/DIRECTOR: \_\_\_\_\_

PROGRAM COORDINATOR: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FISCAL CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**TERMS AND CONDITIONS**

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be extended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Lake County Department of Job and Family Services (LCDJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the LCDJFS shall be deemed incorporated into and become a part of this agreement. This request for the proposal is being issued on the basis of the presumed availability of funds. LCDJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that LCDJFS will fund a proposal. Proposals are subject to review by representatives of LCDJFS. At its sole discretion, LCDJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter into contract based on a proposal.

**ATTACHMENT B  
LAKE COUNTY FAET PROGRAM  
PROGRAM NARRATIVE**

Proposers must complete descriptions as requested below; each description should be specific and brief, but comprehensive. Proposers should complete all sections.

**A. Program Description:**

1. Provide a detailed description of how the program specifications will be fulfilled. The description should demonstrate that the Proposer understands the program as described in the RFP. Proposers must describe their monitoring system and list the objectives of the proposed service.

**B. Summary of Service:** Provide a summary (in separate paragraphs) of service and description for each of these areas:

1. Days and hours service is available
2. The facilities and addresses from which the service will be provided
3. How will the Proposer coordinate this service with other programs
4. The level of experience the Proposer has in providing this service
5. Letters of support or cooperation from other Proposer agencies that relate to this project

**C. Limitations:** Describe any limitations the Proposer will have in meeting the conditions of participation, service specification standards, and terms of the contract for this service.

**D. Organizational Structure:** State briefly the history of the Proposer's organization. Include date of incorporation and include the main source of financial support. (Attach organizational chart)

**E. Job Duties of Project Director:** Document to whom the Proposers Project Director reports, list job duties of the Project Director along with percentage of time spent on the proposed project. (Attach job description with minimum education, training and work experience required.)

**F. Job Duties of Project Personnel:** Provide a brief description of duties for each position in the proposal along with any specific training required for each. (Attach job descriptions)

**G. Other:** Provide any other information pertinent to this project.

**ATTACHMENT C  
LAKE COUNTY FAET PROGRAM  
CONTRACTOR BUDGET  
Summary Sheet**

<b>Proposer:</b>	<b>Program Name:</b>
<b>Date From:</b>	<b>To:</b>

<b>I. Staff</b>	<b>Total Estimated Amount</b>	<b>Estimated Amount to Lake County</b>
A. Salaries		
B. Payroll-Related Expenses		
<b>Total Staff Costs</b>		
<b>II. Operations</b>		
A. Travel and Short-Term Training		
B. Consumable Supplies		
C. Occupancy Costs		
D. Contract and Professional Services		
E. Other - Miscellaneous		
<b>Total Operational Costs</b>		
<b>III. Equipment</b>		
A. Equipment Subject to Depreciation		
B. Small Equipment Purchases		
C. Leased and Rented Equipment		
<b>Total Equipment Costs</b>		
<b>Sub- Total of All Costs</b>		
<b>IV. MINUS Other Program Resources</b>		
<b>Total Program Costs</b>		

**Budget Computation**

**Total Operating Expenses** \_\_\_\_\_ ÷ **Total Operating Units** \_\_\_\_\_ =  
**Unit Rate** \_\_\_\_\_

**Unit Rate** \_\_\_\_\_ x **Number of Units Purchased** \_\_\_\_\_ =  
**100%Contract Value** \_\_\_\_\_

**Describe Unit:** (example: week, day, hour, class, student, etc.)

**H. A. Salaries**

Position Title	# of Positions Requested	Annual Salary	Hours per Week	% of Time to Entire Program	% of Time to Project	Program Salary	Project Salaries
<b>Total Salaries</b>							

**H. B. Payroll-Related Expenses**

Item	Total Estimated Amount	Estimated Amount to Lake County
PERS or Social Security		
Worker's Compensation/Unemployment Insurance		
Retirement Expenses		
Hospitalization		
Other ( <i>identify</i> )		
<b>Total Payroll-Related Expenses</b>		

**I. A. Travel and Short-Term Training**

	Total	Total to Lake County
Mileage Reimbursement (_____ per mile)		
Short-Term Training		
<b>Total Travel and Short-Term Training</b>		

**I. B. Consumable Supplies**

Type	Total	Total to Lake County
Office Supplies		
Cleaning Supplies		
Other ( <i>identify</i> )		
<b>Total Consumable Supplies</b>		

**I. C. Occupancy Costs**

	Total	Total to Lake County
Rental @ _____ per square foot <b>or</b>		
Usage allowance/depreciation @ _____ % rate of original acquisition cost of _____ by Program Square Footage Percentage (Program Square Footage divided by Contractor Square Footage _____ = _____ %)		
Maintenance and Repairs		
Utilities (if not included in rent) Heat and Light _____ Telephone _____ Water _____		
<b>Total Occupancy Costs</b>		

**I. D. Contract & Professional Services - Consulting, System Support, etc.**

Identify Each Contract of Service	Total	Total to Lake County
<b>Total Contract &amp; Services Costs</b>		

**I. E. Other- Miscellaneous**

Identify Miscellaneous Costs	Total	Total to Lake County
<b>Total Miscellaneous Costs</b>		

**J. A. Equipment Subject to Depreciation**

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased (3)	Quantity (4)	Total Actual Cost (5)	Salvage Value (6)	Amount to be Depreciated (7)	Useful Life (8)	Total Chargeable Annual Depreciation (9)	Chargeable Annual Depreciation to Lake County (10)
<b>Total Equipment Depreciation Charges</b>									

**J. B. Small Equipment Purchases (Equipment costing under \$25,000)**

Item	Quantity	Total	Total to Lake County
<b>Total Small Equipment Purchases</b>			

**J. C. Leased and Rented Equipment**

Item	Model and Year	Quantity	Total	Total to Lake County
<b>Total Leased and Rented Equipment</b>				

**K. MINUS Other Program Resources**

Resource	Total	Total to Lake County
Federated Organizations (Catholic Charities, United Way, Government Grants, Contracts...)		
<b>Total Program Resources</b>		

**ATTACHMENT D  
FAET PROGRAM  
SIGNATURE PAGE**

I hereby certify the following:

- I have reviewed the completed Request for Proposal and am in full agreement with its content, including all Specifications.

I possess the legal authority to represent:

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(Typed Name of Proposer Organization)

- The Proposer possesses legal authority to submit the Request for Proposal and to enter a contract with the Lake County Board of Commissioners.
- A resolution, motion, or similar action has been duly adopted or passed as an official act of the Proposer's governing body, authorizing the submission of the Request for Proposal, including all understandings and assurances contained therein, and directing and authorizing the person(s) identified as the official representative(s) of the Proposer to act in connection with the Request for Proposal, to provide such additional information as may be required, and to bind the Proposer to this Request for Proposal and to future contracts, agreements, provisions, and/or conditions relating to the Request for Proposal and any subsequent contract.
- All information presented in this Request for Proposal is true and correct, and shall be open to verification by the Lake County Department of Job and Family Services.
- All projected costs are reasonable and necessary for the proposed program, activity, and/or service, and the SNAP funds requested do not duplicate other funds already available, or which will be available, to pay the projected costs. All cost and price information submitted with the Request for Proposal is accurate, complete, and based on current data at the time of submission.
- Should this Request for Proposal be approved, the Proposer agrees to abide all local and state policies and all applicable laws.

SIGNATURE OF CHIEF EXECUTIVE OFFICER/AUTHORIZED REPRESENTATIVE

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(Signature)

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(Typed Name and Title)

(Typed Date)