

REQUEST FOR PROPOSAL

FOR

WORKSFIRST PROGRAM

Issued by

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

**177 Main Street
Painesville, Ohio 44077**

February 21, 2024

There will be a Bidders Conference for this activity on March 6, 2024, beginning at 3:30 PM at the Lake County Department of Job and Family Services, 177 Main Street, Painesville, Ohio 44077. The Bidders' Conference is not mandatory but may be helpful in preparing proposals in response to this RFP.

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**REQUEST FOR PROPOSAL
FOR
WORKSFIRST PROGRAM**

1.0 GENERAL OVERVIEW

1.1 Introduction and Purpose

The Lake County Department of Job and Family Services (LCDJFS) is requesting proposals for a WorksFirst Program to assist Lake County residents. 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 employment or advance or adapt to the changing demands of the workplace) and soft skills (such as stress management, hygiene, time management, workplace behavior, work ethics, etc....). The program will also include working with participants to establish realistic employment goals, identify strengths, conduct career research, and develop a plan to attain self-sufficiency. The program will serve participants who have little or no work experience having multiple barriers.

The participants must be determined eligible for the Prevention, Retention, and Contingency (PRC) Program or the Ohio Works First (OWF) Program. Participants may be non-English or limited English speaking. All participants will be 25 years of age or older. LCDJFS seeks to fund a program that will be readily accessible to participants in Lake County. All participants will be referred and assigned by LCDJFS.

Program design must promote participants' self-sufficiency to sustain and maintain one's family. Proposers must demonstrate ability and experience in providing the proposed services.

1.2 Procurement Schedule for RFP published February 19, 2024.

All questions should be directed to: RFP – Ohio Means Jobs (lakecountyohio.gov)	Date: Not later than March 18, 2024, Noon EST
Deadline for Proposals Received at LCDJFS	Date: March 22, 2024, Noon EST
Program Start Date	Date: July 1, 2024

1.3 Proposal Delivery

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

**Cory Vojack, Executive Director
Lake County Workforce Development Board
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 March 22, 2024, 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:
“WorksFirst Program Proposal Enclosed”

2.0 REQUIREMENTS & SPECIFICATIONS

2.1 Description of Services

Program Services:

Program Services will be provided to participants in an individualized manner based on their assessment results. Services that should be made available for participants should include but are not limited to:

- Orientation including Participant Compliance with Work Activity Hours
- Assessments
- Job Readiness Training
- Training in Customer Service and Microsoft Office Literacy
- Literacy Enhancement
- Intensive Case Management
- Work Experience
- Job Search
- Job Placement
- Job Retention for 90 days

The program operator will also be expected to administer the Ohio Works Incentive Program (OWIP) when funding is available.

Program Deliverables:

Orientation: The Orientation should consist of staff introductions, reviewing the program, establishing expectations, and performing the following:

- Personal Assessment
- Career Assessment
- Basic Skills Assessment
- Employability Assessment

Orientations must be provided when needed based on client flow.

Training Schedule: Training modules should be offered to participants (as needed) on a flexible basis. This will allow for weekly start dates that will accommodate participants entering the program on any given week.

Job Readiness Training: Training topics should include world of work awareness and labor market knowledge. Participant discussions should include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along, and working well with others, exhibiting good conduct, following instructions, and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This approach should entail developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image. Classroom curriculum should involve videos, activities, and internet research. Discussions on careers, career search and financial literacy should also be taught in this training. All activities need to be supervised and validated with participant signatures on a daily sign-in sheet.

Customer Service: The Customer Service component should consist of the curriculum provided by the National Retail Federation (NRF) Foundation and include classroom discussions and activities. Communicating effectively, teamwork and understanding the customer's point of view are a few of the skills that should be taught and learned. The National Professional Service Certification in Customer Service signifies that the person who earns this credential has demonstrated knowledge and skills noted as important to successful employment in best practice, high performance companies in sales and service industries. Participants will be expected to pass the on-line test to receive the National Professional Certification. In the event of a failure on the exam, the NRF test results will specifically identify the areas of weakness in which the client scored too low. With additional instruction and review of the curriculum, the client will be expected to retake the exam.

Microsoft Office Literacy: Microsoft Office Literacy training should be offered including basic computer skills, Microsoft Word, and Microsoft Excel programs. The goal for each participant receiving computer training should be the attainment of a Microsoft Literacy Certificate.

Literacy Enhancement: This service must be made available as needed and instruction should be driven by the results of the WorkKeys assessment given at orientation. Basic math and reading instruction can be delivered in a group setting with individual assistance as needed.

Coursera Training: Coursera Training may be utilized when deemed appropriate for a participant. When used, the goal should always be the attainment of the related Certificate.

Intensive Case Management: Intensive outreach should be continuously provided throughout the entire program to ensure participation hours are being met, to assist with barrier removal, to provide support and community linkages. Each participant should receive group and individual services as needed. Case management contacts should include telephone calls, home, community, worksite, and employer visits. Progress notes should be completed for each case management service provided. A Case Manager must update IEPs on a regular basis, not less than monthly. Case Management services should be available based on individual participant needs.

Work Experience: All participants shall have the opportunity to participate on work experience as needed. Participants should have a formal performance evaluation completed by the worksite supervisor which designed to indicate strengths and areas still in need of improvement. Worksite supervisors should be expected to submit attendance on a weekly basis to program staff and case notes should document all performance information.

Job Search: Job Search should be scheduled for four weeks directly following Job Readiness and last until the participant secures full time employment. The Employer Recruiter/Job Developer should be an active member during these four weeks directly working with participants and assisting them with Job Search activities. These consist of applying and searching for jobs on-line, applying in person, attending job fairs, following up on applications, etc. All activities will be supervised and validated with participant signatures on a daily sign in sheet.

Job Placement: Job Placement is defined as unsubsidized employment for a minimum of 30 hours per week as documented by an employer. An Employment Specialist and/or Job Developer will need to have the employer verify employment hire date, start date, wage, benefits, and retention days via a signed verification form. Pay stubs can also be submitted to verify employment.

Job Retention: Job Retention begins the first day a participant becomes employed and lasts through (at least) 90 days of employment. At a minimum, this effort should consist of intensive visits to the employer, the participant's home and possibly involve community visits. Case notes should detail all retention efforts, successes, and areas of concern. During Job Retention the IEP should be monitored.

Program Schedule: The program schedule must be flexible and allow for 20-35 hours per week, so participants meet their required work activity hours as specified in their OWF Self-Sufficiency Contract. The weekly class schedule shall be Monday – Thursday with Friday designated as a make-up day for material missed during the week for **Good Cause** absences only.

The program schedule should be organized as follows:

Weeks 1-4:

- Individualized Job Readiness Training

Weeks 5-8:

- Work Experience
- Job Search
- Literacy Enhancement (if applicable)

Job Retention will immediately follow job placement for a minimum of 90 days.

Incentives: Incentive stipends should be paid to participants when they accomplish certain milestones that are deemed paramount to their success.

Supportive Services: Supportive Services should be made available to participants for the purposes of keeping them engaged in constructive programming, to minimize the impact of barriers and to gain and retain employment. The maximum amount of Supportive Services to be paid to any one client shall be \$150.00.

Program Performance: The following outcomes will be tracked and reported:

Outcome	Goal
Percentage of participants complying with their participation requirements	80% should comply with their participation requirements verified by signed attendance sheets
Attainment of Customer Service Certificate	80% of participants who take the Customer Service test should attain a Customer Service Certificate.
Attainment of Microsoft Literacy Certificate	80% of participants who begin Job Readiness should attain a Microsoft Literacy Certificate
Attainment of Coursera Certificates	75% of participants who begin a Coursera course should attain the related Certificate
Job Placement	70% of participants should obtain full time employment.
90 Day Job Retention	60% of participants should retain employment for 90 days or longer

2.2 Contractor Project Requirements

The Contractor shall meet all requirements in the following Conditions of Participation and Service Specifications. Contractor must embrace the specific performance measurements listed above.

Participant Capacity: All programming must be scheduled as needed to accommodate participant flow. Programs must be able to serve approximately 20 participants as needed. The preferred proposal must be designed to handle flexible numbers of participants continual start stop dates through-out the program year (July 1st – June 30th).

A. Conditions of Participation

Service Contractor shall meet these conditions of participation:

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, 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:
 - (1) non-discrimination laws, federal wage and hour laws, and workers’ compensation laws in the recruitment and employment of individuals
 - (2) non-discrimination laws in the provision of services; and
 - (3) 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. Have physical facilities from which to conduct business which provides a professional environment that is conducive to learning. These facilities should have a telephone, internet access for email purposes, and a designated and utilized locked storage space for the maintenance of participant records, and email access to correspond with LCDJFS.
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 a file for each participant. Each file shall include this identifying data:
 - Participant's name, address, and phone number.
 - Participant's date of birth and gender.
 - Participant's case number assigned by LCDJFS.
 - Service Contractor's contact person and phone number.
 - Initial referral form from LCDJFS; and
 - Additional demographic data requested by the LCDJFS such as ongoing documentation of participant progress.
 - e. Maintain documentation of each participant contact and each service delivered.
 - f. Obtain written approval from the participant to release participant information.
 - g. Retain all participant records for at least three years or until an audit is completed, and all exceptions resolved, whichever is later.
 - h. 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 unless the business is a sole proprietorship.
 - 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 Service Specification (see B below) practices for Contractors.

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 service Contractor.

A. Service Specifications

Proposers must submit a detailed description of how the program specifications will be fulfilled. The 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 of how their project will contribute to the needs of OWF and/or FSET eligible participants.

1. Service 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 participation rates required of OWF and/or FSET
 - 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.

B. Applicable Laws and Rules

Service Contractor 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. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq. If contract amount exceeds \$100,000
5. 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.
6. 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.
7. Affidavit of Compliance with O.R.C. 3517.13: Political Contribution Limitations (501(C)(3) exempt)
8. Ohio Revised Code - All laws and regulations pertaining to the services provided

9. Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization- DMA is a provision of Senate Bill 9, which is Ohio's homeland security and anti-terrorism legislation. Sections 2909.32, 2909.33, and 2909.34 of the Ohio Revised Code officially define DMA.

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. (Attachment B)

- A. Program description and proposed service
- B. Summary of services
- C. Explanation of Program location and description of facility
- D. Limitations in meeting conditions of contract
- E. Organizational structure
- F. Job duties of Program Director
- G. Job description(s) of program personnel
- H. List of current or previous programs performed of a similar type
- I. Participant capacity

3.0 SUBMISSION OF PROPOSAL

3.1 Preparation of Proposal

Proposals must provide a 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. All proposals and associated documents will be considered to 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. **Any and 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 complete list of items
- reject any or all proposals, or any part thereof
- waive any informality in the proposals

The decision of the 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 March 22, 2024, 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 timelines.
- 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.
- cost of proposed service.
- any other facts considered relevant by LCDJFS; and
- success in operating the same or similar programs.

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 Meeting

The post-selection meeting may be utilized only by "Qualified" Proposers passing the first level review, who wish to obtain clarifying information regarding their non-selection. If a Contractor wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five business days of the receipt of the non-selection notice. The request for a meeting should be sent to Cory Vojack at the address given in Section 1.3.

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. The successful Contractor's proposal, this RFP, and any applicable addendums will become part of the final 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 a tentative effective date of July 1, 2024, with the initial contract period running through June 30, 2025. Contractor will submit a detailed invoice to LCDJFS monthly in a format approved by LCDJFS. Payments will be made based upon a negotiated unit rate. Contractor(s) 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 all or any of the funding available through this request for proposals 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 because of the RFP process. The Independent Cost Estimate for this activity is \$315,000 annually.

4.4 Patent or Copyright Liabilities

The Vendor will protect, defend, and hold free and harmless LCDJFS, Lake County, its officers, employees, agents, and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Vendor will pay all resulting costs, damages, and attorney's fees to defend Lake County against such claims. LCDJFS will promptly notify the Vendor in writing of all claims, and the Contractor will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, LCDJFS agrees to permit the Contractor, at Contractor's option and expense, either to procure for LCDJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

4.5 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 confidential such data made available to them.

4.6 Software and Ownership Rights

LCDJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. LCDJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, software modifications and documentation for County, State, and Federal government purposes (edited APM.4046 (5)).

4.7 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 TANF funds through LCDJFS. **The Contractor assumes responsibility for the development and cost associated with these items and agrees to obtain approval from LCDJFS before releasing promotional materials and/or items.**

**ATTACHMENT A
WORKSFIRST TRAINING PROGRAM
PY 24 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
WORKSFIRST TRAINING 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 Vendor coordinate this service with other programs
 4. The level of experience the Vendor has in providing the service
 5. Letters of support or cooperation from other Vendor 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)

**ATTACHMENT C
LAKE COUNTY WORKSFIRST TRAINING PROGRAM
PY 24 CONTRACTOR BUDGET
Summary Sheet**

Proposer:	Program Name:
Date From:	To:

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

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.)

1 hour of paid staff time will be equal to 1 operating unit.

G. 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
Total Salaries							

I. 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>)		
Total Payroll-Related Expenses		

II. A. Travel and Short-Term Training

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

II. B. Consumable Supplies

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

II. C. Occupancy Costs

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

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

Identify Each Contract of Service	Total	Total to Lake County
Total Contract & Services Costs		

II. E. Other- Miscellaneous

Identify Miscellaneous Costs	Total	Total to Lake County
Total Miscellaneous Costs		

III. 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)
Total Equipment Depreciation Charges									

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

Item	Quantity	Total	Total to Lake County
Total Small Equipment Purchases			

III. C. Leased and Rented Equipment

Item	Model and Year	Quantity	Total	Total to Lake County
Total Leased and Rented Equipment				

IV. MINUS Other Program Resources

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

**ATTACHMENT D
WORKSFIRST TRAINING 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:

(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 TANF 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

(Signature)

(Typed Name and Title)

(Typed Date)