

Columbiana County Department of Job and Family Services

Request For Proposal

Visitation Supervision Services

Issue Date: August 6, 2021

Deadline for Submission of Proposals: August 30, 2021 at 4:00 P.M.
Columbiana County Department of Job and Family Services
7989 Dickey Drive, Suite 2
Lisbon, Ohio 44432

Contact information for Technical assistance: Susan Hawkins, Fiscal Specialist
Business Office
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Section 1 Purpose

The Columbiana County Department of Job and Family Services (CCDJFS) announces the release of a Request For Proposal (RFP) for obtaining proposals from all government and educational entities; private non-profit, private for profit, faith-based organizations; or individuals for the purpose of selecting a service provider(s) to supervise visitation for clients of the CCDJFS, Child Protective Services (CPS) Division.

Section 2 Background

Columbiana County Job and Family Services is a triple combined social service agency administering public assistance, child support, and children services programs.

CCDJFS does not discriminate on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief or citizenship in the awarding of contracts. The CCDJFS is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities.

Section 3 Scope of Work

Each proposer must submit a summary of their services

Services being sought meet the Family Goal of the **Community Plan and TANF Purpose # 1.**

Family Goal: To provide families of our community with supportive services to enhance quality of life and increase personal responsibility and community involvement.

TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives.

Proposer herein known as Service Provider should list how they adhere to the following criteria in each proposal:

- Service Provider shall be willing to provide after school, evening and weekend visitation supervision services to the CCDJFS and additional services when necessary.
- Service Provider shall be willing to provide supervision for all scheduled visitations between children and their parents.
- Service Provider will provide adequate space for the visitation to occur in Columbiana County. Space should take in to account the need for privacy, adequate seating and play area and proper supervision.
- Service Provider shall be willing to allow the CCDJFS to inspect their visitation area or any visitation at any time deemed necessary.
- Service Provider will provide name and information on all employees who will supervise the visitation and are willing to have them fingerprinted prior to doing a visitation.
- Service Provider will be willing to complete a visitation report on each supervised visit and will meet the timeframe as indicated in the contract for submission. Supervised visitation reports must be completed by the observer and must be detailed to meet Children Services requirements. (Attachment 4)

- Service Provider shall indicate if they are willing and able to provide transportation to either of the parties involved in the visitation. Preference will be given to proposals who are able to provide transportation.
- Scheduling of the visitation will be done by the Children Services staff at the CCDJFS according to the hours provided by the Service Provider.

Service Provider understands the need for confidentiality and all staff participating in this service will agree to sign a confidentiality statement.

Section 4 Available Funds

The amount of funds available under this RFP should be expended from October 1, 2021 through September 30, 2022. Service will be provided to both TANF eligible and Non-TANF eligible recipients. Local funds will be utilized to fund services to those that have been determined to be ineligible for TANF. The amount of any award is dependent upon the availability of funding through allocations received from the Ohio Department of Job and Family Services. Funds may not be used to supplant existing programs; they may be used to expand existing programs. One or more proposals may be selected to provide the described services.

Section 5 Submission Criteria

Proposals must be submitted to CCDJFS in strict accordance with proposal submission instructions provided in this section. Any proposal failing to follow the entire proposal acceptance criteria listed below shall be disqualified from consideration.

Proposals must be received no later than 4:00 P.M. on August 30, 2019.

Proposals must be mailed or hand delivered to Columbiana County Department of Job and Family Services, 7989 Dickey Drive, Suite 2., Lisbon, Ohio. Faxes will not be accepted. No confirmation of mailed proposals received can be provided. Materials received after the deadline date will not be added to previous submissions and will not be considered.

PLEASE DO NOT PUT THE PROPOSAL IN ANY TYPE OF BINDER. CCDJFS reserves the right to reproduce proposals. Proposals should not be bound at the edges. Anything used to fasten the proposal together in a permanent manner such as three-ring binders, spiral binders, staples, or report covers is considered a binder. Rubber bands, paper clips and binder clips may be used to fasten proposals together, as these are easily removed. Also, proposal sections may not be separated using tab systems. **Proposals received in a binder will not be reviewed for funding consideration.**

Proposals must be **typed** using a **12 point font, double spaced on 8.5 X 11 papers.**

One original and **3 copies** of the proposal must be submitted.

The Cover sheet of the proposal must be **signed** by the bidder's authorized representative.

All required forms and **attachments** must be completed and included in the proposal.

An index page should be included at the beginning of your proposal.

All pages shall be **sequentially numbered.**

It is mandatory that proposals be organized in the requested order, and that, wherever appropriate, sections/portions of the proposal make reference by section number/letter to those RFP requirements to which they correspond.

Section 6 Contact information

Bidders are cautioned that communication attempts which do not comply with instructions provided in this section of the RFP will not be answered.

Questions and comments may be address to: Susan Hawkins by phone at 330-420-6674 or by e-mail at Susan.Hawkins@jfs.ohio.gov or in person with a prior appointment at Columbiana County Department of Job and Family Services, 7989 Dickey Drive, Suite 2., Lisbon, Ohio 44432.

Section 7 Anticipated procurement time table

August 9, 2021	RFP released
August 30, 2021 4:00 p.m.	Deadline for bidders to submit proposal
September 5, 2021	CCDJFS issues contract award letters (estimate)
October 1, 2021	Contract begin date
September 30, 2022	Contract end date, all work must be satisfactorily completed

There is a possible roll-over/extension for a second year (2022-2023) if funding is available and it is determined that a continued need for the services exist.

Section 8 Bidder Qualifications

Any government, educational entities; private non-profit, private for profit, faith-based organizations; or individuals with twelve consecutive months of documented, successful experience within the past two years in providing appropriate/comparable services is eligible to apply. All sub-contractors must also comply with these qualification requirements.

Section 9 Selection Process

The selection process will use the score sheet included as **Attachment 6**. The selection process is divided into two phases. In the first phase all of the proposal acceptance criteria must be met by the bidder before the proposal will receive further consideration. In the second phase, the evaluation criteria will be judged on a numeric scale by the Review Committee. The Review Committee will be composed of CCDJFS representatives including, but not limited to, the CCDJFS director and at least one other program staff member. A proposal which is incomplete, vague, unjustifiably wordy, unclear, or poorly organized may not be successful. CCDJFS reserves the right to select one or more service providers to enter into a contract with and to select all or part of a proposal.

Section 10 Compliance with Various Codes and Regulations

As a condition of entering into a contract with CCDJFS, the contractor and subcontractor(s) will be required to comply with the following:

Health Insurance Portability & Accessibility Act (HIPAA): 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the contractor from or on behalf of CCDJFS that meets the definition of PHI as defined by HIP AA and the regulations promulgated by the United States Department of Health and Human Services, specifically 45 CFR164.50 1 and any amendments thereto.

Accessibility of Program to Handicapped: Section 504 of the Rehabilitation Act of 1973, as amended (29 V.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

Civil Rights: There shall be no discrimination against any client or any 'employee because of race, color, sex, religion, national origin, handicap, or any other factor as specified in Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title IX of the Education Act of 1972; the Omnibus Budget Reconciliation Act of 1981; the Americans with Disabilities Act of 1990; Section 1808 of the Small Business Job Protection Act (adoption); the Multi-Ethnic Placement Act of 1994 (MEPA) and the Inter-Ethnic (adoption) Provisions of 1966 (IEP) and subsequent amendments. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to and method of appeal will be made available to all persons under this contract. Any organization found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

Standard Code of Conduct: No contractor, individual, company or organization seeking a contract shall promise to or give to any CCDJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.

No contractor, individual, company or organization seeking a contract shall solicit any CCDJFS employee to violate any of the conduct requirements for employees.

Any contractor acting on behalf of CCDJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any contractor or potential contractor who violates the requirements and prohibitions defined here, or of Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by CCDJFS to enter into a contract.

CDJFS employees and contractors who violate sections 1052.03, 102.04, or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.

Equal Employment Opportunity: Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, and as supplemented in department of Labor regulations (41 C.F.R. chapters 60). (All construction contracts awarded in excess of ten thousand dollars by grantees and their contractors or sub-grantees).

Copeland "Anti-Kickback" Act: 18 U.S.C. 874 as supplemented in department of labor regulations (29 E.F.R. Part 3).

Contract Work Hours and Safety Standards Act: 40 U.S.C. 327-330 as supplemented by department of labor regulations (29 C.F.R. Part 5)

Debarment and Suspension: any bidder who is debarred or suspended or is otherwise ineligible for participation in a federal assistance program under Executive Order 12549, including 7 C.F.R. Part 3017, 29 C.F.R. Part 97 and 45 C.F.R. part 76; has an unresolved finding for recovery issued by the auditor of state on or after January 1, 2001, will not be eligible to enter into a contract with CCDJFS.

Drug Free Work Place pursuant to The Drug-Free Workplace Act of 1988, and its implementing regulations codified as 29 CFR 98, Subpart F.

Clean Air Act: Bidders are required to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act. You may review the Clean Air Act at the following website:

<http://www.ehso.com/ehshome/caa2.php>

Procurement: Purchases more than \$100 but less than \$25,000 must follow the provider's procurement

policy. If no procurement policy is in place then the provider is required to follow the CCDJFS Procurement Policy.

Several codes are mentioned in this RFP and attachments. To review the entire code please go to the following websites.

Ohio Revised Code (O.R.C.)

<http://codes.ohio.gov/>

Code of Federal Regulations (C.F.R.)

<http://www.gpoaccess.gov/cfr/index.html>

Contact the CCDJFS contact person listed on the cover sheet of this RFP if you have difficulty finding the needed information.

Section 11 Public information disclaimer

All proposals and any other documents submitted to CCDJFS in response to the RFP shall become the property of CCDJFS. After the selection of the service provider, any proposals submitted in response to an RFP are deemed to be public record pursuant to O.R.C. 149.43. The term "proposal" shall mean both the technical and the cost proposals, any attachments, addenda, appendices or sample products. Under the requirements of the Freedom of Information Act (5 USC 552), the contents of proposals or other information submitted to the CCDJFS is subject to public release upon request, except those items specifically exempt from disclosure. Such disclosure shall only take place after this RFP process is completed. The provider shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the provider is alerted that this marking is advisory only and not binding on the CCDJFS. If there is a request from the public under F.O.L.A. to inspect any part of the proposal so marked, the CCDJFS will advise the provider and request further justification in support of the "proprietary" marking. If the CCDJFS, after receipt of the justification, determines that the material is releasable, the provider will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

Section 12 Contractual Requirements

Any contract resulting from the issuance of this solicitation is subject to the terms and conditions of the vendor (service provider) contract.

Section 13 Invoicing

Invoices must be received by the CCDJFS by the end of the month following the month of service. Payments will be contingent upon receipt of documentation that services provided are consistent with those described in the approved contract and the specification of this RFP, and the documentation is adequate to support reports/billings. The CCDJFS reserves the right to request and review supporting documentation or other materials necessary to make this determination. Such invoices shall include monthly actual expenditures, the number of persons served, number of units, and amount claimed based on the negotiated contract in each eligibility category for each service covered in the contract. The CCDJFS will review such invoice for completeness, accuracy and for any information necessary before making payment within thirty days after the receipt of an accurate invoice. **Invoices not received within 60 days of the end of the month in which service was provided will not be accepted for payment.** The reported expenditures submitted are subject to adjustment by the CCDJFS before such payment is made in order to adjust mathematical errors, incorrect rates, or non-covered services. The reported expenditures are subject to audit by appropriate state or federal officials or an independent audit

Section 14 Request for Tax Payer Identification (W-9) Requirements

The successful bidder will be required to complete a Request for Tax Payer Identification (W-9) form as provided in **Attachment 2**.

Section 15 Other Requirements

CCDJFS reserves the right to waive minor proposal defects, and to require clarifications or other additional information from interested bidders prior to finalizing a selection of a contractor.

Costs incurred in the preparation of this proposal are to be borne by the bidder, and CCDJFS will not contribute in any way to the costs of preparation.

All contracts will require that the contractors maintain confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

CCDJFS is under no obligation to issue a contract as a result of this solicitation if, in the opinion of CCDJFS, none of the proposals are responsive to the objectives and needs of the Department. CCDJFS reserves the right to not select any service provider should CCDJFS decide not to proceed.

Periodic monitoring and evaluation activities will be completed, as deemed necessary, by the CCDJFS to ensure compliance with the terms of the contract.

Section 16 Attachments

Attachment 1 **Representations, Assurances and Certifications** – must be completed by proposer, signed and returned as part of proposal.

Attachment 2 **W-9** must be completed by proposer, signed and returned as part of the proposal.

Attachment 3 **Budget**

Attachment 4 **Supervised Visit Report**

Attachment 5 **Score Sheet**

Please address these items in your RFP Proposal:

- Provider qualifications and experience related to program design and target population
- Program plan that will maximize outcomes
- Projected timeline for program implementation
- Budget and Budget Narrative (Attachment 3):
- **Establish a private pay unit rate and explain in detail how you arrived at that rate. Even if you do not provide the proposed service to private pay individuals, we need this information to prove the cost you are charging the CCDJFS is equal to or less than what would be private pay. Proposals submitted without a private pay unit rate will be considered incomplete.**
- New proposers are required to submit copies of any audits completed within the last year. If there were findings within the audit report, the CCDJFS is requesting a copy of any corrective action plan put in place in response to the finding. According to OMB OMNI Circular, if an entity receives \$750,000.00 or more in federal funds, they are required to have a single audit conducted annually.
- If equipment is to be purchased with these funds, it must be program specific and not used for any other program. Please remember that all equipment purchased with these funds becomes and remains the property of CCDJFS. All equipment purchases must have prior approval of the CCDJFS.
- Any other information you feel would be applicable.

Check List

Each proposal must have the following:

____ Typed, 12 pt. font, double space proposal

____ Original and 3 copies of proposal

____ Index Page

____ All pages are sequentially numbered

____ Program Information/Narrative

____ Budget and detailed line items (rates)

____ Attachment 1 Representations, Assurances, and Certifications

____ Attachment 2 W-9 Form

____ Attachment 3 Budget

Attachment 1

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

1. Name of organization / individual: _____
Mailing Address: _____
3. Website: _____
4. Tax ID or Social Security No.: _____ DUNS #: _____
5. Telephone Number: _____
6. Name and telephone number of the person(s) who has the authority to submit proposals:

7. Name and telephone number of the person(s) who has the authority to sign contracts:

8. The legal status of the bidder's organization (e.g., corporation, sole proprietorship, post-secondary education institution, etc.):

9. Date of establishment / incorporation: _____
10. Federal Employer Identification Number (FEIN): _____
11. Worker's Compensation Account Number: _____
12. Unemployment Insurance Account Number _____
13. Is the company co-owned or controlled by a parent company? Yes No
If yes, name of parent company: _____
14. Is the bidder authorized / licensed to do business in the state of Ohio? Yes No
15. Is the bidder bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules?
 Yes No
16. The company certifies that it is not debarred nor suspended under Federal and State rulings from receiving Federal funds. Yes No
17. The company certifies that its' organization is not on the EPA list of Violating Facilities, but is in compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act 42 USC 1857 (h); Section 508 of the Clean Water Act 33 USC 1368; Executive Order 11738; and Environmental Protection Agency Regulations 40 CFR Part 15.
 Yes No
18. The company certifies that its' organization is required to report any violations to the State / County agency and to the U.S. EPA Assistant Administrator for Enforcement (EN-329)
 Yes No
19. Does the company have current or future plans for a buy-out or sale? Yes No

20. The company certifies that its' organization and/or its' principals are not on the General Services Administration" List of Parties Excluded from Federal Procurement or Non-procurement Programs" in accordance with Executive Orders 12549 and 12689. Yes No
21. The company certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work-related to this Request for Proposal. Yes No
22. The company certifies that its' organization will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Yes No
23. The company certifies that its' organization shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Yes No
24. The company certifies that it is a drug-free workplace Yes No
25. The company certifies that it is not delinquent on any Federal, State, County or local debt. Yes No
26. The company certifies that it has no unresolved audit findings with the Auditor of State. Yes No
27. The company certifies that it is in compliance with the American with Disabilities Act (ADA) Yes No
28. The company certifies that all information contained in this proposal is true and correct and shall be open to verification, should the CCDJFS choose to do so. Yes No
29. The company warrants that the costs quoted for services are not in excess of those that would be charged any individual for the same services performed by the proposer. Yes No
30. The company will comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act as it applies to the activities provided by the contract. Yes No
31. The company certifies that it is in compliance with Domestic Preferences for Procurements of CFR 200.322 (a). Yes No

 (Provider's Authorized Representative Signature)

Sworn to and subscribed before me this _____ day of _____

 (Notary Public)

_____, Ohio

My commission expires _____

W-9

Please click on the W-9 link to download the PDF file

Budget

ACTUAL COST

Provider _____ Program/Service Name _____

	Actual Monthly Costs	
I. Staff Costs		
A. Salaries and Payroll Related Expenses	\$ _____	
B. Sub-Contract Fees	\$ _____	
Total Staff Costs		\$ _____
II. Operational Costs		
A. Travel (mileage)	\$ _____	
B. Supplies	\$ _____	
C. Occupancy	\$ _____	
D. Insurance	\$ _____	
E. Administrative Costs	\$ _____	
F. Incentives	\$ _____	
G. Other – Miscellaneous	\$ _____	
Itemize		
_____	\$ _____	
_____	\$ _____	
Total Operational Costs		\$ _____
III. TOTAL COST		\$ _____

Supervised Visit Report

Date of Visit: _____ **Time:** _____

Location: _____

Case Worker: _____

Person Monitoring this visit: _____

People In Attendance:

Children	Clients	Relationship to children

TASK:

Arrived to visitation on time and children’s initial reaction upon seeing client: describe when the visitor arrived and any discussion if visitor was late.

Brought a snack/meal or drink for the child(ren): Describe any food or drink brought to the visit and the meal period (e.g did child require assistance)

Provided/Used age appropriate toys with child(ren): Describe the selection of toys for child, describe any assistance provided to the child with the toy.

Met physical needs of child(ren) during time of observation: Describe visitor’s activities in regards to recognition of exposure to elements, simple first aid treatment, recognition of safety hazards and awareness of hunger/thirst level of child

Met emotional needs of child(ren) during time of observation: Describe the terms used in regards to the child, describe any threats that were made if applicable, describe reaction to child’s distress

Genuinely played with child(ren) during visit: Describe the level of involvement with the child when child playing.

Demonstrated effective use of communication skills: Describe any problem solving that occurred with the child and visitor, describe the language used with the child, describe use of terms at level for child’s understanding, describe any repetition, statements of praise and encouragement.

Asked for help from the Aide/Worker appropriately: Describe recognition of leaving child without asking for supervision from aide, describe conversations about case activities, describe requests for assistance with behaviors or consequences of the child.

Demonstrated adequate knowledge of problem solving skills: Describe use of natural consequences, describe ability to resolve conflicts, describe resolution to child(ren's) concerns

Demonstrated the use of age appropriate consequences for misbehavior: Describe use of time outs, redirection, ignoring, removal of items/privileges.

Avoided making false promises to child(ren): Describe discussion and recognition of matters out of control of child/visitor, describe response to questions about such matters.

Adequately related to child(ren) at child(ren) developmental level: Describe statements and activities that were developmentally specific to child, describe use of different interactions for children in different developmental levels if applicable.

Separated from the child(ren) at the end of the visitation appropriately: Describe preparation of the child to end the visit, describe recognition to clean area prior to end of visit, describe if visitor stayed the entire length of the visit, describe responses to child's reaction to ending the visit.

Additional Comments:

Supervised Visitation Proposal Evaluation Scoring Sheet

Proposer Name: _____

Proposed Service: _____

The proposal must meet all of the following proposal acceptance criteria in order to be considered for further evaluation. Any proposal receiving a "no" response to any of the following criteria may be disqualified from consideration. **Proposals with a score below 60 will not be considered.**

Proposal submission

Was the proposal received appropriately & by the deadline? _____yes _____no

Were all required forms completed and submitted and in the correct order? _____yes _____no

Organizational experience/capabilities/qualifications

Maximum number of points for each sub-section is 10 (40)

- _____ Prior experience in providing the service including past monitoring results if applicable
_____ Prior service statistics
_____ Qualifications
_____ Is the visitation site located in Columbiana County?

Deliverables

Maximum number of points for each sub-section is 10 (30)

- _____ Deliverables meet the goals of the RFP
_____ All inclusive plan
_____ Time-lines

Budget

Maximum number of points for each sub-section is 10 (50)

- _____ Appropriate Administrative Costs (maximum 10%)
_____ Do detailed Line Items match the uniform invoice & or the unit rate invoice?
_____ Is the budget cost effective and are all cost allowable?
_____ Did the proposer demonstrate how the costs are related to the service in the proposal?
_____ Did the proposer clearly define if the service is funded by any other grants, agreements or contracts and the effect on this service?

Comments:

Name of scorer _____

Total Points (120)