Request for Proposals (RFP)

Richland County Youth and Family Council

For Service Provision

Summer 2021

(June through August 2021)

Deadline for Submission

Friday April 16, 2021 at 12:00 p.m. (Noon)

Section I. General Information

1.0   Background

Richland County Youth and Family Council is an Ohio Family and Children First Council per Ohio Revised Code 121.37. Richland County is a supportive community where children and families achieve their fullest potential, build upon their strengths, and fulfill their rights, responsibilities, and needs. The purpose of the Council is to provide leadership to assure an effective system of collaborative, coordinated, and efficient community services which assist each family and child to meet their individual needs and responsibilities. The Council began as a Council of Governments in 1990 as local social service leaders identified a need to establish a mechanism for communication, collaboration, and coordination. This was three years before the structure was established in the Ohio Revised Code. Richland County has always been progressive in its social service delivery system and its desire to improve outcomes for children and families.

The Council embraces the values of Ohio's commitment to child well-being, which are:

- expectant parents and newborns thrive,
- infants and toddlers thrive,
- children are ready for school,
- children and youth succeed in school,
- youth choose healthy behaviors, and
- youth successfully transitions into adulthood.

2.0   Purpose/Overview

 In 2011, the Council established a pooled fund in which they could contract with service providers to provide evidenced based services to improve the well-being of children, maintain children safely at home, or if not at home, in the most family like setting within the community.

At this time, the Council is interested in proposals that address meaningful summer activities for youth, especially youth between 10 and 14 years old.

Meaningful activities include prosocial activities, asset building activities, and enrichment activities in safe spaces. Programs need to consider and address barriers that prevent families from participating in these activities.

1.0   Submittal of Proposals/Proposal Format

Applicants are required to respond to the information requests in the order listed in this section so that Richland County Youth and Family Council may evaluate all proposals on an equal and timely basis. To facilitate the Applicant's development of a properly formatted response, the Applicant shall arrange the response in the order specified in Section III.

A.   Cover Page – Required. The cover page shall include the organization name, address, phone, fax, email, title of project, type of entity (i.e., for profit, not for profit, governmental), contact person(s) for application, total participants planned, cost per participant, total amount requested, cite the Goal(s) and the category(ies) to which outcomes relate, and signature and title of authorizing representative.

B.   Program Executive Summary – Required. The summary shall be no more than one (1) page in length.

C.   Narrative – The narrative shall be no more than ten (10) pages in length (not including the Program Executive Summary). Briefly describe the project and include the following:

1. **Description of Organizational Qualification and Experience (10 Points):**
   a**.**   Describe the organizations experience in providing similar services to a similar population and demonstrated performance; describe the organization's ability to measure performance outcomes.
   b.   Provide a summary of agency personnel directly involved in the provision of services – qualifications and abilities to perform the required services.
   c.   Include job descriptions for all positions related to the project; include resumes for all personnel related to the project; include a table of organization.
   d.   If the proposal includes the services of a subcontractor, provide a summary of the subcontractor's qualifications (include job descriptions and resumes for all personnel involved in the project).

2. **Program Design/Strategies (20 Points)**
   a.   Identify the problems/needs to be addressed and the target population to be served; describe the barriers the population to be served may face.
   b.   Describe the services being proposed and explain how the services will be implemented (start-up and on-going); include a description of outreach and recruitment activities.
   c.   Describe innovative and evidence-based strategies to be used to develop and/or provide services.

      d.   Describe how the program being proposed utilizes available community resources; describe efforts to collaborate with existing community programs to expand and enhance services and service delivery.

      e.   Describe how services will be coordinated if services will be provided by another entity through a subcontract (or multiple entities through subcontracts).

3. Program Outcomes and Deliverables (10 Points)

      a.   Develop a plan for service levels and deliverables; provide an implementation timeline that includes target dates for delivery of services and a reasonable schedule to achieve goals/outcomes.

      b.   Develop goals and objectives that address the stated goal principles being addressed and services being proposed; describe how data will be collected to measure achievement of goals and outcomes.

      c.   Describe client assessment methods and evaluation tools to be used to assess the needs of the participants; include samples of the evaluation/assessment tools to be used.

      d.   Include a description of methods to be used to insure timely and accurate reporting.

4. Financial Accountability (10 Points)

      a.   Describe the organization's accounting experience (ability to assume fiscal responsibility for the funding).

      b.   Describe the organization's internal control system (including fiscal tracking, information gathering and reporting, and performance tracking).

      c.   Include a budget narrative which details the proposed budget and line item amounts; include a rationale for each line item.

      d.   Provide a description of additional resources being committed to support the program (cost allocation plan); include amounts and sources of additional resources.

      e.   Include a detailed budget (Attachment II) which is reasonable for the services being proposed; administrative costs must not exceed 10% of the budget; include a cost per participant amount and the methodology used to determine the cost per participant.

D.   **Budget –** Not longer than four (4) pages (two (2) pages for budget worksheets, two (2) pages for the budget narrative)

E.   **Checklist**

☐ Cover Page (one (1) page)

☐ Executive Summary (one (1) page)

☐ Narrative (no more than ten (10) pages)

☐ Budget Worksheet (two (2) pages)

☐ Budget Narrative (two (2) pages)

☐ Verification of non-profit status (if applicable))

Budget Worksheet

Administration

Wages & Fringes	Amount
Wages (Provide detail of positions, FTEs, and responsibilities to grant)	$
Fringes (List all fringes and benefits including fringe rates)	$
Total Wages & Fringes	$
Operating Expenses	
Consumable Goods	
Occupancy Costs	
Total Operating Costs	$
Other	
Other (specify)	
Total Other	$
Total Administration (Limited to 10% of total request)	$

Program Costs

Wages & Fringes	Amount
Wages (Provide detail of positions, FTEs, and responsibilities to grant)	$

Fringes (List all fringes and benefits including fringe rates)		$
Total Wages & Fringes		$
Operating Expenses		
Travel		$
Communications		$
Total Operating Expenses		$
Total Wages & Fringes & Operating Expenses		**$**
Direct Client Costs		
Subcontracts: (List all contracts with amounts)		$ $ $ $
Total Direct Client Costs		**$**
Total Program Costs		**$**
Grand Total All Categories		**$**

Budget Narrative: Detail must be provided for every item requested by itemizing the costs that comprise each cost item. Costs which are prorated must be supported by a cost allocation plan showing RCJFS paying only its fair share of costs for that item. Contracted services must be able to be documented by a copy of the agreement (i.e., leases, audit, accounting fees, etc.)

Add and/or revise budget line items as needed.

Initial Review

Proposals must meet the following requirements:

- **Proposals must be received via email** at teresa.alt@jfs.ohio.gov Richland County Youth and Family Council, no later than <mark>**12:00 PM (Noon) on Friday April 16, 2021.**</mark> Proposals not received at the designated address by the specified date will be rejected.

- Evidence of the Applicant's legal status as a non-profit entity must accompany the proposal, if applicable.

- The Proposal must be signed by the Applicant's authorized representative.

Proposals that pass this initial review will be considered valid proposals and will move to the final review. Those that do not pass the initial review will be filed as rejected

Final Review

- All valid proposals will be reviewed, evaluated, and rated by a review committee. The review committee will be comprised of Richland County Youth and Family Council members and may include but, not limited to, the Agency Director and/or her designee, a member of the fiscal department.

- The review committee will evaluate each proposal against the criteria in the RFP. During the review, the committee may request additional information from the Applicant.

- All qualified proposals shall be reviewed by the review committee using a standard proposal rating sheet tailored specifically for this RFP.

The review committee members may request additional information to evaluate an Applicant's proposal. This may include an oral presentation by the Applicant, written clarification of specific items in the proposal, and evidence of the Applicant's history/experience in providing similar services.

Selection – Each proposal will be reviewed according to the rating system below. Scores will be used as a guide for discussion and selection of the contractor. The maximum possible points for each criterion are based on the following scale:

	Criteria Factors	Points
A.	Organizational Qualifications and Experience	10 points
B.	Program Design/Strategies	20 points
C.	Program Outcomes and Deliverables	10 points
D.	Financial Accountability	10 points