



PP-2026-0047 - Family Preservation and Reunification Services

Proposal Post Date: Friday, August 21, 2026

**DIRECTOR OF JOB AND FAMILY SERVICES
Michelle Niedermier**

**PURCHASING DIRECTOR
Kyle Kolopanis**

Proposals due by 1:30 pm on September 23, 2026

Mission Statement

"Protecting children and the elderly, strengthening families and individuals, and providing opportunities through coordinated services for the residents of Montgomery County."



FAMILY PRESERVATION AND REUNIFICATION SERVICES

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Resolution

RESOLUTION AUTHORIZING THE PURCHASING DIRECTOR TO ADVERTISE FOR PROPOSALS FOR MONTGOMERY COUNTY FAMILY PRESERVATION AND REUNIFICATION SERVICES, PP-2026-0047, FOR THE JOB AND FAMILY SERVICES DEPARTMENT AND TO PROVIDE PUBLIC NOTICE.

WHEREAS, the Montgomery County Job and Family Services Department desires to solicit proposals for Family Preservation and Reunification Services, PP-2026-0047, as described in the RFP.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Montgomery County, Ohio, that the Purchasing Director be and is hereby authorized to issue a Request for Proposal and provide public notice for Family Preservation and Reunification Services, PP-2026-0047.

BE IT FURTHER RESOLVED that the Clerk of Commission certify this resolution and make an imaged copy of this resolution available on the Montgomery County, Ohio website at <https://mcoho.org/>.

Legal Advertisement

2.1 Legal Advertisement

Proposals are due electronically through the County's OpenGov Procurement portal. Proposals are due before 1:30 pm on Wednesday, September 23, 2026, for Montgomery County Department of Job and Family Services for **PP-2026-0047 - Family Preservation and Reunification Services**. Said proposals will be opened by the Purchasing Director as soon thereafter as the opening can begin.

All project documents are available on the County's OpenGov Procurement portal located at: <https://www.mcoho.org/Bids>.

A non-mandatory pre-proposal meeting will be conducted on Wednesday, September 2, 2026 at 10:00 am. This meeting will be hosted on Microsoft Teams and the link is available on OpenGov. All potential proposers are encouraged to attend this meeting and shall pay particular attention to the following provisions:

- The proposer shall examine the related documents prior to the pre-proposal meeting and be ready to raise questions concerning any unclear matter in the proposers process.
- The proposer recognizes that the purpose of the pre-proposal meeting is to resolve ambiguities, inconsistencies, errors or omissions in the contract documents, and interpretations thereof shall be made with a preference to the accomplishment of the purpose of the contract, without additional cost to the Board.

The County Commissioners reserve the right to reject any or all proposals and to waive any irregularity of proposals, should same be to the advantage of the county.

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS OF MONTGOMERY COUNTY, OHIO,

Kyle Kolopanis, Purchasing Director & Michelle Niedermier, Director of Job and Family Services

Published in the Dayton Daily News on August 21, 2026

General Conditions

GENERAL CONDITIONS

THESE GENERAL CONDITIONS MAY NOT BE ALTERED OR TAKEN EXCEPTION TO BY PROPOSERS.

Please be certain that you have seen and understand all pages of these general conditions, as you will be responsible for doing so. If a contract ensues, the RFP and the commitments made in the selected proposal will become contractual obligations, including any information requested during contract development by MCDJFS. Failure of the selected proposer(s) to accept these obligations may result in cancellation of the award. To ensure the acceptance of your Proposal, please read and follow these directions:

3.1 Special Conditions

All of the conditions applicable to the Proposal shall be read to give meaning to all provisions. However, when there is a conflict in the interpretation between a special condition in the Proposal Document and a general condition, the special condition in the Proposal Document shall take precedence.

3.2 Applicable Laws

This Request for Proposals (RFP), any proposal submitted in response to this RFP, and any resulting contract shall be governed by and construed in accordance with all applicable federal, state, and local laws, regulations, ordinances, executive orders, administrative rules, judicial decisions, and other legally binding governmental requirements, as they may be amended from time to time. The successful Offeror shall comply with all applicable laws and all applicable resolutions, policies, and procedures of the Board of County Commissioners for Montgomery County, Ohio, to the extent they govern or apply to this procurement, the resulting contract, or the performance of the work. All such requirements are incorporated herein by reference as though fully set forth herein.

3.3 Legal and Regulatory Compliance

The Selected Proposer shall comply with all applicable federal, state, and local laws, regulations, executive orders, administrative rules, and ordinances in the performance of the services described in this RFP and any resulting Contract. The Selected Proposer shall also comply with all applicable requirements governing the funding source(s) supporting the resulting Contract.

The Selected Proposer shall be solely responsible for obtaining and maintaining all licenses, permits, certifications, registrations, and approvals required to perform the services described in this RFP. The Selected Proposer shall further be responsible for the payment of all applicable taxes, payroll withholdings, unemployment compensation contributions, workers' compensation premiums, Social Security contributions, and all other employment-related obligations for its employees and subcontractors.

Federal Award Requirements

To the extent applicable to the funding source of the resulting Contract, the Selected Proposer shall comply with all applicable federal grant requirements, including, but not limited to:

- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200);
- Contract provisions required under Appendix II to 2 CFR Part 200;
- All applicable federal statutes, regulations, executive orders, grant conditions, and guidance issued by the applicable federal awarding agency and the Ohio Department of Job and Family Services.

Where a federal requirement applies only to certain funding sources, contract types, or dollar thresholds, such requirement shall apply only to the extent required by law.

Audit Requirements

Organizations that expend \$1,000,000 or more in federal awards during their fiscal year shall comply with the Single Audit requirements contained in 2 CFR Part 200, Subpart F. Organizations expending less than the applicable threshold are exempt from the federal Single Audit requirement for that fiscal year but shall maintain all financial, programmatic, and supporting records necessary to permit monitoring, review, or audit by MCDJFS, the pass-through entity, the applicable federal awarding agency, the U.S. Government Accountability Office (GAO), the Office of Inspector General, or other authorized governmental representatives.

Nothing in this section limits MCDJFS's right to conduct monitoring, request supporting documentation, or require an independent audit where authorized by law or the resulting Contract.

Findings for Recovery

Pursuant to Ohio Revised Code Section 9.24, MCDJFS shall not award a Contract to a Proposer against whom the Auditor of State has issued an unresolved finding for recovery. By submitting a Proposal, the Proposer certifies that it is not subject to an unresolved finding for recovery and agrees to promptly notify MCDJFS if such a finding is issued prior to execution of the Contract.

Notice of Material Changes

The Selected Proposer shall promptly notify MCDJFS in writing of any material changes affecting its legal status or ability to perform the resulting Contract, including changes to its legal name, ownership, principal business address, authorized representative, telephone number, email address, required licenses or certifications, or any other material information relevant to Contract performance.

3.4 Pre-Proposal Conference

There will be a non-mandatory pre-proposal conference. The pre-Proposal conference will be held on Wednesday, September 2, 2026 at 10:00 am at <https://teams.microsoft.com/meet/26749200618905?p=XCR5lyTQ6w1tqioWdQ> Meeting ID: 267 492 006 189 05 Passcode: Q8v72aL6 Dial in by phone +1- 937-401-2056 Meeting: 43096660# Phone conference ID: 430 966 60#. This conference is to provide a time and place to answer any questions the prospective Proposers may have concerning this document, the proposal/selection/contracting process, and the usage of particular services/materials being procured through this specification. The Board, and any officers, employees, successors, administrators, or agents of same, will not be responsible for mistakes made by Proposers due to their failure to attend the pre-proposal conference.

Questions and inquiries concerning this proposal shall be directed to the Question & Answer section of this project on the County's OpenGov Procurement portal. All questions and answers will be available electronically on the County's OpenGov Procurement portal.

3.5 Ethics, Conflicts of Interest, and Nepotism

The Proposer shall comply with all applicable federal, state, and local laws, regulations, and ethical standards governing public procurement, conflicts of interest, gratuities, lobbying, and the performance of public contracts. The Proposer shall not offer, promise, solicit, give, or authorize any gift, gratuity, favor, employment, loan, compensation, entertainment, or anything of value for

the purpose of influencing, or attempting to influence, any procurement decision, official action, recommendation, or exercise of discretion by Montgomery County, Montgomery County Job and Family Services (MCDJFS), or any of their elected officials, officers, employees, agents, representatives, or evaluation committee members.

The Proposer shall conduct itself in a manner that preserves the integrity, fairness, and competitiveness of the procurement process and shall not engage in any conduct that creates an actual, potential, or apparent conflict of interest or otherwise compromises the impartial administration of this solicitation or any resulting Contract.

The Proposer shall immediately notify the County in writing upon becoming aware of any actual, potential, or apparent conflict of interest that arises or may arise during the solicitation, evaluation, negotiation, award, or performance of any resulting Contract. The County reserves the right to determine whether a conflict exists and to require appropriate mitigation measures, reject a Proposal, disqualify a Proposer, or terminate a resulting Contract, as permitted by law and the terms of the Contract.

The successful Proposer shall comply with all applicable County ethics policies, standards of conduct, and conflict of interest requirements, as amended from time to time. Copies of applicable County policies are available upon request.

The successful Proposer shall maintain personnel, supervisory, and subcontracting practices that avoid actual, potential, or apparent conflicts of interest and nepotism in the administration and performance of the resulting Contract. Individuals shall not be assigned to perform work under the Contract when a familial, financial, or personal relationship could improperly influence, or appear to influence, decisions relating to hiring, supervision, compensation, evaluation, subcontracting, program eligibility, service delivery, or any other matter affecting the administration of the Contract.

The successful Proposer shall not provide preferential treatment, employment opportunities, program participation, subcontracting opportunities, or other benefits under the resulting Contract based upon a familial, financial, or personal relationship. If the successful Proposer determines that engaging a related party is necessary to perform services under the Contract, the Proposer shall disclose the relationship in writing and obtain the County's prior written approval before

proceeding. The successful Proposer shall maintain documentation of all disclosures and approvals and make such documentation available upon request for monitoring, audit, or compliance review.

3.6 Workers Compensation

When required by the Proposal Document, the successful Proposer agrees to take out and maintain Workers Compensation Insurance upon its employees throughout the term of the contract. The Proposer also agrees to furnish an official certification from the Industrial Commission of Ohio, showing that the successful Proposer has paid the necessary premiums for Workers Compensation insurance, whenever the Proposal Document requires Workers Compensation. If such certification is required in the Proposal Document, no contract between the Board and the Proposer shall be created until a fully executed copy of such certification has been served upon the Board.

3.7 Infringements and Indemnifications

To the fullest extent permitted by law, the successful Proposer shall protect, defend, indemnify and hold free and harmless the Board, and any officers, employees, successors, administrators or agents of same, from and against any and all claims, damages, losses, claims of loss, causes of action, penalties, settlements, costs, liabilities and expenses of any kind, including but not limited to attorney fees, arising out of or resulting from any acts or omissions of the successful Proposer, its officers, employees, consultants, agents, subcontractors, sub-subcontractors, successors or administrators, negligent or otherwise, and regardless of whether such claims, damages, losses, claims of loss, causes of action, penalties, settlements, costs, liabilities or expense is caused in part by any party indemnified hereunder. The successful Proposer also agrees to be responsible for the payment of all damages, settlements, costs and expenses of any kind, including attorney fees, incurred by the Board while the Board defends or pursues any action, cause of action, or claim which arises out of the aforementioned acts or omissions. Such obligations include any claims arising out of the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by either the order or contract. Such obligations shall not be construed to negate, abridge, or reduce any other rights or obligations of indemnity which would otherwise exist as to a party or person described herein.

3.8 Default Provisions

In case of default by the successful Proposer, the Board may procure the articles or services provided for herein from any other source or sources and hold the successful Proposer responsible

for any excess costs occasioned thereby.

3.9 Termination of Contract

The contract stemming from this Proposal shall contain a provision that it may be terminated by either party upon written notice provided to the other party within such time period as the Board may determine therein.

3.10 Pricing

Prices should be stated in the units of the quantity specified in the Proposal Document. If the unit quantities requested are not available, include both the prices for the units that are available and a breakdown of those prices for the quantities requested. In case of a discrepancy in computing the amount of the Proposal, quoted unit prices for requested quantities will govern.

3.11 Delivery

Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the Proposer, prices quoted will be considered as being based on delivery to the destination designated in the Proposal Document and including all delivery and packing charges.

3.12 Makes

References to a particular trade name, manufacturer's catalog, or model number, are made for descriptive purposes to guide the Proposer in interpreting the Proposal requirements. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the successful Proposer will be required to furnish the particular item referred to in the Proposal specifications unless a departure or substitution is clearly noted and described in the proposal shown to be compatible with the specifications and accepted by the Board.

3.13 Samples

Samples, when requested, must be furnished free of expense to the Board, and if not destroyed, will upon request be returned at the Proposer's expense.

3.14 Proposal Informalities, Rejection and Award

The Board reserves the right to reject any or all Proposals. The Board further reserves the right to waive any irregularities or clerical error in a Proposal and to accept that Proposal where, in the

judgment of the Board or its agents, it is in the best interest of the Board to do so. The Board also reserves the right to accept a part or parts of a Proposal unless otherwise restricted in the Proposal Document.

3.15 Payments

Unless otherwise specified in this RFP or the resulting Contract, the successful Offeror may submit invoices for payment in accordance with the approved payment schedule or for accepted goods delivered, services performed, or milestones completed. Each invoice shall be complete, accurate, and submitted in a form acceptable to MCDJFS at MCInvoices@jfs.ohio.gov. At a minimum, all invoices shall reference the applicable Montgomery County Purchase Order number and include any supporting documentation required by the resulting Contract.

Payment is contingent upon the County's verification that the goods, services, deliverables, or milestones have been satisfactorily received, performed, and accepted in accordance with the terms of the resulting Contract. Final payment shall constitute payment for all remaining amounts due following the successful completion and acceptance of all contractual obligations.

3.16 Submission and Receipt of Proposals

All proposals, including any amendment or withdrawal, must be received **prior to 1:30 pm on Wednesday, September 23, 2026**. Any proposal, amendment or withdrawal, which has not been completed prior to the noted due date and time, will not be considered. Conditional or qualified proposals will be considered non-responsive.

1. Proposers must provide all required information use any forms furnished by the Board or a copy thereof.
2. Proposers must submit electronically through the County's OpenGov Procurement portal. If required, a proper proposal Guaranty as provided for herein, must be included in the electronic submittal.
3. Fill in all applicable spaces on the forms provided. Failure to complete all requirements may make your proposal unresponsive.

3.17 Correction of Errors

Corrections of errors in a Proposal after the Proposal opening shall not be allowed except for extension and/or addition errors that are clearly evident in the Board's sole discretion. Correction of such errors shall only be allowed if accomplished by 4:00 p.m. on the second working day after

the Proposal opening not counting the day of the Proposal opening.

3.18 Official Clock and Timeline

The official clock to determine whether Proposals are submitted before the time at which all Proposals are due shall be the clock located on the Opengov platform.

Proposal Post Date:	August 21, 2026
Pre-Proposal Meeting (Mandatory):	September 2, 2026, 10:00am https://teams.microsoft.com/meet/26749200618905?p=XCR5lyTQ6w1tqioWdQ Meeting ID: 267 492 006 189 05 Passcode: Q8v72aL6 Dial in by phone +1- 937-401-2056 Meeting: 43096660# Phone conference ID: 430 966 60#
Proposer Question Deadline:	September 4, 2026, 5:00pm
MCDJFS Question Response Deadline:	September 11, 2026, 5:00pm
Proposal Submission Deadline:	September 23, 2026, 1:30pm
Estimated Project Start Date:	January 1, 2027

Failure to meet the deadlines in the submission, evaluation and/or negotiation phase, or objection to the dates of performance will result in MCDJFS refusal to accept a Proposer(s) proposal.

3.19 Point of Contact

For technical questions or other inquiries that are not related to the content of this project, please contact Dada Lewis at dada.lewis@jfs.ohio.gov or (937) 225-6188. If you have questions about the project itself, or the contents herein, please use the Question and Answer portal.

3.20 Questions

To ensure a fair and objective process, any follow-up questions related to this RFP must be submitted via the Questions and Answer section on OpenGov by Friday, September 4, 2026 at 5:00 pm. Proposer(s) contacting any member of the review committee regarding this RFP, or any member of MCDJFS staff apart from the Point of Contact, or its agents, risk elimination of their proposal from further consideration.

3.21 Proposal Evaluation

All Proposals received will be evaluated using the following three (3) procedures. The specific minimum requirements, evaluation criteria, and scoring provisions established elsewhere in this RFP are incorporated into and will govern the applicable stages of the evaluation process:

Proposal Document Evaluation — Each submitted Proposal will be reviewed for compliance with the form, content, and other requirements set forth in this RFP and the Solicitation Document. Failure to satisfy any specified requirement may result in disqualification of the Proposal.

Proposal Specification Evaluation — All Proposals satisfying the requirements of this RFP will be reviewed, evaluated, and scored by a review committee that may include MCDJFS staff, program-area specialists, and other community representatives. The review committee will not include any Proposer responding to this RFP or any individual with a conflict of interest that could prevent a fair and equitable evaluation.

In evaluating a Proposer's administrative capabilities, the review committee may consider information from sources other than the submitted Proposal. Such information may include, but is not limited to:

- Written responses to clarifying questions presented by the review committee;
- The Proposer's experience administering similar services; and
- Monitoring data concerning the Proposer's performance under current or prior contracts with MCDJFS.

Any such information considered by the review committee must be factual and documented in writing.

Administrative Review and Cost Evaluation — Following the review committee's detailed

scoring, MCDJFS administration will review the evaluation results to ensure that all factors relevant to anticipated performance have been considered. As part of this review, MCDJFS administration will evaluate each Proposal's cost in relation to the proposed services, available funding, and applicable program needs.

MCDJFS may recommend one or more awards, in whole or in part, to the Proposer or Proposers whose Proposals:

- Have not been disqualified through the Proposal Document Evaluation;
- Have not been disqualified through the Proposal Specification Evaluation;
- Have not been disqualified through the Administrative Review and Cost Evaluation; and
- Are determined to be the most advantageous to MCDJFS based on the evaluation criteria, proposed services, cost, available funding, program needs, and other applicable considerations identified in this RFP.

The Selection Committee may identify one or more of the highest-ranked Proposers as finalists. Finalists may be invited to participate in interviews and/or provide follow-up presentations to the Selection Committee. Any such discussions will be conducted in a manner that affords fair and equal treatment to the participating Proposers.

Following completion of the evaluation process, the Selection Committee may identify one or more Proposers whose Proposals are determined to be most advantageous and recommend that contract negotiations be initiated with those Proposers. Negotiations may be conducted separately with each recommended Proposer and in the order determined appropriate by MCDJFS. The initiation of negotiations does not guarantee an award. If MCDJFS is unable to reach acceptable contract terms with a recommended Proposer, MCDJFS may discontinue negotiations with that Proposer and initiate negotiations with another qualified Proposer or take any other action permitted by this RFP and applicable law.

3.22 Responsible Proposers

The Board reserves the right to consider all elements entering into the question of determining the responsibility of a Proposer.

3.23 Intent

The intent of the Proposal Document and the agreement stemming therefrom is to include all items necessary for the proper execution and completion of the Work by the successful Proposer. The entire Proposal Document and the agreement stemming there from are complementary, and what is required by one shall be as binding as if required by all. Performance by the successful Proposer shall be required only to the extent consistent with the Proposal Document and the agreement stemming there from and reasonably inferable from them all as being necessary to produce the intended results.

3.24 Equal Employment Opportunity

During the performance of this Agreement, the Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, military status, national origin, disability, age, or ancestry. The Contractor may not discharge without just cause, refuse to hire, or otherwise discriminate against a person with respect to hiring, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of an employee's race, color, religion, sex, military status, national origin, disability, age, or ancestry.

The Contractor further agrees not to establish or knowingly permit any discriminatory or segregationist practices in connection with this Agreement, whether in the conduct of its own operations, the operations of its agent, or in those of any subcontractor. The Contractor shall ensure that all subcontractors comply with the non-discrimination provisions of this Agreement.

3.25 Disclosure

In addition to any requirement in the Proposal Document, the contract evidencing the successful Proposal will contain a covenant to be agreed to by the successful Proposer that it has complied with the Board's disclosure policy adopted pursuant to Resolution No. 83-112, dated January 18, 1983, which requires anyone contracting with the Board to disclose to the Board any business relationship or financial interest that it has with a Montgomery County, Ohio employee or employee's business, or any business relationship or financial interest that a Montgomery County, Ohio employee has with the contracting party or in the contracting party's business. That contract will also create a continuing obligation to disclose such information to the Board.

3.26 Offer to Contract

The contract document executed by the successful Proposer shall constitute an offer to enter into an agreement with the Board to provide the Work described in the Proposal Documents. This offer shall not become binding on the Board until all of the following conditions are met:

1. Approval by Director of MCDJFS;
2. Certification by the Auditor of Montgomery County, Ohio;
3. Approval by resolution of the Montgomery County Board of County Commissioners; and
4. Execution by the Board or the Montgomery County Administrator.

Except as permitted by law, the Proposer's offer shall remain irrevocable until such conditions are satisfied.

If no separate contract document is executed, the submitted proposal shall constitute an irrevocable offer to contract. In such cases, the issuance of a purchase order by the Board shall be deemed formal acceptance of the offer and shall form a binding agreement under the terms set forth in the Proposal Documents.

3.27 Proposal Embellishment

Each Proposer may describe its proposed service by responding, point-by-point, to the functional requirements of the Proposal Document and shall so respond to the information requirements of the Proposal Document. Such responses shall be tailored to specifically answer or clarify those portions of the Proposal Document necessitating an answer or clarification. Regardless of the nature of the Proposal as an "Offer," the addition of or reference to "boiler-plate" language, material or conditions shall not be used in the body of such a response and will be discarded and treated as if not part of the proposal and inclusion thereof may be grounds for rejecting the Proposal. Additionally, regardless of the nature of the proposal as an "Offer," any language in the proposal altering any portion of these General Conditions, particularly, but not limited to, the sections of these General Conditions titled "Infringements and Indemnifications," "Termination of Contract," "Equal Employment Opportunity," and "Disclosure," will be discarded and treated as if not part of the proposal and inclusion thereof may be grounds for rejecting the Proposal.

3.28 Insurance

Unless otherwise provided in the Proposal Document, the contract stemming from this Proposal solicitation shall require that the successful Proposer purchase and maintain a policy of insurance to protect the successful Proposer and the Board from claims which may arise out of the contract stemming from this Proposal solicitation. Unless otherwise provided in the Proposal Document,

such insurance policy shall be written for the below amounts:

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, and contractual liability coverage, as defined by the insured contract section of the policy.

• General Aggregate	\$3,000,000
• Products – Completed Operations Aggregate	\$3,000,000
• Personal and Advertising Injury	\$1,000,000
• Each Occurrence	\$1,000,000

1. The policy shall be endorsed to include coverage for physical/sexual abuse and molestation. The limit should be \$1,000,000 each Occurrence/ \$3,000,000 aggregate.
2. The policy shall be endorsed to include the following additional insured language: "The Board of Montgomery County Commissioners and **MCDJFS** shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".
3. Coverage shall be primary and non-contributory.
4. Policy shall be endorsed with a notice of occurrence endorsement.
5. Contractor's subcontractor shall be subject to the same minimum requirements identified above.
6. The policy should include a notice of occurrence endorsement – CEO, President, CFO, Risk Manager, or General Counsel.
7. General liability should have aggregate per location.
8. Associated bid number, job number, or project number should be referenced on the certificate.

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$1,000,000
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1. The policy shall be endorsed to include the following additional insured language: "The Board of Montgomery County Commissioners and **MCDJFS** shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired, or borrowed by the Contractor".
2. Coverage shall be primary and non-contributory.
3. Contractor's subcontractors shall be subject to the same minimum requirements identified in this section.
4. Associated bid number, job number, or project number should be referenced on the certificate.
5. The policy should include a notice of occurrence endorsement – CEO, President, CFO, Risk Manager, or General Counsel.

3. Workers' Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$1,000,000
Disease – Each Employee	\$1,000,000
Disease – Policy Limit	\$1,000,000

1. Policy shall contain a waiver of subrogation in favor of The Board of Montgomery County Commissioners and **MCDJFS**.
2. Contractor's subcontractor shall be subject to the same minimum requirements identified in this section.

4. Professional Liability (Errors and Omissions Liability)

The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Services of this contract.

Each Claim	\$1,000,000
Annual Aggregate	\$3,000,000

- a. All claims made policies must be reviewed by Risk Management Department.

4. Fidelity Bond or Crime Insurance

Bond or Policy Limit \$100,000

1. The bond or policy shall include coverage for all directors, officers, agents, and employees of the Contractor.
2. The bond or policy shall include coverage for third party fidelity/crime and name the Board of Montgomery County Commissioners, **MCDJFS** and their clients as Joint Loss Payee where as their interests may appear.
3. The bond or policy shall not contain a condition requiring an arrest and conviction.
4. Policies shall be endorsed to provide coverage for computer crime/fraud.

3.29 Performance or Payment Bond

The successful Proposer may be requested to furnish a bond to the Board covering faithful performance of the contract arising out of that Proposal and payment of obligations arising there under in an amount equal to one hundred percent (100%) of the full sum provided for under the contract and that bond shall be conditioned upon the faithful performance of that contract and shall remain in effect for the duration of the contract term. This requirement may be satisfied by the successful Proposer posting a bond, or by providing a letter of credit or a cashier's check in the

amount specified. If a bond satisfies the requirement, the surety for such bond shall be a surety company authorized to do business in the State of Ohio.

3.30 Liability for Proposal Preparation

The Board, and any officers, employees, successors, administrators or agents of same, assume no responsibility nor liability for costs incurred in the preparation and/or submission of any Proposal.

3.31 Proposal Duration

No Proposal shall be withdrawn after it has been deposited with the Board. By submitting your Proposal, you agree to leave your proposal firm for one-hundred and twenty (120) days after the Proposal opening date unless some other duration is specified in the Proposal Document.

3.32 Montgomery County

Montgomery County does not pay local, state, or Federal taxes. If requested, a Selected Proposer will be furnished with an exemption certificate.

3.33 Public Records

Pursuant to Ohio Revised Code Section 307.862(C), to ensure a fair and impartial evaluation process, proposals and all documents or other records related to this solicitation, including any subsequent negotiations conducted in connection with the resulting Contract, that would otherwise be subject to public inspection and copying under Ohio Revised Code Section 149.43, shall remain confidential and shall not be available for public inspection or copying until after the Contract has been awarded. For purposes of this RFP, the Contract is considered awarded upon full execution by all required parties.

3.34 Sample Contract

The Proposal Document may contain a sample contract document. If so, such contract document is an example of the contract document that the successful Proposer will be required to sign to evidence the Agreement between that successful Proposer and the Board stemming from this Proposal solicitation. Alternative contract documents submitted by the Proposer will not be accepted. The Board shall fill in all blanks contained in the sample before such document is presented to the successful Proposer for signature. Additionally, only one version of any multiple version paragraphs appearing in the sample shall be in the contract document presented to the

successful Proposer for signature. In the rare case of an error in the Proposal Document, the actual contract document presented to the successful Proposer may differ from the sample.

3.35 Proposer Examination of RFP

Proposers are expected to carefully review the entire Request for Proposals (RFP), including all attachments, exhibits, forms, and any addenda issued by MCDJFS. Submission of a Proposal constitutes the Proposer's acknowledgment that it has examined the RFP in its entirety and understands the requirements, terms, conditions, and specifications contained therein.

If a Proposer discovers any ambiguity, discrepancy, omission, error, or inconsistency in the RFP, the Proposer shall promptly submit a question through the Question and Answer section of the County's OpenGov Procurement portal prior to the published question deadline. MCDJFS will issue clarifications or revisions, when appropriate, by written addendum through the OpenGov Procurement portal. Oral interpretations, explanations, or instructions shall not be binding.

Proposers are solely responsible for monitoring the OpenGov Procurement portal throughout the solicitation period for the issuance of addenda, responses to questions, and other procurement-related communications. Failure to review or obtain any addendum shall not relieve a Proposer of its responsibility to comply with the requirements of the RFP, as amended.

Where required by the Proposal Documents, Proposers shall acknowledge receipt of all addenda as part of their Proposal submission. Failure to acknowledge receipt of a material addendum may result in the Proposal being determined non-responsive.

Submission of a Proposal constitutes the Proposer's acceptance of all addenda issued by MCDJFS unless expressly identified as an exception in the Proposal where permitted by the RFP.

3.36 Ability to Award Contract

This RFP and all MCDJFS contracts are contingent upon the availability of funds. If at any time during the RFP process, funds are not available for the proposed services, the RFP process will be canceled. In such an event, the Proposers will be notified at the earliest possible time. MCDJFS shall not compensate the Proposers for any expenses incurred as a result of the RFP process.

3.37 Contract Formation and Subcontracting

Any Contract awarded as a result of this RFP shall incorporate the requirements of this RFP, the

successful Proposal, and any additional terms and conditions mutually agreed upon during contract negotiations.

The Contractor shall be solely responsible for the performance of all obligations under the resulting Contract, regardless of whether any portion of the work is performed by a subcontractor or other third party. The Contractor shall remain fully responsible for the acts, omissions, performance, payment, monitoring, and compliance of all approved subcontractors, partners, consultants, and other entities performing work under the resulting Contract. No subcontract, partnership agreement, professional services agreement, or other contractual arrangement shall relieve the Contractor of any duty, obligation, or liability under the resulting Contract.

The Contractor shall not assign, transfer, or subcontract any portion of the resulting Contract without the prior written approval of MCDJFS. No subcontractor or other third party shall commence performance until such approval has been obtained. Approval of a subcontractor or other third party by MCDJFS shall not relieve the Contractor of any responsibility or liability under the resulting Contract, nor shall such approval create any contractual relationship between MCDJFS and the subcontractor or other third party. Acceptance or rejection of any proposed subcontractor or contractual arrangement shall be at the sole discretion of MCDJFS.

All subcontracts, partnership agreements, professional services agreements, and other contractual arrangements related to the performance of the resulting Contract shall, at a minimum:

- Describe the services to be provided, compensation, term, termination provisions, and other material terms and conditions;
- Clearly define the roles and responsibilities of each party;
- Identify an authorized representative and current contact information for each party; and
- Require compliance with all applicable terms and conditions of the resulting Contract.

The Contractor shall submit copies of all partnership agreements with its Proposal, if applicable, and shall submit copies of all approved subcontracts and other contractual arrangements no later than thirty (30) calendar days after their execution or before the subcontractor begins performance, whichever occurs first. MCDJFS may withhold payment for subcontracted services until the required agreement has been received and approved, if applicable.

The Contractor shall ensure that all subcontractors and other entities performing work under the resulting Contract are eligible to receive applicable federal, state, and local funding and shall maintain documentation demonstrating such eligibility, including verification through the System for Award Management (SAM) and the Ohio Auditor of State's Findings for Recovery Database, or any successor systems. Such documentation shall be made available to MCDJFS upon request.

The Contractor shall be solely responsible for making all payments due to subcontractors, partners, consultants, and other third parties performing work under the resulting Contract. All subcontracted services shall be identified and reflected in the Contractor's approved budget, as applicable.

3.38 Caveat

Proposal selection does not guarantee that a contract will be awarded. All proposals will be evaluated based on the criteria in the RFP. MCDJFS will work with the selected proposer(s) to finalize the details of the contract document(s). If MCDJFS, in its sole discretion, determines that MCDJFS and the selected proposer(s) are unable to successfully come to terms regarding the contract within a reasonable time period, MCDJFS reserves the right to terminate discussions. If this happens, MCDJFS, in its sole discretion, reserves the right to either; 1. Select another proposal from the proposer process with whom to negotiate the contract, 2. Cancel the RFP, or 3. Re-issue the RFP.

3.39 Post Selection Meeting

If an unsuccessful proposer wishes to discuss the selection process, a request for an informal meeting with MCDJFS, and the explanation for it, must be in writing and received within fourteen (14) working days from the date of the notification of non-selection. The request shall state the reason(s) for the meeting, citing the law, rule, regulation, or RFP procedure(s) on which the request is based. All requests must be signed by an individual authorized to represent the proposer and must be addressed to the contact person.

3.40 Funding & Invoicing

A contractor can claim payment only for services already provided and must submit invoices for payment at a minimum of once per month. Invoices must be submitted within fifteen (15) days of the last day of the month of service delivery (e.g., invoices for services delivered in the month of

December must be presented to MCDJFS no later than January 15th.) Payment will generally be made within thirty (30) days after receipt of a complete and accurate invoice, subject to normal County payment procedures and funding availability. The funds designated for the Contract Period are subject to funding requirements and restrictions under the various funding allocations.

3.41 Duplicate Billing Prohibited

A contractor shall warrant that claims made to MCDJFS for payment shall be the cost for authorized services rendered to eligible individuals and such claims shall not be made against other funding sources for the same services. Use of funds awarded through any contract with MCDJFS by the contractor to supplant any other existing funding sources is strictly prohibited.

3.42 Confidentiality & Security

The Selected Proposer acknowledges that, in the performance of the resulting Contract, it may receive or have access to confidential, proprietary, sensitive, or otherwise protected information belonging to MCDJFS, Montgomery County, clients, applicants, participants, employees, or other individuals. The Selected Proposer shall maintain the confidentiality of all such information and shall use or disclose it only as necessary to perform the resulting Contract or as otherwise required by law.

The Selected Proposer shall comply with all applicable federal, state, and local laws, regulations, and administrative rules governing the confidentiality, privacy, security, and disclosure of information, including, but not limited to, the Ohio Public Records Act (where applicable), applicable provisions of the Ohio Revised Code and Ohio Administrative Code governing records maintained by the Ohio Department of Job and Family Services, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended, and any other applicable federal or state confidentiality requirements associated with the funding source or services provided under the resulting Contract.

For purposes of this Contract, confidential information includes, but is not limited to:

- Personally Identifiable Information (PII);
- Protected Health Information (PHI), where applicable;
- Federal Tax Information (FTI), where applicable;

- Confidential client, participant, applicant, or employee information;
- Trade secrets and proprietary business information;
- Financial records;
- Security-related information;
- Passwords, access credentials, encryption keys, and other information used to secure County systems or data;
- Information protected by the attorney-client privilege, attorney work product doctrine, physician-patient privilege, or any other privilege recognized by law; and
- Any information otherwise designated as confidential by law, regulation, Contract, or MCDJFS.

The Selected Proposer shall implement and maintain appropriate administrative, technical, and physical safeguards designed to protect confidential information from unauthorized access, use, disclosure, alteration, destruction, or loss. Such safeguards shall be appropriate to the nature of the information maintained and shall comply with applicable legal and contractual requirements.

The Selected Proposer shall immediately notify MCDJFS of any actual or suspected unauthorized access, use, disclosure, acquisition, loss, or security incident involving confidential information and shall fully cooperate with MCDJFS in investigating, mitigating, and responding to such incident.

The confidentiality obligations contained in this Section shall apply equally to the Selected Proposer's officers, employees, agents, volunteers, consultants, and subcontractors. The Selected Proposer shall ensure that all subcontractors are contractually bound to comply with confidentiality and security requirements that are no less restrictive than those contained in the resulting Contract. The Selected Proposer shall remain fully responsible for the acts and omissions of its subcontractors relating to confidential information.

The obligations contained in this Section shall survive the expiration or termination of the resulting Contract for as long as the information remains confidential or as otherwise required by applicable law.

3.43 Political and Sectarian Violence

No sectarian (i.e., religious) or political activities may be conducted in connection with MCDJFS activity. Participants shall not be employed through MCDJFS contracts to carry out the construction, operation, or maintenance of any part of any facility that is used or is to be used for sectarian instruction or as a place for religious worship, except that maintenance of a facility is allowed if it is not primarily or inherently devoted to sectarian instruction or religious worship, (i.e., where the person or entity operating the facility is part of a program or activity providing services to participants).

3.44 Complaint Process

Applicants for, recipients of, and participants in programs or services administered under the resulting Contract, as well as the successful Offeror's employees and applicants for employment where applicable, shall have the right to file complaints alleging unlawful discrimination in accordance with applicable federal, state, and local laws, regulations, and the complaint procedures established by the Ohio Department of Job and Family Services (ODJFS), the U.S. Department of Labor Civil Rights Center (CRC), the U.S. Department of Health and Human Services Office for Civil Rights (OCR), or any other agency having jurisdiction, as applicable.

The successful Offeror shall cooperate fully with the County and any authorized governmental agency in the investigation, resolution, and monitoring of any complaint or compliance review arising under the resulting Contract. The successful Offeror shall provide timely access to records, personnel, and other information reasonably requested during such investigations and shall comply with any final determination, corrective action, or other lawful requirement issued by the County or the appropriate governmental agency.

3.45 Additional Potential Contract Information

- Contractors will be subject to announced and unannounced monitoring by MCDJFS which is totally independent and distinct from the audit requirements described elsewhere. MCDJFS will also conduct a contract Risk Assessment in accordance with the Ohio Department of Job and Family Services (“ODJFS”) procurement rules.
- All invoices shall be submitted to MCDJFS monthly and shall document the authorized services provided, including the applicable participant or referral, type of service rendered, dates of service, service hours, contracted hourly rate, and total amount billed. The Contractor shall retain all service-delivery, financial, and other supporting records necessary to substantiate amounts invoiced and demonstrate compliance with the

resulting contract for the applicable record-retention period. Such records shall be made available to MCDJFS or other authorized governmental representatives upon request for monitoring, audit, or other compliance-review purposes.

- MCDJFS will reimburse the Contractor only for authorized services properly delivered and documented in accordance with the contracted hourly rate and the terms of the resulting contract.
- Payment of invoices will be contingent upon the contractor's use of mandated MCDJFS reporting mechanisms.
- Project deliverables must be clearly defined in the contract, and progress will be monitored throughout the duration of the Contract.
- MCDJFS reserves the right to extend and/or amend the Contract based on the Contractor's performance as determined solely by MCDJFS, contingent upon Board approval.

Scope of Work

4.1 Introduction

The Montgomery County Purchasing Department, on behalf of the Montgomery County Department of Job and Family Services (MCDJFS), is seeking Proposals for PP-2026-0047 - Family Preservation and Reunification Services. This is a Request for Proposal ("RFP") under section 307 of the Ohio Revised Code ("ORC") and Section 5101:9-4-07 of the Ohio Administrative Code ("OAC").

MCDJFS seeks one or more qualified Proposers capable of delivering comprehensive family preservation and reunification services that improve child safety, strengthen families, and reduce unnecessary out-of-home placement.

4.2 Background

Montgomery County, Ohio is seeking one or more qualified Proposers to provide comprehensive Family Preservation and Reunification Services for families involved with the Montgomery County Department of Job and Family Services – Children Services Division (MCDJFS-CSD). The selected Contractor(s) will provide intensive, family-centered, trauma-informed services designed to safely preserve children within their homes whenever possible and support timely, safe, and sustainable reunification when children have been placed in out-of-home care.

MCDJFS-CSD recognizes that families involved with the child welfare system often experience multiple and complex challenges requiring coordinated, individualized, and intensive interventions. Through this program, MCDJFS-CSD seeks to strengthen parental protective capacities, improve family functioning, reduce the recurrence of child maltreatment, promote timely permanency, and enhance the long-term safety, stability, and well-being of children and families.

In 2025, MCDJFS-CSD served approximately 58 families through Family Preservation and Reunification Services and made approximately 76 referrals for these services.

The historical information provided above is intended solely to assist Proposers in understanding the anticipated scope of services and developing staffing plans and cost proposals. Actual referral volumes, active caseloads, service utilization, funding, and contract values are not guaranteed and may fluctuate based on agency needs, client eligibility, court involvement, available funding, and

other operational factors.

The County intends to establish contracts with one or more qualified Contractors that demonstrate the experience, staffing, organizational capacity, and technical expertise necessary to deliver high-quality, evidence-based or promising practice services in accordance with the requirements of this Request for Proposals.

4.3 Scope of Work

The selected Contractor(s) shall provide comprehensive Family Preservation and Reunification Services to families referred by the Montgomery County Department of Job and Family Services – Children Services Division (MCDJFS-CSD). Services shall be trauma-informed, family-centered, culturally responsive, and designed to safely preserve children within their homes whenever possible while supporting timely, safe, and sustainable reunification when children have been placed in out-of-home care.

The Contractor(s) shall deliver individualized services that strengthen parental protective capacities, improve family functioning, reduce the recurrence of child maltreatment, promote permanency, and enhance the long-term safety, stability, and well-being of children and families.

Services shall be delivered in coordination with MCDJFS-CSD caseworkers and other appropriate community partners and shall comply with all requirements contained throughout this Scope of Work.

4.4 Target Population

The target population for these services is a diverse array of MCDJFS-CSD involved families and children who need assistance resolving and/or avoiding conflict in a non-violent and respectful manner. The population served includes families experiencing a crisis in which one or more children or youth have been determined to be unsafe or are at imminent risk of becoming unsafe. These services are initiated based on MCDJFS' safety and family assessments that the parents' capacity to protect is diminished, and due to identified safety threats their children have been removed and/or are at risk of being removed from their home. The services may be voluntary or court ordered.

Referrals may involve one or more of the following circumstances:

- Families with a child/youth who are alleged to be victims of abuse or neglect;
- Families with parents who use or abuse substances;
- Families with children/youth in protective supervision orders;
- Families with a history of and/or active domestic violence;
- Families with mental health issues;
- Families who may have an active in-home or out-of-home safety plan; and
- Families who are part of a reunification plan.

4.5 In Home Services

The term "in-home" refers to the location where the child and family are residing and not necessarily to the place where services are delivered; therefore, in-home services may be provided in the community, a relative's home, kinship home, foster home, or another mutually agreed upon community location appropriate for service delivery. The primary goal of in-home services is to strengthen and support the family in order to maintain children with their families whenever it can be done safely. Providing such services also keeps children near their support system of friends, siblings, extended family, and school.

Through intensive in-home services, families receive individualized supports designed to address the conditions that contributed to—or place them at risk of—abuse, neglect, or family instability.

Objectives of In-Home Services

In-home services are geared toward meeting the following goals:

- Ensuring children's safety;
- Strengthening parental capacity;
- Improving caretaking and coping skills;
- Fostering physical, mental, and educational well-being;
- Enhancing the potential for permanency.

These goals may be achieved by targeting family-specific challenges, such as parental substance abuse, parental depression, supervision issues, negative parent-child interactions, poor physical

conditions in the home, and economic challenges. The Contractor(s) shall engage each family in a comprehensive assessment encompassing all relevant life domains and shall work collaboratively with the family and assigned MCDJFS caseworker to develop and implement individualized service goals.

4.6 Program Requirements

The selected Contractor(s) shall provide comprehensive Family Preservation and Reunification Services that include, at a minimum, the program requirements described below.

Referral and Service Delivery

The Contractor(s) shall:

- Accept referrals exclusively from MCDJFS-CSD.
- Initiate services within the timeframes established by MCDJFS.
- Provide services primarily in person within the participant's home or another appropriate community-based setting when clinically or operationally appropriate.
- Maintain the operational capacity to provide or arrange for services and respond to participant needs twenty-four (24) hours per day, seven (7) days per week, including weekends and holidays, as required to ensure participant safety and continuity of services.
- Coordinate services with assigned MCDJFS caseworkers and other appropriate community providers.
- Immediately notify MCDJFS of identified safety threats, critical incidents, suspected abuse or neglect, or any circumstance requiring immediate intervention.

Clinical and Family Services

Services shall be individualized based upon each family's strengths, risks, protective capacities, and identified service needs. At a minimum, the Contractor shall demonstrate the ability to provide or coordinate:

- Comprehensive family assessments.
- Individualized treatment and service planning.
- Crisis intervention and stabilization services.

- Parenting education and skill development.
- Parent-child relationship enhancement and attachment interventions.
- Family conflict resolution and communication skill development.
- Safety planning and protective capacity enhancement.
- Community resource coordination and service linkage.
- Family stabilization services.
- Reunification planning and post-reunification supports, as appropriate.

Minimum Service Expectations

The Contractor(s) shall:

- Engage families as active participants in assessment, treatment planning, service delivery, and goal development.
- Utilize trauma-informed, family-centered, culturally responsive, strengths-based, and outcome-focused service approaches.
- Incorporate lived experience perspectives, peer mentoring, or peer support services when appropriate to improve family engagement.
- Assist families in identifying barriers to child safety, permanency, and successful reunification and develop strategies to address those barriers.
- Promote parental protective capacities, healthy family functioning, positive parenting practices, and long-term family stability.
- Deliver services consistent with applicable child welfare laws, regulations, and recognized best practices, including Ohio Child Protection Oversight and Evaluation (CPOE) safety, permanency, and well-being outcomes.

Quality Assurance and Performance Management

The Contractor(s) shall maintain an internal quality management program designed to ensure consistent, effective, and compliant service delivery. At a minimum, the quality management program shall include:

- Ongoing clinical supervision.
- Routine case reviews.

- Outcome measurement and performance monitoring.
- Continuous quality improvement activities.
- Use of evidence-based or promising practices whenever appropriate.
- Corrective action processes to address identified deficiencies or opportunities for improvement.

Service Types

MCDJFS-CSD anticipates referrals under one or both of the following service categories. Families may transition between service types as their circumstances and service needs change.

Type I – Family Reunification Services

Services designed for families involved with the child welfare system whose children are placed outside the home through foster care, kinship care, or other out-of-home placement. Services shall focus on addressing the conditions that led to removal, strengthening parental protective capacities, preparing families for reunification, and promoting safe, timely, and sustainable reunification.

Type II – Intensive Family Support

Services designed for families with open child welfare involvement whose children remain in the home but are at risk of removal. Services shall emphasize crisis stabilization, intensive in-home intervention, safety planning, skill development, family functioning, and prevention of unnecessary out-of-home placement.

4.7 Data Collection, Tracking, Analysis, Reporting, and Privacy **Electronic Case Management System**

The Selected Contractor(s) must have an industry-standard electronic system to document, manage, track, and report all support services for all assigned individuals and families. The electronic case management system shall maintain complete participant records throughout the duration of service delivery and applicable record retention periods. Whenever services are delivered outside the residence, the Contractor shall document the reason and location within the participant record. The system must have the capacity to generate reports, sort, filter, and query on all data elements, and submit standard and ad hoc reports in a variety of output formats, including

but not limited to word documents, Microsoft Excel-compatible formats (including pivot tables), charts and graphs, etc.

Reporting Requirements

The system shall have the ability for real-time data and timekeeping of service type delivered and service hours rendered, capable of producing reports at frequencies specified by MCDJFS, including daily, weekly, monthly, quarterly, or ad hoc reporting. Regular reporting requirements will be established with MCDJFS at the time of contract negotiations and throughout the term of the contract, however, additional reporting requirements and mechanisms can be introduced at any point throughout the contract term.

Information Security

Given the services included in this RFP, Contractor(s) must have a formal Security and Compliance program to ensure data protection for all data collected, stored, or otherwise processed through their service. Systems shall protect internal data in transit between services using encryption. Systems shall utilize industry-standard encryption for data in transit and at rest. Systems should utilize role-based access controls, audit logs, and multi-factor authentication where applicable.

Confidentiality and HIPAA Compliance

Systems and storage methods must include Health Insurance Portability and Accountability (HIPAA) protections to ensure the confidentiality, integrity, and availability of private health information. The Contractor shall not use any information, systems, or records made available to them for any purpose other than to fulfill the contractual duties specified herein. The Contractor understands and acknowledges that the disclosure of any such information in a manner not authorized by the Ohio Revised Code, or the Ohio Administrative Code constitutes a breach of this contract and subjects the Contractor to the penalties set forth in section 5101.99 of the Ohio Revised Code and HIPAA.

The Contractor will be required to abide by the same standards of confidentiality that apply to the employees of ODJFS, MCDJFS, and the State of Ohio. The terms of this article will be included in any subcontracts executed by the Contractor for work under this contract.

The Contractor shall immediately notify MCDJFS of any actual or suspected unauthorized disclosure, breach, or compromise of confidential information in accordance with applicable law and contractual requirements.

4.8 Minimum Qualifications (Pass/Fail Requirements)

The qualifications identified in this section establish the minimum requirements necessary to be considered for award. Proposers must demonstrate that they satisfy each of the following minimum qualifications. Failure to meet one or more of these requirements may result in the proposal being determined non-responsive and removed from further consideration prior to evaluation.

In order to be considered for funding under this RFP, MCDJFS requires that interested Proposers must:

1. Have the ability to bill to Medicaid. Your organization must be able to bill for Medicaid billable services to be eligible for this RFP.
2. Have a minimum of three (3) years of experience with the target population as described within the stated Request for Proposal RFP.
3. Demonstrate the organizational capacity to successfully perform the services described in this RFP, including sufficient staffing, management, administrative, and operational resources.
4. Demonstrate the IT capacity to manage the project and all requisite data as evidenced by electronic case management, timekeeping, and reporting systems. The organization must have data back-up processes and disaster recovery plan.
5. Demonstrate the organizational ability to provide culturally and linguistically appropriate services.
6. Proposers must provide meaningful access to services to all eligible customers. The ODJFS Office on Civil Rights defines meaningful access as: the ability to use services and benefits comparable to those enjoyed by members of the mainstream cultures. It is achieved by eliminating communication barriers and ensuring that the client or potential client can communicate effectively. An organization must ensure that the LEP person:
 - is given adequate information;
 - is able to understand the services and benefits available;
 - is able to receive services for which they are eligible;
 - can effectively communicate the relevant circumstances of his or her situation to the Selected Provider(s); and

- receives language assistance at no cost.

Proposers must meet all of the above referenced qualifications, as well as those listed elsewhere in this RFP. Failure to satisfy any minimum qualification may result in the proposal being determined non-responsive and removed from further consideration.

4.9 Technical Proposal Requirements

The following information will be used to evaluate the Proposer's technical approach, organizational capacity, staffing, and ability to successfully perform the services described in this RFP. Proposers shall address the requirements identified below through the applicable response fields in Section 6 – Vendor Proposal and provide sufficient detail to demonstrate their qualifications, experience, and proposed approach.

Responses shall clearly describe how the Proposer will deliver or facilitate the required Family Preservation and Reunification Services using trauma-informed, family-centered, culturally responsive, and evidence-based or promising practices. Unless otherwise specified, each response should address the requested information in narrative format.

A. Organizational Experience

Describe the Proposer's organizational history and experience providing Family Preservation, Reunification, or related child welfare and behavioral health services.

Your response should include, at a minimum:

- Organizational history and experience providing similar services.
- Experience delivering comparable projects or collaborative partnerships, including measurable outcomes achieved.
- The Proposer's philosophy of family-centered practice and how it will be incorporated into service delivery.
- The Proposer's definition of "in-home" services and how that service model strengthens outcomes for children and families.

B. Technical Approach

Describe the Proposer's approach to delivering Family Preservation and Reunification Services.

Your response should include, at a minimum:

- Describe how the Proposer will participate in ongoing safety and risk assessment, information sharing, multidisciplinary collaboration, and family needs assessment throughout service delivery.
- Describe your organization's approach to providing intensive in-home services and how this service model supports child safety, permanency, family engagement, and long-term family stability.
- Describe strategies for engaging families, building trust, encouraging sustained participation, and addressing barriers that may interfere with successful service delivery.
- Procedures for maintaining twenty-four (24) hour, seven (7) day per week availability, including holidays.
- Procedures for notifying MCDJFS when safety concerns are identified.
- Strategies for removing barriers to family engagement and participation in services.
- Approaches to promoting parent self-care, emotional regulation, sound judgment and decision-making, healthy parenting roles and responsibilities, and the ability to adapt to changing family needs.
- Approaches to enhancing family living skills, household management, and homemaker skills.
- Describe how the Proposer will measure program success and use participant outcomes, performance data, and continuous quality improvement activities to improve service delivery throughout the contract period.

C. Program Administration

Describe the administrative, clinical, and operational processes your organization will use to successfully implement and manage the proposed program.

Your response should include, at a minimum:

Clinical Service Delivery

- Trauma-informed interventions, therapeutic models, and evidence-based or promising practices that will be utilized.
- Approaches to strengthening parent-child interaction, attachment, and healthy family relationships.

- Approaches to child development, developmentally appropriate parenting practices, and positive discipline techniques.
- Describe any evidence-based or promising practices, including CPC-CBT or comparable interventions where clinically appropriate.
- Approaches to family conflict intervention, healthy relationship education, communication skill development, co-parenting support, and strengthening parent-child attachment.

Program Administration

- Staffing plan, including staffing levels, position descriptions, minimum qualifications, education, licensure, relevant experience, and workforce competencies.
- Management structure, including reporting relationships, supervision, quality assurance processes, and administrative oversight.
- If subcontractors will be utilized, describe each subcontractor's role, responsibilities, oversight, and methods for ensuring service quality and contractual compliance.
- Communication protocols with MCDJFS, including expected timelines for notifying the assigned caseworker or supervisor when families are unresponsive, safety concerns arise, or significant case developments occur.
- Describe the implementation plan for initiating services immediately upon contract execution, including referral acceptance, staffing, onboarding, startup activities, and transition planning, if applicable.

D. Personnel Qualifications

Provide information demonstrating the qualifications, organizational structure, and staffing approach that will be used to successfully deliver the proposed services.

Organizational Structure

- Include an organizational chart identifying reporting relationships for all proposed personnel assigned to this contract.
- Describe the proposed clinical supervision structure, including supervisor qualifications, staff-to-supervisor ratios, and oversight responsibilities.

Staffing and Continuity

- Describe the organization's strategy for recruiting, onboarding, retaining, supervising, and supporting staff assigned to this program.

- Describe the organization's plan for maintaining staffing continuity and minimizing service disruption resulting from vacancies, turnover, or extended staff absences.

Implementation Readiness

- Provide a project implementation timeline demonstrating the organization's readiness to begin accepting referrals immediately upon contract execution. The timeline should include, at a minimum, hiring and onboarding activities (if applicable), staff training, referral acceptance, service implementation, reporting milestones, and other major implementation activities.

Key Personnel

Submit resumes for key clinical and administrative personnel assigned to this program. Because proposals are public records, resumes shall identify each individual's proposed position title rather than their name. It is the Proposer's responsibility to redact all personal information prior to submission.

At a minimum, include resumes for:

- Agency Director
- Chief Financial Officer (CFO)
- Clinical Director
- Program Administrator(s)

Each resume should include:

- Proposed role and responsibilities under this contract.
- Relevant education, professional licenses, certifications, and industry credentials, including whether any license or certification has ever been suspended or revoked.
- Relevant work history and experience supporting similar programs.
- One professional reference, including organization name, contact name, telephone number, and a brief description of the professional relationship.

E. Reporting and Documentation

Describe the methods that will be used to document services and communicate participant progress.

Your response shall include:

- A representative treatment plan illustrating measurable goals, interventions, and expected outcomes.
- One redacted sample progress note demonstrating how participant progress, service delivery, and behavioral change are documented.
- Procedures for communicating with MCDJFS caseworkers and supervisors during critical stages of service delivery.
- Methods for documenting, measuring, and reporting behavioral changes, participant progress, and family outcomes.

4.10 MCDJFS Responsibilities

MCDJFS shall be responsible for the following:

- Provide ongoing technical assistance related to, but not limited to, overall program implementation, eligibility, and allowable activities and expenses.
- Act as the final authority regarding eligibility questions and the handling of grievances.
- MCDJFS will provide referral information necessary for the Contractor to initiate services.
- Provide the Contractor with information regarding required participation in state hearings or other proceedings when applicable.
- Provide timely feedback regarding identified programmatic or fiscal concerns and collaborate with the Contractor to resolve such concerns.
- Monitor all programs at least once during the course of the contract. Monitoring will include, but may not be limited to, the following requirements:
 - Fiscal monitoring
 - Review expenditures charged to the contract.
 - Review financial documentation and internal controls.
 - Verify compliance with applicable fiscal requirements.
 - Programmatic Monitoring
 - Verify implementation of the contracted Scope of Work.
 - Review participant records.

- Evaluate program performance against established goals and outcomes.
- Conduct announced or unannounced monitoring activities as necessary
- Monitoring activities may be announced or unannounced and may include desk reviews, on-site visits, interviews, file reviews, and performance evaluations.

4.11 Contractor Responsibilities

The selected Contractor(s) shall be responsible for the successful implementation and administration of the services described in this RFP and the resulting contract. At a minimum, the Contractor(s) shall:

- Comply with all applicable federal, state, and local laws, regulations, policies, and funding requirements governing the services provided under this contract.
- Deliver all services in accordance with the resulting contract, approved Scope of Work, accepted proposal, and applicable MCDJFS policies and procedures.
- Maintain qualified personnel, appropriate staffing levels, and clinical supervision necessary to ensure the timely and effective delivery of services.
- Accept referrals from MCDJFS and initiate services within the timeframes established during contract implementation.
- Coordinate and communicate proactively with assigned MCDJFS staff regarding participant progress, safety concerns, barriers to service, critical incidents, significant case developments, and other information necessary to support effective service delivery.
- Maintain complete, accurate, and timely programmatic, fiscal, and participant records in accordance with applicable record retention requirements.
- Utilize an electronic case management system capable of documenting services provided, tracking participant outcomes, maintaining required case documentation, and generating reports requested by MCDJFS.
- Protect the confidentiality, integrity, and security of all client information in accordance with HIPAA, the Ohio Revised Code, the Ohio Administrative Code, and all other applicable privacy and confidentiality requirements.
- Submit accurate, complete, and timely invoices, performance reports, and all other documentation required by MCDJFS in accordance with established reporting schedules.
- Cooperate fully with all monitoring activities conducted by MCDJFS or its authorized representatives, including programmatic reviews, fiscal monitoring, audits, participant file reviews, corrective action activities, and performance evaluations.

- Maintain financial records in accordance with generally accepted accounting principles and applicable record retention requirements, and make such records available for review upon request.
- Immediately notify MCDJFS of any event that may materially affect the Contractor's ability to perform services under this contract, including significant staffing changes, loss of required licensure or certifications, data security incidents, organizational changes, or other circumstances that may affect service delivery.
- Develop and implement corrective actions, when requested by MCDJFS, to address identified deficiencies or performance concerns.
- Cooperate with MCDJFS in continuous quality improvement efforts intended to strengthen service delivery and improve outcomes for participating families.

4.12 Anticipated Contract Period

Once awarded, the contract period is anticipated to be through December 31, 2027. At the discretion of the Director of MCDJFS' recommendation, availability of funding, and upon approval from the BCC, this contract may have two (2) additional extension options : Option 01: January 1, 2028 through December 31, 2028 and Option 02: January 1, 2029 through December 31, 2029. All funding, including potential option years, are contingent upon the continued availability of funding and contractor performance.

Pricing Proposal

UNIT RATE PROPOSAL

Pricing Instructions: Completion of this Pricing Proposal and the Cost Proposal response in Section 6 – Vendor Proposal, Question 2.7 is required. Proposers shall provide the completed pricing schedule below together with the detailed cost proposal narrative requested in the Vendor Proposal section. The estimated quantity is based on a three-year historical program utilization and reflects the average annual service hours provided during calendar years 2023, 2024, and 2025 (2023: 865.25 hours; 2024: 385.25 hours; 2025: 469.00 hours). This estimate is provided solely for proposal preparation and evaluation purposes and does not constitute a guarantee of future service hours, referrals, workload, or compensation. Failure to provide both the completed Pricing Proposal and the required Cost Proposal may result in the Proposal receiving a lower evaluation score or being deemed non-responsive, as applicable.

Line Item	Description	Estimated Quantity	Unit of Measure	Unit Cost	Total
1	Family Preservation and Reunification Services	573	Per Hour		
TOTAL					

Vendor Proposal

1 Proposer Information

1.1. Date of Establishment*

When was organization established?

Style

01/01/1991

Maximum response length: 20 characters

*Response required

1.2. Years of Experience*

For how many years has the Proposer engaged in services under its present business name?

*Response required

1.3. Other Business Names*

Has this business operated under a different name?

☐ Yes

☐ No

*Response required

When equals "Yes"

1.3.1. DBA Names*

Please list all former names and the dates during which they were used.

*Response required

1.4. Federal Employer Identification Number (FEIN)

Please provide Federal Employer Identification Number (FEIN)

Maximum response length: 50 characters

1.5. Unique Entity Identifier Number*

Please provide Unique Entity Identifier (UEI) Number. If none, please provide reason.

*Response required

1.6. Workers Compensation Account Number*

Please provide Workers Compensation Account Number. If none, please provide a reason.

*Response required

1.7. Unemployment Insurance Account Number*

Please provide Unemployment Insurance Account Number. If none, please provide reason.

*Response required

1.8. Registered in Ohio*

Are you registered to do business in Ohio?

<https://businesssearch.ohiosos.gov/>

☐ Yes

☐ No

*Response required

When equals "No"

1.8.1. Foreign Entity*

As stated within the previous question, the proposer is required to furnish a Certificate of Good Standing from the Ohio Secretary of State showing the right of the proposer to do business in the State. Or, in the case that the proposer is an individual or partnership, the proposer shall certify it has filed, with the Ohio Secretary of State, a Power of Attorney designating the Ohio Secretary of State as the proposer agent for the purpose of accepting service of summons in any lawful legal action.

Please upload the applicable proof based on your current status at the time of this submittal.

*Response required

1.9. Subcontractors*

Will you be using Subcontractors to carry out the work covered under this project.

☐ Yes

☐ No

*Response required

When equals "Yes"

1.9.1. Subcontractor Entities*

Please list the full business name of all anticipated subcontractors, including dba names.

*Response required

1.10. EEO*

Do Federal, State, or local Affirmative Action or Equal Employment Opportunity rules bind the Bidder?

☐ Yes

☐ No

*Response required

When equals "Yes"

1.10.1. EEO reports*

If yes, has the Bidder filed all required EEO reports to the necessary agencies?

☐ Yes

☐ No

*Response required

1.11. Bankruptcy *

Has Bidder ever filed for reorganization under the bankruptcy laws of Ohio or any other state?

☐ Yes

☐ No

*Response required

1.12. Civil Judgment*

Have you, or any of your principals, within a three-year period preceding award of this agreement been convicted of or been subject to a civil judgment rendered for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property?

☐ Yes

☐ No

*Response required

When equals "Yes"

1.12.1. Additional Information*

Please provide detailed information about the existence of such instances in your organization.

*Response required

1.13. *Indictment or Criminal Charges**

Are you, or any of your principals, presently indicted for or otherwise criminally charged by a governmental entity (Federal, State, or Local) within commission of any of the offenses enumerated in the previous question?

☐ Yes

☐ No

*Response required

When equals "Yes"

1.13.1. *Additional Information**

Please provide detailed information about the existence of such instances in your organization.

*Response required

1.14. *Transactions Terminated for Cause or Default**

Are you, or any of your principals, within the three-year period preceding this proposal date had one or more public transactions (Federal, State, or Local) terminated for cause or default?

☐ Yes

☐ No

*Response required

When equals "Yes"

1.14.1. *Transactions Terminated for Cause or Default Explanation**

Please elaborate on the details of the termination for cause and/or default.

*Response required

1.15. *Eligibility of Transactions with Federal Agencies and Departments**

Are you, or any of your principals, presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

☐ Yes

☐ No

*Response required

When equals "Yes"

1.15.1. Additional Information*

Please provide detailed information about the existence of such instances in your organization.

*Response required

2 Proposal Forms

2.1. Medicaid Billing Capability*

The Proposer certifies that it currently has the organizational capacity and necessary credentials to bill Medicaid for Medicaid-reimbursable services provided under this contract.

☐ Yes

☐ No

*Response required

When equals "No"

2.1.1. Medicaid Billing Capability Justification*

Please explain why your organization is unable to bill Medicaid. A Proposer that does not currently possess the required Medicaid-billing capability does not satisfy the minimum qualification established in Section 4.8 and may be determined nonresponsive.

*Response required

2.2. Form 3: Disclosure Policy*

Please download the below documents, complete, and upload.

- [Form 3 fillable.pdf](#)

*Response required

2.3. Form 4: Tax Delinquent *

Please download the below documents, complete, and upload. **Please note, this form must be notarized**

- [Form 4 fillable.pdf](#)

*Response required

2.4. Form 5*

Please download the below documents, complete, and upload.

- [00450 Drug-Free Workplace C...](#)

*Response required

2.5. Letters of Reference*

Provide a minimum of three (3) current (within five years) reference letters for similar services.

- References must not be from MCDJFS or its employees.
- Each reference must include:
 - Organization name and contact information;
 - Contact person;
 - Description of services provided;
 - Duration of services.

If fewer than three references are submitted, a written explanation is required and may deem proposal unresponsive

*Response required

2.6. Technical Approach and Scope of Work*

Upload one complete Technical Proposal organized according to Section 4. The Technical Proposal must fully respond to each Narrative Question in Section 4.11, include all applicable information and supporting documentation required by Section 4.12, and demonstrate compliance with each Minimum Requirement in Section 4.13. Clearly label each response using the corresponding section and question number.

*Response required

2.7. Cost Proposal*

- Provide a complete, accurate, and transparent cost proposal that reflects the proposed scope of services.
- Include a detailed budget narrative explaining how all proposed rates and costs were developed.
- Identify all direct costs, indirect costs, administrative fees, overhead, and any other charges included in the proposed pricing.
- Identify any assumptions, exclusions, conditions, or optional costs that may affect pricing.
- Demonstrate that the proposed pricing is reasonable, realistic, competitive, cost-effective,

and aligned with the proposed technical approach, staffing plan, and anticipated level of service.

- Demonstrate the ability to maximize value to MCDJFS while maintaining quality, accountability, continuity of services, and compliance with the requirements of this RFP.

*Response required

2.8. Additional Information (if needed)

For any additional information you would like to submit to your proposal package.

3 Finalizing Submitted Information

3.1. General Conditions*

Bidder has read, understands, and accepts the General Conditions contained within the Bid documents?

☐ Yes

☐ No

*Response required

3.2. Exceptions*

Are there any exceptions to the details, requirements, or goals contained herein these project documents?

☐ Yes

☐ No

*Response required

When equals "Yes"

3.2.1. Exceptions Justification*

Please list all exceptions and the reason for such exceptions.

*Response required

3.3. Contract Exceptions*

After reading the sample contract provided in Attachment A, does proposer have any exceptions to the contract terms?

☐ Yes

☐ No

*Response required

When equals "Yes"

3.3.1. Contract Exceptions Justification*

Please list all contract exceptions and the reason for such exceptions.

*Response required

3.4. Proposal *

Proposal will remain firm for acceptance for one hundred and twenty (120) days after proposal opening unless otherwise stated?

☐ Yes

☐ No

*Response required

When equals "No"

3.4.1. Proposal Length*

How long will the proposal remain valid?

*Response required

3.5. No Lobbying*

The Bidder certifies they will not use contract funds to lobby.

☐ Please confirm

*Response required

3.6. Subcontractors Acknowledgement*

The Bidder certifies that they will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this Request for Proposals.

☐ Please confirm

*Response required

3.7. Federal Debarred / Suspended*

The Bidder certifies that they are neither debarred nor suspended under Federal and State rulings from receiving Federal funds.

☐ Please confirm

*Response required

3.8. Acknowledgment of Questions and Answers*

By submitting this Proposal Response, the Proposer hereby certifies that they have read, reviewed, and fully understand all solicitation documents, questions, and answers (including all addenda) issued for this procurement. The Proposer further certifies that all information provided within this

submittal is true, accurate, and complete to the best of their knowledge. The submitting party confirms that they have the authority and have provided proof of such authority to submit this proposal on behalf of the stated Company Name, thereby committing the company to the information and pricing contained herein.

☐ Please confirm

*Response required

3.9. Submittal Confirmation*

Proposer hereby certifies that all information provided within this submittal is true, accurate and complete to the best of their knowledge. Submitting party or Proposer further acknowledges that they have authority and have provided proof of said authority to submit a proposal on behalf of the stated agency name committing them to the information and pricing contained within this Proposal Response.

☐ Please confirm

*Response required

Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Proposal Quality and Responsiveness The overall quality, organization, completeness, and professionalism of the proposal, including responsiveness to the RFP requirements, quality and relevance of references demonstrating successful performance on comparable projects, and the clarity of the information presented.	0-5 Points	5 <i>(5% of Total)</i>

2.	Proposed Services and Delivery • Demonstrates a comprehensive, trauma-informed, family-centered approach that satisfies the requirements of the Scope of Work. • Presents evidence-based or promising practices that improve child safety, permanency, family functioning, and reunification outcomes. • Demonstrates effective strategies for engaging families, reducing barriers, and individualizing services based on family needs. • Demonstrates effective coordination and communication with MCDJFS, community partners, and other stakeholders. • Demonstrates an understanding of child welfare outcomes and a clear approach for measuring program success.	0-5 Points	35 (35% of Total)
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3.	Organizational Experience and Capacity • Demonstrates successful experience providing Family Preservation, Reunification, or comparable child welfare services. • Demonstrates organizational capacity, leadership, staffing, and resources necessary to successfully perform the contract. • Demonstrates qualified personnel, effective supervision, and strategies for staff recruitment, retention, and continuity of services. • Demonstrates successful collaboration with child welfare agencies, behavioral health providers, courts, schools, and community partners. • Demonstrates readiness to implement services immediately upon contract execution.	0-5 Points	25 <i>(25% of Total)</i>
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4.	Internal Evaluation and Accountability • Demonstrates effective electronic case management, documentation, reporting, and data analysis capabilities. • Demonstrates quality assurance, outcome measurement, and continuous quality improvement processes. • Demonstrates appropriate privacy, confidentiality, cybersecurity, and data security practices. • Provides representative documentation demonstrating individualized service planning, progress monitoring, and measurable outcomes.	0-5 Points	20 <i>(20% of Total)</i>
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5.	Cost Proposal The extent to which the proposed pricing is complete, reasonable, competitive, cost-effective, and aligned with the proposed scope of services, staffing plan, and technical approach: • Provide a complete, accurate, and transparent cost proposal that reflects the proposed scope of services. • Include a detailed budget narrative explaining how all proposed rates and costs were developed. • Demonstrate the ability to maximize value to MCDJFS while maintaining quality, accountability, continuity of services, and compliance with the requirements of this RFP.	0-5 Points	15 <i>(15% of Total)</i>
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