



**PP-2026-0053 - Ohio Works First
(OWF) and Supplemental Nutrition
Assistance Program Employment
and Training (SNAP E&T) Services**

Proposal Post Date: Friday, September 4, 2026

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

**PURCHASING DIRECTOR
Kyle Kolopanis**

Proposals due by 1:30 pm on October 7, 2026

Mission Statement

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



**OHIO WORKS FIRST (OWF) AND SUPPLEMENTAL NUTRITION ASSISTANCE
PROGRAM EMPLOYMENT AND TRAINING (SNAP E&T) SERVICES**

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Resolution

RESOLUTION AUTHORIZING THE PURCHASING DIRECTOR TO ADVERTISE FOR PROPOSALS FOR MONTGOMERY COUNTY OHIO WORKS FIRST (OWF) AND SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING (SNAP E&T) SERVICES, PP-2026-0053, 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 Ohio Works First (OWF) and Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Services, PP-2026-0053, 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 Ohio Works First (OWF) and Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Services, PP-2026-0053.

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://mcohio.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, October 7, 2026, for Montgomery County Department of Job and Family Services for **PP-2026-0053 - Ohio Works First (OWF) and Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) 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 16, 2026 at 10:00 am. This meeting will be hosted at <https://teams.microsoft.com/meet/234232555747870?p=9scM5F4ZbwXy2UssgH> Meeting ID: 234 232 555 747 870 Passcode: Ng7qy7CV Dial in by phone: +1 937-401-2056, 608711199# Phone conference ID: 608 711 199#. 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 28, 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 Proposer 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

A non-Federal entity that expends \$1,000,000 or more in federal awards during its fiscal year shall have a single audit or program-specific audit conducted for that year, as applicable, in accordance with 2 C.F.R. Part 200, Subpart F. A non-Federal entity that expends less than the applicable threshold is exempt from the federal audit requirements under Subpart F 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, 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 when authorized by applicable law, funding requirements, 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 16, 2026 at 10:00 am at <https://teams.microsoft.com/meet/234232555747870?p=9scM5F4ZbwXy2UssgH> Meeting ID: 234 232 555 747 870 Passcode: Ng7qy7CV Dial in by phone: +1 937-401-2056, 608711199# Phone conference ID: 608 711 199#. 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 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 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.

3.12 Payments

Unless otherwise specified in this RFP or the resulting Contract, the successful Proposer 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.

3.13 Submission and Receipt of Proposals

All proposals, including any amendment or withdrawal, must be received **prior to 1:30 pm on Wednesday, October 7, 2026**. Any proposal, amendment, or withdrawal not completed and submitted before the stated due date and time will not be considered.

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.
3. Proposers must complete all applicable fields on the forms provided. Failure to satisfy all submission requirements may cause a proposal to be determined nonresponsive.

Conditional or qualified proposals may be determined nonresponsive, except that Proposers may identify exceptions where expressly permitted by this RFP. Any exception is subject to County review and acceptance and may affect the proposal's responsiveness or evaluation.

3.14 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.

3.15 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:	September 4, 2026
Pre-Proposal Meeting (Non-Mandatory):	September 16, 2026, 10:00am https://teams.microsoft.com/meet/234232555747870?p=9scM5F4ZbwXy2UssgH Meeting ID: 234 232 555 747 870 Passcode: Ng7qy7CV Dial in by phone: +1 937-401-2056, 608711199# Phone conference ID: 608 711 199#

Proposer Question Deadline:	September 18, 2026, 4:00pm
MCDJFS Question Response Deadline:	September 25, 2026, 4:00pm
Proposal Submission Deadline:	October 7, 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.

3.16 Point of Contact

For technical questions or other inquiries that are not related to the content of this project, please contact Whitney Tchoula at tchoulaw@mcohio.org or (937) 224-8869. If you have questions about the project itself, or the contents herein, please use the Question and Answer portal.

3.17 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 18, 2026 at 4:00 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.

3.18 General Proposal Evaluation

Proposals will be evaluated through the procedures described below. Proposals submitted for both OWF and SNAP E&T will be evaluated and scored separately for each service area. A Proposer's score or selection for one service area will not determine its score or selection for the other.

1. 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.

The County may waive minor informalities or irregularities, request clarification, or determine that a Proposal is nonresponsive in accordance with this RFP and applicable law. A Proposer that fails an applicable minimum qualification may be removed from further consideration for that service

area.

2. 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.

3. 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 and the funding available within the applicable program budget.

The award will be made to a Respondent whose Proposal:

- Has not been disqualified through the Proposal Document Evaluation;
- Has not been disqualified through the Proposal Specification Evaluation; and
- Has not been disqualified through the Administrative Review and Cost Evaluation.

The Selection Committee may identify one or more of the highest-ranked Respondents as finalists. The 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 Respondents.

3.19 Responsible Proposers

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

3.20 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.

3.21 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.

3.22 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.

3.23 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.

3.24 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.

3.25 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	\$2,000,000

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.

3.26 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.

3.27 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.

3.28 Montgomery County

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

3.29 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.

3.30 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.

3.31 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.

3.32 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.

3.33 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.

3.34 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.

3.35 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.

3.36 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.

3.37 Duplicate Billing Prohibited

A Contractor shall warrant that all claims submitted to MCDJFS for payment are proper, accurate,

adequately supported, and calculated in accordance with the contract's approved reimbursement methodology, including actual costs, unit costs, or established rates, as applicable. Claims shall be limited to authorized services provided to eligible individuals and shall not be submitted to or reimbursed by another funding source for the same services or costs. Funds awarded under any contract with MCDJFS shall not be used to supplant existing funding sources.

3.38 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.

3.39 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).

3.40 Complaint Process

Applicants for, recipients of, and participants in programs or services administered under the resulting Contract, as well as the successful Proposer'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 Proposer 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 Proposer 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.

3.41 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.
- MCDJFS reimburses for services primarily on a cost reimbursement basis. All invoices for services must be submitted, at a minimum, monthly to MCDJFS. All amounts on the invoice are to be supported by documentation attached to the invoice. The contractor must retain all documentation for actual expenses of those services for three (3) years or until the completion of an audit. There are no exceptions to this requirement.
- MCDJFS will only reimburse for the agreed upon rates and/or costs incurred under the terms of the 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.
- Should future funding be available, the contract may be renewed. Contract renewal will be based upon performance, compliance with all contract terms, requirements of any future RFP(s) and continued local need, as determined solely by MCDJFS.
- 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.

Introduction & Requirements

4.1 Introduction

MCDJFS is the governmental entity responsible for the local administration and oversight of the OWF and SNAP E&T programs. Through this RFP, MCDJFS seeks qualified Proposers to assist with the administration and delivery of employment, education, training, case-management, work-activity, supportive-service, and related programming for participants referred or otherwise authorized by MCDJFS. The specific services and responsibilities applicable to each program are described in the corresponding Scope of Work.

MCDJFS will retain responsibility for governmental, eligibility, and program-oversight functions, including determining eligibility, exemptions, participation requirements, authorized activities or components, good cause, sanctions, and other eligibility- or benefit-related actions. Each Contractor shall perform only those services and responsibilities authorized by MCDJFS under the resulting contract.

All services shall be performed in accordance with applicable federal, state, and local laws, regulations, administrative rules, policies, guidance, funding conditions, and program requirements governing OWF and SNAP E&T, as amended or superseded during the contract term.

4.2 Purpose

MCDJFS is seeking proposals from qualified Proposers to administer and provide employment and training programming and services under two distinct service areas: Ohio Works First (OWF) and Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T). Although both service areas focus on employment and training, they are separate programs with distinct participant populations, requirements, activities, and performance expectations. Proposers may submit a proposal for either service area or both service areas.

Services within each service area shall be coordinated with MCDJFS and provided in accordance with all applicable federal, state, and local laws, regulations, rules, policies, guidance, and program requirements, as amended or superseded during the contract term.

Ohio Works First (OWF)

OWF is Ohio's Temporary Assistance for Needy Families (TANF) cash assistance program. The selected Contractor(s) shall administer and deliver employment and training programming that supports participants in completing assigned work or alternative activities, overcoming barriers to employment, progressing toward self-sufficiency, and meeting applicable OWF program requirements. MCDJFS anticipates serving approximately 500 OWF participants. This estimate is provided solely for planning and proposal-development purposes and do not constitute guaranteed referral volumes, participant counts, or service levels.

Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)

SNAP E&T assists eligible SNAP participants in gaining the skills, training, work experience, and support necessary to obtain or retain employment and improve economic self-sufficiency. The selected Contractor(s) shall administer and deliver appropriate SNAP E&T programming and services to participants referred or authorized by MCDJFS, including individuals subject to applicable SNAP work requirements. MCDJFS anticipates serving approximately 2,200 SNAP E&T participants annually. This estimate is provided solely for planning and proposal-development purposes and do not constitute guaranteed referral volumes, participant counts, or service levels.

4.3 Anticipated Contract Period

The initial contract term will be January 1, 2027, through December 31, 2027. Subject to satisfactory Contractor performance, the continued availability of funding, the recommendation of the MCDJFS Director, and approval by the BCC, the contract may be extended for up to two (2) additional one-year terms:

- Option 1: January 1, 2028, through December 31, 2028
- Option 2: January 1, 2029, through December 31, 2029

Funding for the initial term and any exercised option term is contingent upon the continued availability and appropriation of funds.

4.4 Requirements Applicable to All Proposers

The following requirements apply whether a Proposer submits a proposal for one service area or both service areas. Proposers submitting for both OWF and SNAP E&T are required to upload

these documents only once. Requirements specific to an individual service area are identified in the applicable service-area section.

A. Organizational and Administrative Information

1. **Ownership and Financing**
Describe the ownership and financing of the Proposer's organization, including its form of business entity, such as a corporation, partnership, sole proprietorship, nonprofit organization, or other entity.
2. **Annual Report and Licensure**
Provide the organization's most recent annual report and copies of all licenses or certifications applicable to the proposed services.
3. **Contact and Location Information**
Provide the address of the organization's headquarters and each location from which the proposed services will be delivered. Include the name, title, telephone number, and email address of the primary contact for the Proposal.
4. **Organizational Background and Experience**
Provide a brief organizational history, including the organization's mission, service philosophy, primary line of business, date established, number of years providing relevant services, current number of employees, and experience administering federally funded or comparable public human-services programs.
5. **Organizational Structure**
Provide an organizational chart identifying the organization's leadership and reporting structure, relevant communication channels, and the placement of the proposed OWF and/or SNAP E&T services within the organization.
6. **Subcontractors**
Identify each proposed subcontractor and provide a letter of intent describing the subcontractor's commitment and the services it will provide. Include three professional references for each proposed subcontractor. If no subcontractors will be used, state "Not Applicable." All subcontractors are subject to MCDJFS approval and shall be held to the same applicable contractual standards and obligations as the selected Contractor.
7. **Insurance and Workers' Compensation**
Provide the insurance and workers' compensation documentation required by this RFP. The selected Contractor shall obtain and maintain the coverage required by the resulting contract throughout the applicable coverage period.

B. Personnel Qualifications

Provide resumes for the key personnel who will have a material role in managing, supervising, administering, or fiscally supporting the proposed services. Key personnel may include, as

applicable, the Program Manager, program supervisors, trainers, administrative personnel, and fiscal or billing personnel.

Each resume shall identify:

- The proposed position and responsibilities under the resulting contract;
- Relevant education, training, work experience, licenses, and certifications; and
- Whether any required professional license or certification has been suspended or revoked.

The proposed Program Manager must have at least two years of experience managing a program similar in size, scope, or complexity to the proposed services.

Proposers shall redact personal contact information and other information that is not relevant to evaluating the individual's qualifications. If a position has not yet been filled, the Proposer may submit a position description identifying the required qualifications and explain when and how the position will be filled.

Service-area-specific staffing structures, caseloads, coverage arrangements, and training plans shall be addressed in the applicable OWF or SNAP E&T Technical Proposal.

C. Electronic Case Management, Timekeeping, and Reporting System

Each Selected Contractor shall maintain an industry-standard electronic system capable of documenting, managing, tracking, and reporting participant-level activities, services, progress, supportive services, and outcomes for each program awarded.

The system shall, at a minimum:

- Maintain current participant records and supporting documentation;
- Track referrals, enrollment, assessments, assigned activities or components, case-management contacts, supportive services, progress, completion, employment, retention, and other required outcomes, as applicable;
- Generate standard and ad hoc reports;
- Allow required data elements to be sorted, filtered, queried, and analyzed;
- Export data and reports in County-approved formats, including PDF and Microsoft Excel; and

- Support secure data exchange with MCDJFS through County-approved methods.

The system shall also accommodate the requirements applicable to the awarded program or programs:

- OWF: Track required and completed participation hours by day, week, and calendar month; provide current information regarding hours completed and remaining; and support participant sign-in and sign-out with verification by authorized supervisory personnel.
- SNAP E&T: Track component enrollment, attendance when applicable, case-management contacts, participant progress and milestones, supportive services, component completion, credentials, employment, earnings, and retention outcomes.

A Contractor awarded both programs may use a single integrated system, provided the system appropriately distinguishes OWF and SNAP E&T participants, services, requirements, funding, and outcomes.

Data will be exchanged regularly between MCDJFS and the Selected Contractor(s). The specific data elements, system functions, user-access requirements, reporting schedules, report formats, submission procedures, security protocols, and implementation processes will be negotiated and finalized with each awarded Contractor based on the program or programs awarded. MCDJFS may revise these requirements during the contract term to address changes in law, policy, program requirements, funding requirements, or operational needs. Selected Contractors shall also provide County-requested ad hoc reports.

4.5 Minimum Qualifications - Pass/Fail

Minimum qualifications will be evaluated on a pass/fail basis and will not receive points. A Proposer must satisfy each minimum qualification applicable to the service area for which it submits a proposal. A proposal that does not demonstrate compliance with all applicable minimum qualifications may be rejected from further consideration.

To receive a “Pass,” the Proposer must:

1. Have at least three (3) years of organizational experience providing employment and training, workforce development, case management, or comparable human services to populations with needs similar to those served through the applicable service area;
2. Demonstrate experience successfully managing at least one contract or project involving services comparable in size, scope, or complexity to those required for the applicable

service area;

3. Certify that it has, or will have by the required service start date, sufficient qualified personnel and organizational capacity to perform the proposed services; and
4. Proposer must submit at least three (3) current letters of reference for whom services were provided similar in nature and functionality to those requested by MCDJFS within the last five (5) years. Reference letters from Montgomery County employees will not be accepted. Each reference must include at a minimum:
 - Organization name and address;
 - Reference contact's name and title;
 - Contact's telephone number and email address;
 - Description of the relationship and services performed; and
 - Period during which the services were performed.

A Proposer submitting for both service areas may use the same reference letters for OWF and SNAP E&T if the referenced experience is relevant to both programs. Otherwise, the Proposer must submit sufficient references to demonstrate its qualifications for each proposed service area.

Only a proposal receiving a "Pass" for a service area will proceed to the scored evaluation for that service area. If a Proposer submits for both service areas but receives a "Pass" for only one, its proposal may continue to the scored evaluation for the service area it passed.

4.6 MCDJFS Responsibilities

MCDJFS will assume the following responsibilities for OWF services, SNAP E&T services, or both, as applicable to each awarded Contractor:

- Administer the applicable program and oversee implementation of the contracted services consistent with the RFP, the Contractor's accepted proposal, and the resulting contract.
- Provide ongoing technical assistance regarding program implementation, participant eligibility, authorized activities, allowable costs, and other applicable program requirements.
- Retain final decision-making authority regarding participant eligibility, exemptions, assignments, grievances, sanctions, and other matters reserved to MCDJFS under applicable program requirements.
- Provide instructions and coordinate Contractor participation in state hearings, when

necessary.

- Review and process properly submitted invoices in accordance with the contract.
- Monitor each awarded program at least once during the contract term. Monitoring may include, but is not limited to: Fiscal Monitoring
 - Reviewing expenditures charged to the applicable program or funding source;
 - Verifying that expenditures are allowable, reasonable, properly allocated, and adequately documented; and
 - Reviewing the Contractor's internal controls and compliance with applicable fiscal requirements.
- Programmatic Monitoring
 - Verifying implementation of the applicable scope of work;
 - Reviewing participant records and supporting documentation; and
 - Evaluating program performance against applicable contractual requirements, performance standards, and program goals.

The nature and extent of MCDJFS's responsibilities will correspond to the service area or service areas awarded to each Contractor.

4.7 Contractor Responsibilities

Any Proposer awarded a contract for OWF services, SNAP E&T services, or both shall, as applicable to the service area or service areas awarded:

- Perform all services and provide all deliverables required by this RFP, the Contractor's accepted proposal, the resulting contract, and any approved amendments.
- Comply with all applicable federal, state, and local laws, regulations, program requirements, funding conditions, and MCDJFS policies and procedures governing the contracted services.
- Ensure that all employees, agents, and approved subcontractors comply with the same requirements. The Contractor remains fully responsible for their performance and compliance.
- Maintain sufficient qualified personnel, organizational capacity, facilities, technology, and other resources necessary to perform the contracted services.
- Coordinate with MCDJFS to establish, achieve, and maintain required service levels,

performance standards, and program outcomes.

- Maintain complete, accurate, current, and adequately supported programmatic, participant, administrative, and fiscal records related to service delivery and the expenditure of funds.
- Collect, maintain, analyze, and report the information required under section 4.4(C) and provide other contract-related information reasonably requested by MCDJFS.
- Maintain financial-management systems and internal controls sufficient to identify the source and use of funds, support all invoiced costs, prevent duplicate billing, safeguard program funds and assets, and demonstrate compliance with applicable funding requirements.
- Submit complete and accurate invoices, program reports, fiscal reports, and supporting documentation in the form and within the timeframes established by MCDJFS.
- Retain programmatic, fiscal, participant, and supporting records for the period required by the contract, applicable law, and applicable funding requirements.
- Provide MCDJFS, applicable state and federal agencies, auditors, and their authorized representatives with timely and reasonable access to relevant records, personnel, facilities, systems, and service locations for monitoring, audits, site visits, investigations, and other official purposes.
- Promptly notify MCDJFS of any material service disruption, staffing or operational issue, suspected misuse of funds, data or security incident, regulatory violation, or other circumstance that may affect service delivery, participant safety, or contract compliance.
- Cooperate with all monitoring, audit, quality-assurance, and continuous-improvement activities and timely develop and implement any corrective-action plan required by MCDJFS.
- Cooperate with MCDJFS and any successor provider to ensure an orderly transition of participants, records, and services upon contract expiration or termination.

OWF Program Details

5.1 Ohio Works First (OWF) Program Overview

Ohio Works First (OWF) is Ohio's Temporary Assistance for Needy Families (TANF) program. OWF provides time-limited cash assistance to eligible families with children while promoting employment, development of marketable skills, and progress toward economic self-sufficiency.

MCDJFS administers OWF locally and coordinates services for participants based on their individual circumstances, abilities, employment goals, and program requirements. Through this RFP, MCDJFS is seeking qualified Contractor(s) to provide employment and training services that help referred participants:

- Address barriers to employment;
- Develop workplace and occupational skills;
- Participate successfully in assigned work, education, training, financial-literacy, or other approved activities, including completing financial-literacy assessments and any necessary follow-up services;
- Obtain meaningful work experience; and
- Progress toward obtaining and retaining unsubsidized employment.

Specific contractor responsibilities, service requirements, and performance expectations are described in the sections that follow.

5.2 Target Population

The target population for OWF services under this RFP consists of adult OWF participants age eighteen or older who are referred or authorized by MCDJFS to receive services under the resulting contract. Participants may have varying levels of employment readiness, education, work experience, occupational skills, and barriers to employment. Eligibility is determined by MCDJFS in accordance with applicable requirements concerning income, Ohio residency, household composition and living arrangements, and citizenship or eligible qualified-noncitizen status.

MCDJFS retains responsibility for determining OWF eligibility, exemptions, participation requirements, authorized activities, and appropriateness for referral. Employment, unemployment, or underemployment may affect a household's income eligibility or a participant's assigned

activities but is not itself a categorical eligibility requirement for OWF.

5.3 OWF: Scope of Work

The selected Provider shall assist MCDJFS with the delivery and management of employment, training, work-activity, case-management, and related services for OWF participants referred or authorized by MCDJFS.

The Provider shall:

1. Referral, engagement, and assessment

- Accept referrals and initiate participant contact within County-established timeframes.
- Assist MCDJFS with the OWF comprehensive-assessment and reassessment processes, as authorized by MCDJFS and consistent with [OAC 5101:1-3-11](#). Such assistance may include gathering information concerning the participant's employment goals, occupational skills, education, work history, strengths, barriers, supportive-service needs, developmental needs, and other information requested by MCDJFS.
- Provide timely information and recommendations needed by MCDJFS to develop or update the participant's Self-Sufficiency Contract, determine appropriate assignments, and monitor progress. MCDJFS retains responsibility for completing the comprehensive assessment and Self-Sufficiency Contract in the applicable State system and for making eligibility, assignment, exemption, good-cause, and sanction determinations.
- Assist with financial-literacy assessments and provide necessary follow-up services based on identified needs. MCDJFS retains responsibility for completing the comprehensive assessment and Self-Sufficiency Contract in the applicable State system and for making eligibility, assignment, exemption, good-cause, and sanction determinations.
- Use assessment information to support the participant's assigned activities and existing Self-Sufficiency Contract, Individual Opportunity Plan, or other County-authorized plan.
- Promptly inform MCDJFS when a participant's circumstances may affect the appropriateness of an assignment.

Current requirements governing OWF comprehensive assessments, Self-Sufficiency Contracts, and Individual Opportunity Plans are addressed in [OAC 5101:1-3-11](#).

2. Work and developmental activities

- Provide, coordinate, or monitor work, education, training, financial literacy, developmental, alternative, and other activities authorized by MCDJFS.

- Ensure activities comply with applicable federal and state requirements and are reasonably related to the participant's employment goals and circumstances.
- Provide job-search, job-readiness, career-planning, résumé-development, interviewing, and employment-preparation services as authorized.
- Coordinate education and occupational training activities, including monitoring participation during breaks, withdrawals, schedule changes, and other interruptions when required.

Current requirements governing OWF work activities, assignments, participation, supportive services, and related program responsibilities are addressed in [OAC 5101:1-3-12](#)

3. Work Experience Program and community-service placements

- Recruit, develop, and maintain sufficient work-experience and community-service sites.
- WEP placements with public, private, and nonprofit entities that provide participants with opportunities to develop the skills, knowledge, and work habits necessary to obtain employment and, when practicable, align with local workforce needs based on current ODJFS labor-market information; and
- Community-service placements with public or nonprofit organizations that directly benefit the community, serve a useful community purpose, improve participants' employability, and account for each participant's prior training, experience, and skills.
- Execute and maintain County-approved site agreements.
- Match participants to appropriate placements based on abilities, interests, barriers, schedules, transportation, accessibility, and employment goals.
- Ensure placements provide meaningful supervision and do not displace regular employees.
- Monitor worksites for safety, accessibility, supervision, attendance documentation, participant progress, and compliance.
- Investigate and resolve worksite concerns in coordination with MCDJFS.

Current WEP and community-service requirements are addressed in [OAC 5101:1-3-12.3](#) and [OAC 5101:1-3-12.6](#). Applicable supervision, verification, FLSA, and non-displacement requirements are addressed in [OAC 5101:1-3-12](#).

4. Participation management

- Track required and completed participation hours daily, weekly, and monthly.
- Obtain supervisory verification of attendance and participation.
- Promptly contact participants regarding missed hours, attempt re-engagement, and coordinate permissible make-up opportunities.
- Collect documentation supporting claimed good cause and transmit it to MCDJFS.
- Notify MCDJFS of participation failures within established timeframes.
- Provide timely information and recommendations needed by MCDJFS to develop or update the participant's Self-Sufficiency Contract, determine appropriate assignments, and monitor progress.
- Make recommendations when requested; however, MCDJFS retains final authority over good cause, sanctions, penalties, exemptions, and benefit eligibility.

Current good-cause, penalty, and sanction requirements are addressed in [OAC 5101:1-3-13](#), [OAC 5101:1-3-14](#), and [OAC 5101:1-3-15](#).

5. Case management and supportive services

- Provide ongoing case management to promote full participation and progress toward self-sufficiency.
- Develop action steps addressing barriers such as transportation, childcare, housing, health needs, disabilities, legal issues, language access, education, and family responsibilities.
- Coordinate referrals and follow up to determine whether services were accessed and effective.
- Coordinate County-authorized supportive services and document the need, authorization, provision, and outcome of each service.

6. Employment and retention

- Assist participants in obtaining suitable unsubsidized employment.
- Develop employer relationships and job opportunities aligned with participant skills and regional workforce needs.
- Verify employment, wages, scheduled hours, benefits, occupation, and start date.
- Provide post-employment support and track retention at County-established intervals.

5.4 OWF Program Outcomes

The selected Contractor(s) shall deliver services that support the following outcomes:

- Timely participant engagement, assistance with assessment and planning, and implementation of appropriate activities authorized or assigned by MCDJFS.
- Consistent participation and completion of required work-activity hours.
- Reduction of barriers through effective case management, referrals, and supportive services.
- Successful participation in education, training, work experience, community service, and other County-authorized activities.
- Development and maintenance of sufficient, safe, accessible, and appropriate work-experience and community-service placements.
- Improved employment readiness, occupational skills, and ability to obtain employment.
- Placement in suitable unsubsidized employment aligned with participant abilities, goals, and regional workforce needs.
- Employment retention, increased earnings, and progress toward self-sufficiency.
- Accurate and timely documentation and reporting of attendance, participation, services, progress, employment, and other required outcomes.

MCDJFS will establish or negotiate specific performance measures and targets with each selected Provider based on the services awarded, participant population, available funding, program requirements, and baseline data. Final measures and targets will be incorporated into the resulting contract or an MCDJFS-approved performance plan.

5.5 OWF Specific Proposal Requirements

Proposers seeking an award for OWF services shall submit a complete Technical Proposal and Cost Proposal demonstrating their qualifications, proposed approach, organizational capacity, and ability to perform the OWF Scope of Work and achieve the identified program outcomes. The Proposal must address the requirements below and all other applicable provisions of this RFP.

Proposers submitting proposals for both OWF and SNAP E&T may submit common organizational documents only once, as provided in Section 4. Service-specific documentation must be submitted with the applicable proposal. Information need not be repeated when a clear and specific cross-reference is provided.

A. Technical Proposal

The Technical Proposal shall be organized in the same numbered order as the Narrative Questions and provide sufficient detail regarding proposed timelines, staffing responsibilities, participant workflows, documentation practices, electronic systems, implementation activities, quality controls, and performance monitoring.

The Proposer shall distinguish between:

- Services performed directly by the Proposer;
- Services performed by proposed subcontractors; and
- Ancillary resources available through referral to community organizations.

All subcontractors are subject to MCDJFS approval, and the Proposer remains fully responsible for their performance and compliance. Referral to a community organization shall not replace a required contractual service unless expressly authorized by MCDJFS.

Responses should be specific and supported, where appropriate, by relevant examples, documented results, and measurable commitments.

Narrative Questions

1. Overall Service-Delivery Approach and Relevant Experience

Describe the Proposer's overall approach to managing and delivering OWF employment, training, work-activity, case-management, and related services. Explain how the proposed model will promote participant engagement, successful participation, employment, retention, and progress toward self-sufficiency.

Describe the Proposer's experience operating comparable employment, training, workforce-development, case-management, or human-services programs. Include relevant examples identifying the populations served, services delivered, contract size and complexity, and results achieved.

2. Referral, Engagement, Assessment, and Planning

Describe how the Proposer will:

- Receive and process referrals;
- Initiate participant contact within required timeframes;
- Address unsuccessful contact attempts and re-engage participants;
- Describe how the Proposer will assist MCDJFS with the comprehensive-assessment, reassessment, and Self-Sufficiency Contract processes, including the information the Proposer will collect, applicable staffing responsibilities, anticipated timelines, documentation practices, and coordination with MCDJFS;
- Use assessment findings to support assigned activities and County-authorized plans; and
- Communicate changes in participant circumstances or service needs to MCDJFS.

Identify the proposed timelines, assessment methods, documentation practices, and responsible staff.

3. Work, Education, Training, and Employment-Preparation Activities

Describe how the Proposer will provide, coordinate, and monitor County-authorized work, education, training, developmental, alternative, job-readiness, and employment-preparation activities.

Explain how activities will be:

- Individualized according to participant abilities, circumstances, barriers, and employment goals;
- Connected to employment and self-sufficiency objectives;
- Coordinated with education, training, and community partners;
- Monitored for attendance, participation, progress, and completion; and
- Managed during schedule changes, breaks, withdrawals, or other interruptions.

4. Work Experience and Community-Service Placements

Describe the Proposer's strategy for recruiting and maintaining sufficient work-experience sites in appropriate public, private, and nonprofit settings and sufficient community-service placements under the direction of public or nonprofit organizations.

Explain how the Proposer will:

- Match participants with placements appropriate to their abilities, interests, schedules, barriers, accessibility needs, and employment goals;
- Consider current local labor-market information and employer demand;
- Execute and maintain County-approved site agreements;
- Ensure appropriate safety, accessibility, supervision, meaningful work, and employee non-displacement;
- Track and verify attendance;
- Monitor participant and worksite performance; and
- Investigate and resolve concerns in coordination with MCDJFS.

5. Participation and Compliance Management

Describe the systems and procedures the Proposer will use to:

- Track required, scheduled, and completed participation hours by day, week, and calendar month;
- Obtain and maintain supervisory verification;
- Provide current information regarding completed and remaining hours;
- Identify and address missed participation;
- Attempt participant re-engagement and coordinate permissible make-up opportunities;
- Collect and transmit documentation relevant to claimed good cause; and
- Report participation failures and other circumstances requiring MCDJFS action within required timeframes.

The response shall acknowledge that MCDJFS retains final authority regarding good cause, sanctions, penalties, exemptions, and benefit eligibility.

6. Case Management, Barrier Reduction, and Supportive Services

Describe the proposed case-management approach, including anticipated caseloads and the frequency, methods, and documentation of participant contact.

Explain how the Proposer will:

- Identify barriers affecting participation or employment;
- Develop and monitor participant action steps;
- Coordinate County-authorized supportive services;
- Connect participants with appropriate community resources and follow up on the effectiveness of referrals;
- Document the need, authorization, provision, and outcome of supportive services; and
- Communicate material changes in participant circumstances to MCDJFS.

7. Employer Engagement, Employment, and Retention

Describe how the Proposer will develop employer relationships, identify suitable unsubsidized employment opportunities, and match participants with employment aligned with their abilities, skills, training, goals, and regional workforce needs.

Explain how the Proposer will:

- Prepare participants for employment;
- Develop employment opportunities;
- Verify employment information, including the employer, occupation, start date, wages, scheduled hours, and benefits;
- Provide and document post-employment and retention services;
- Address circumstances that may jeopardize continued employment; and
- Track employment, earnings, and retention at County-established intervals.

8. Staffing, Implementation, County Coordination, and Continuity

Describe the proposed staffing and supervision structure, including:

- Staff positions, responsibilities, qualifications, experience, and training;
- Proposed caseloads and participant capacity;
- Supervisory and quality-review responsibilities;
- Coverage for vacancies, absences, turnover, and service disruptions;

- Use and oversight of subcontractors, if applicable; and
- The implementation and transition activities necessary to begin services by the required start date.

Explain how the Proposer will coordinate with MCDJFS, resolve operational concerns, participate in meetings and monitoring activities, and maintain continuity of participant services throughout the contract term and during any transition.

9. Technology, Data, Reporting, and Quality Assurance

Describe how the Proposer will use the required electronic systems for:

- Case management and participant documentation;
- Timekeeping and attendance verification;
- Service and supportive-service tracking;
- Data exchange with MCDJFS;
- Standard and ad hoc reporting;
- Employment and retention tracking;
- Data accuracy, confidentiality, and security; and
- Program and fiscal monitoring.

Describe the Proposer's quality-assurance and continuous-improvement processes, including its methods for reviewing case records and performance data, identifying and correcting deficiencies, obtaining participant feedback, and monitoring subcontractor performance.

Identify any proposed service levels, performance measures, or outcome targets and explain how they will be calculated, documented, monitored, and reported.

B. Cost Proposal

The Cost Proposal shall include:

- All pricing and budget documents required by Sections 7 and 8;
- A detailed budget narrative explaining how the proposed costs were developed;

- Personnel costs, fringe benefits, direct costs, subcontracted services, participant-support costs, indirect costs, administrative expenses, overhead, and all other proposed charges;
- Any assumptions, exclusions, conditions, or optional costs affecting the proposed pricing; and
- The allocation of shared costs when personnel, facilities, technology, or other resources will support both OWF and SNAP E&T services.

The proposed pricing must be complete, reasonable, realistic, cost-effective, and sufficient to support compliant and continuous service delivery.

C. Proposal Completeness and Evaluation

The Proposer shall submit all organizational, administrative, personnel, technology, insurance, pricing, and supporting documentation required by Sections 4, 7, and 8 and any OWF-specific attachments required by this RFP.

Failure to submit a required component may result in the Proposal being determined non-responsive. A Proposal that contains the required components but lacks sufficient detail or supporting information may receive a lower evaluation score. Technical and Cost Proposals will be evaluated using the criteria and relative weights identified in this RFP.

Proposers may recommend technologies, partnerships, service-delivery methods, participant-engagement strategies, worksite-development approaches, or other practices that would improve outcomes, accessibility, accountability, operational efficiency, or customer service. Proposed innovations must comply with applicable requirements and may not replace or materially modify a required service unless expressly approved by MCDJFS.

SNAP E&T Program Details

6.1 Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Overview

The Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Program helps eligible SNAP recipients obtain the skills, training, work experience, and supportive services necessary to obtain or retain employment and progress toward economic self-sufficiency. SNAP E&T is designed to respond to participant needs, local labor-market conditions, and employer workforce needs.

Through this RFP, MCDJFS is seeking qualified Contractor(s) to assist with administering the program by providing, coordinating, and managing employment and training services for participants referred or otherwise authorized by MCDJFS. Services should help participants:

- Identify employment goals, strengths, skills, and barriers;
- Access individualized case-management and supportive services;
- Develop basic, workplace, and occupational skills;
- Participate successfully in suitable education, training, job-search, work-based learning, or other approved activities; and
- Obtain and retain employment and progress toward sustained self-sufficiency.

MCDJFS retains responsibility for governmental and program-administration functions, including determining SNAP eligibility, applicable work requirements and exemptions, appropriateness for referral, and authorization of program participation. Specific Contractor responsibilities, service requirements, and performance expectations are described in the sections that follow.

6.2 SNAP E&T Target Population

The target population includes SNAP recipients referred or authorized by MCDJFS for participation in SNAP E&T, including voluntary participants and any other individuals permitted to receive services under the County's approved SNAP E&T program.

Following a comprehensive assessment, individuals determined suitable for SNAP E&T may be enrolled and assigned to one or more approved employment and training components. Participants may have varying levels of employment readiness, education, work experience, occupational

skills, supportive-service needs, and barriers to employment.

MCDJFS retains responsibility for determining SNAP eligibility, applicable work requirements and exemptions, appropriateness for referral, and compliance with program enrollment and assignment requirements. SNAP E&T funds shall not be used to serve individuals receiving Ohio Works First benefits.

6.3 SNAP E&T Scope of Work

The selected Provider shall assist MCDJFS with delivering SNAP E&T case-management, employment, education, training, work-based learning, supportive-service, and job-retention services to individuals referred by MCDJFS.

The Provider shall:

1. Referral and comprehensive assessment

- Accept individuals referred or authorized by MCDJFS for SNAP E&T services.
- Conduct or assist with the comprehensive assessment required by the County's approved SNAP E&T process.
- Evaluate employment goals, education, skills, work history, strengths, barriers, service needs, and suitability for available components.
- Notify MCDJFS when no suitable assignment is available or when a provider determination may be required.
- Develop or support development of an individualized employability plan when delegated by MCDJFS. Current assessment and suitability requirements are addressed in [OAC 5101:4-9-02](#).

2. SNAP E&T components

- Provide, coordinate, or monitor the SNAP E&T components authorized by MCDJFS.
- Services may include supervised job search, job-search training, workfare, education, job retention, and work experience when included in the County's program.
- Ensure assignments are suitable, do not interfere with regular paid employment, and do not displace other workers.
- Provide or coordinate required financial-literacy activities.
- Coordinate education and training that directly improves employability and supports

an identified employment goal.

3. Case management and supportive services

- Provide case management throughout enrollment in SNAP E&T.
- Maintain regular contact with participants to assess engagement, progress, emerging barriers, supportive-service needs, and changes in employment or education. The timing and frequency of case-management services shall be individualized based on participant needs; however, the SNAP E&T case manager shall contact each enrolled participant at least once every thirty (30) days [OAC 5101:4-9-04](#).
- Coordinate allowable participant reimbursements and supportive services as authorized by MCDJFS [OAC 5101:4-9-03](#);
- Document the relationship between each supportive service and the participant's ability to participate in or complete an approved component.

4. Progress monitoring

- Monitor participant progress toward the goals and milestones in the employability plan.
- Obtain progress and attendance information from education, training, workfare, work-experience, and other service providers.
- Adjust services and recommend revisions to goals, components, or supportive services when appropriate.
- Promptly notify MCDJFS when a participant is not engaged, is not making satisfactory progress, has completed program goals, obtains employment, or can no longer be served.
- Follow County-approved provider-determination and disenrollment procedures. Failure to make satisfactory progress is handled differently from an OWF work-activity failure and should not be presented as an automatic SNAP sanction. Current progress-monitoring provisions are in [OAC 5101:4-9-05](#).

5. Employment and job retention

- Assist participants with obtaining unsubsidized employment consistent with their goals and abilities.
- Verify employment outcomes, including employer, occupation, start date, wages, hours, and benefits.
- Offer eligible participants job-retention services, supports, and/or incentives.
- Track employment and earnings outcomes at County-established intervals.

- Provide SNAP E&T job-retention services for no more than ninety (90) days per job. When a participant receives job-retention services for multiple jobs concurrently, the ninety-day limitation shall apply separately to each job, and the service periods may overlap, in accordance with [OAC 5101:4-9-07.5](#).

6.4 SNAP E&T Program Outcomes

The selected Provider shall deliver services that support the following outcomes:

- Timely assessment and engagement and timely placement into suitable SNAP E&T components authorized through the County-approved process.
- Consistent participation and measurable progress toward individualized employment goals.
- Reduction of barriers through effective case management and supportive services.
- Completion of education, training, work-based learning, and other assigned activities.
- Attainment of applicable skills, credentials, certifications, or licenses.
- Placement in suitable unsubsidized employment consistent with participant goals and abilities.
- Employment retention, increased earnings, and career advancement when applicable.
- Accurately and timely document and report participant services, progress, employment, and other required outcomes on a weekly, monthly, semiannual, and annual basis.

MCDJFS will establish or negotiate specific performance measures and targets with each selected Provider based on the services awarded, participant population, available funding, program requirements, and baseline data. Final measures and targets will be incorporated into the resulting contract or an MCDJFS-approved performance plan.

6.5 SNAP E&T Specific Proposal Requirements

A. Technical Proposal

The Technical Proposal shall describe how the Proposer will perform each component of the SNAP E&T Scope of Work and shall respond to all narrative questions contained in this section. At a minimum, the Technical Proposal shall address:

- The overall service-delivery model, relevant experience, and organizational capacity;
- Referral processing, participant engagement, comprehensive assessment, component

suitability, and employability planning;

- The provision, coordination, and monitoring of SNAP E&T components, including required financial-literacy activities and safeguards concerning paid employment and worker displacement;
- Case management, barrier reduction, County-authorized supportive services, participant reimbursements, and ongoing participant contact;
- Attendance and progress monitoring, service adjustments, provider determinations, disenrollment procedures, and timely communication with MCDJFS;
- Education and training programs, credentials, accessibility, participant supports, and alignment with regional workforce needs, when applicable;
- Employer engagement, employment placement and verification, job-retention services, and outcome tracking;
- Staffing, supervision, partnerships, County coordination, electronic systems, implementation, and continuity of operations;
- Quality assurance, performance monitoring, corrective action, and continuous improvement; and
- Achievement and documentation of the SNAP E&T program outcomes identified in this RFP.

The Technical Proposal shall clearly identify which services and components the Proposer will provide directly and which will be provided through subcontractors or other partner organizations. The Proposal shall distinguish subcontracted services from ancillary services obtained through community referrals. Required contractual services shall not be replaced by referrals unless expressly authorized by MCDJFS.

The Proposal shall describe applicable timelines, staffing responsibilities, participant workflows, documentation practices, electronic systems, and methods for monitoring compliance and performance. Any proposed subcontractor shall be identified and is subject to the approval requirements of this RFP and the resulting Contract. The Technical Proposal will be evaluated in accordance with the evaluation criteria and relative weights identified in this RFP.

The following narrative questions are intended to assist MCDJFS in evaluating the Proposer's qualifications, organizational capacity, technical approach, and ability to successfully perform the services required by this RFP. Responses shall be clear, complete, specific, and supported by

examples or documentation where appropriate.

1.Overall Service-Delivery Approach and Relevant Experience

Describe the Proposer's overall approach to delivering and managing SNAP E&T case-management, employment, education, training, work-based-learning, supportive-service, and job-retention services. Explain how the proposed service-delivery model will promote participant engagement, successful completion of assigned components, employment, retention, and progress toward self-sufficiency.

Identify the components the Proposer will provide directly and those that will be provided through subcontractors or other partner organizations. Describe the Proposer's experience serving SNAP recipients or populations with similar employment, education, training, and supportive-service needs. Include examples that demonstrate the Proposer's ability to coordinate multiple services and meet applicable program, documentation, and performance requirements.

2. Referral, Comprehensive Assessment, and Employability Planning

Describe how the Proposer will:

- Accept and process individuals referred or authorized by MCDJFS;
- Initiate contact, engage participants, and address unsuccessful contact attempts;
- Conduct or assist with the required comprehensive assessment;
- Evaluate employment goals, education, skills, work history, strengths, barriers, service needs, and suitability for available SNAP E&T components;
- Develop or support an individualized employability plan when delegated or authorized by MCDJFS;
- Identify when no suitable component or assignment is available; and
- Communicate changes in circumstances or other matters requiring MCDJFS action, including circumstances requiring a provider determination.

Identify the assessment tools, methods, and documentation the Proposer will use. Explain how assessment findings will be incorporated into component selection, employability planning, supportive-service decisions, and ongoing case management.

3. SNAP E&T Components and Service Coordination

Describe how the Proposer will provide, coordinate, and monitor the SNAP E&T components authorized by MCDJFS, including, as applicable:

- Supervised job search;
- Job-search training;
- Workfare;
- Education;
- Occupational training;
- Work experience;
- Job retention; and
- Financial-literacy activities.

Explain how the Proposer will ensure that each component or assignment:

- Is appropriate for the participant and supports an identified employment goal;
- Is consistent with the participant's assessment and employability plan;
- Meets applicable SNAP E&T requirements;
- Does not interfere with regular paid employment;
- Does not displace employed workers or impair existing employment opportunities; and
- Is appropriately documented and monitored.

Describe how the Proposer will coordinate services when a participant is enrolled in more than one component or receives services from another provider.

4. Case Management, Supportive Services, and Participant Reimbursements

Describe the proposed case-management model, including anticipated caseloads and the frequency, methods, and documentation of participant contact.

Explain how the Proposer will:

- Monitor participant engagement, attendance, progress, and emerging barriers;
- Explain how the Proposer will ensure and document contact with each enrolled participant at least once every thirty days, while providing more frequent contact when warranted by participant needs.
- Coordinate County-authorized supportive services and allowable participant reimbursements;
- Determine and document that each supportive service or reimbursement is necessary and reasonably related to participation in or completion of an approved SNAP E&T component;
- Obtain any required authorization before providing a supportive service or reimbursement;
- Document the need, authorization, provision, cost, and outcome of each supportive service or reimbursement;
- Coordinate community resources without shifting required contractual responsibilities to referral organizations; and
- Follow up to determine whether services were accessed and effective in addressing the identified barrier.

5. Progress Monitoring, Provider Determinations, and Disenrollment

Describe how the Proposer will monitor participant progress toward the goals and milestones established in the employability plan. Explain how the Proposer will obtain, verify, and document attendance and progress information from education, training, workfare, work-experience, and other component providers.

Describe how the Proposer will:

- Identify participants who are not engaged or are not making satisfactory progress;
- Contact and attempt to re-engage participants;
- Identify and address barriers affecting participation or progress;
- Adjust services or recommend revisions to goals, components, schedules, or supportive services;
- Notify MCDJFS of significant changes, program completion, employment, or an inability to continue serving a participant;

- Identify circumstances requiring a provider determination and notify MCDJFS within the required timeframe;
- Maintain complete, accurate, and timely participant records and provide all documentation, data, and reports required for County, State, and federal reporting, monitoring, and compliance purposes; and
- Follow County-approved provider-determination and disenrollment procedures.

The response shall demonstrate an understanding that a participant's failure to make satisfactory progress in SNAP E&T does not automatically constitute an OWF work-activity failure or result in a SNAP sanction. MCDJFS retains responsibility for eligibility-related and sanction determinations.

6. Employer Engagement, Employment, and Job Retention

Describe how the Proposer will help participants obtain unsubsidized employment consistent with their goals, abilities, education, training, and regional workforce needs.

Explain how the Proposer will:

- Develop and maintain relationships with employers;
- Identify suitable employment opportunities;
- Prepare and match participants with appropriate job opportunities;
- Coordinate interviews and other employment-related activities;
- Verify the employer, occupation, start date, wages, scheduled hours, and available benefits;
- Provide eligible participants with job-retention case management and County-authorized supportive services;
- Explain how the Proposer will monitor and document compliance with the ninety-day limitation for each job, including situations in which a participant receives retention services for multiple jobs concurrently.
- Track and document employment, earnings, and retention at County-established intervals.

Describe how employer and participant feedback will be used to address placement concerns and improve employment and retention outcomes.

7. Education and Training Programs

A Proposer that will directly provide education or occupational training shall provide the following information separately for each proposed program:

- The Southwest Ohio prioritized industry sector or sectors supported by the program;
- The occupations for which participants will be prepared;
- The industry-recognized credentials, certifications, licenses, or other recognized qualifications participants may earn;
- The curriculum, instructional format, and any hands-on or work-based-learning opportunities;
- The length of the program, total instructional hours, class size, and enrollment schedule;
- The training location and applicable transportation, technology, scheduling, language-access, disability-access, or other accessibility considerations;
- Any screening, assessment, prerequisite, or admission requirements;
- The academic, coaching, case-management, and retention supports available to participants;
- The program's completion and credential requirements;
- Anticipated entry-level wages for the identified occupations; and
- Evidence of current or projected employer demand in Ohio or Southwest Ohio.

The Proposer shall identify the source and publication or retrieval date of all labor-market and wage information. The response shall also explain how the Proposer will track enrollment, attendance, progress, completion, credential attainment, and subsequent employment for each program.

8. Relevant Performance

For the most recent 12-month period for which complete information is available, provide performance information from comparable SNAP E&T, workforce-development, education, training, or employment programs, including:

- The number of participants enrolled;

- The number and percentage completing assigned services or training;
- The number and percentage earning an industry-recognized credential, when applicable;
- The number and percentage obtaining employment;
- The number and percentage obtaining employment related to their education or training, when applicable; and
- Available employment-retention outcomes.

Identify the program and reporting period associated with the information. Explain how each measure was calculated and describe any material circumstances affecting the reported results.

If the Proposer does not have comparable historical performance information, explain why and describe how performance baselines, data-collection procedures, and performance measures will be established under the proposed program.

9. Staffing, Capacity, Implementation, and County Coordination

State the number of SNAP E&T participants the Proposer can serve during each contract year and explain the assumptions supporting the proposed capacity.

Describe:

- The proposed implementation and transition timeline;
- The organizational and staffing structure, including supervisory responsibilities;
- Staff qualifications, training, caseload expectations, and coverage arrangements;
- Facility, equipment, technology, and partnership capacity;
- The allocation and coordination of responsibilities among the Proposer, subcontractors, and other partner organizations;
- Procedures for communicating and coordinating with MCDJFS;
- Contingency plans for vacancies, disruptions, or unexpected increases in participant volume; and
- The approach to maintaining continuity of operations throughout the Contract term.

10. Technology, Reporting, Quality Assurance, and Performance Management

Describe how the electronic system required under Section 4 will be used to document, track, and report:

- Referrals and enrollment;
- Comprehensive assessments and employability plans;
- Component assignments and participation;
- Case-management contacts;
- Supportive services and participant reimbursements;
- Attendance, progress, milestones, and completion;
- Provider determinations and disenrollment;
- Credentials and other recognized qualifications;
- Employment, earnings, and job retention; and
- Program performance and outcomes.

Explain how the Proposer will protect confidential information, maintain accurate and complete records, exchange information with MCDJFS, and correct data discrepancies.

Describe the Proposer's quality-assurance and performance-management procedures, including how it will:

- Review case records and performance data;
- Monitor the performance of staff, subcontractors, and other service providers;
- Identify, document, and correct deficiencies;
- Respond to MCDJFS monitoring findings and corrective-action requirements;
- Collect and use participant and employer feedback; and
- Use performance results to improve service quality, compliance, efficiency, and participant outcomes.

B. Cost Proposal

The Cost Proposal shall:

- Provide complete, accurate, and transparent pricing for all proposed SNAP E&T services;
- Complete and submit all required pricing and budget documents in accordance with Section 7—Pricing Proposal and Section 8—Vendor Proposal;
- Include a detailed budget narrative explaining how all proposed rates and costs were developed;
- Identify all direct costs, indirect costs, administrative expenses, overhead, and other proposed charges;
- Clearly identify and explain any cost-allocation methodology used for expenses shared between SNAP E&T, OWF, or other programs;
- Separately identify the costs associated with each proposed education or occupational-training program, when applicable; and
- Demonstrate that the proposed pricing is reasonable, realistic, cost-effective, and sufficient to maintain service quality, accountability, continuity, and compliance.

The Cost Proposal will be evaluated in accordance with the evaluation criteria and relative weights identified in this RFP.

C. Required Documentation

The Proposer shall submit:

- All organizational, administrative, personnel, technology, insurance, and supporting documentation required under Section 4—Introduction and Requirements; and
- All SNAP E&T-specific attachments and supporting documentation required by this RFP.

A Proposer submitting proposals for both OWF and SNAP E&T is required to submit common documentation only once. Service-specific documentation shall be submitted with the applicable service-area proposal.

D. Completeness of Proposal

This section establishes the minimum required content of the SNAP E&T Proposal. Each Proposer is responsible for providing sufficient information to demonstrate how it will satisfy the complete SNAP E&T Scope of Work, applicable narrative questions, program outcomes, Section 4 requirements, and all other applicable provisions of this RFP.

Failure to submit a required component may result in the Proposal being deemed non-responsive. A Proposal that contains the required components but lacks sufficient detail may receive a lower evaluation score.

Innovation is encouraged. Proposers may recommend technologies, partnerships, service-delivery methods, participant-engagement strategies, work-based-learning opportunities, employer-engagement approaches, or other value-added practices that may improve participant outcomes, accessibility, accountability, operational efficiency, or customer service. Proposed innovations must be consistent with applicable requirements and shall not replace, reduce, or materially modify a required service unless expressly approved by MCDJFS.

Pricing Proposal

OWF PRICING

Line Item	Description	Unit of Measure	Annual Not-to-Exceed Amount	No Bid
1	Total Cost for Initial One (1) Year Term	Annual Cost		
2	Total Cost for Option Extension Year #1	Annual Cost		
3	Total Cost for Option Extension Year #2	Annual Cost		

SNAP E&T

Line Item	Description	Unit of Measure	Annual Not-to-Exceed Amount	No Bid
1	Total Cost for Initial One (1) Year Term	Annual Cost		
2	Total Cost for Option Extension Year #1	Annual Cost		
3	Total Cost for Option Extension Year #2	Annual Cost		

Vendor Proposal

1 Proposer Information

Complete the following questions and select the appropriate responses. Failure to answer all required (as indicated by a *) questions/prompts may be cause to reject your proposal as nonresponsive. It is the responsibility of the proposer to identify and explain all exceptions to these specifications. Montgomery County will not accept any deviation from the specifications, which is not identified and explained in the vendor's proposal.

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 and Partnerships*

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

☐ Yes

☐ No

*Response required

When equals "Yes"

1.9.1. Entities*

For each entity, identify its role and services and upload the applicable letter of intent and any partnership agreement required by Section 3.33.

*Response required

1.10. EEO*

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

☐ Yes

☐ No

*Response required

When equals "Yes"

1.10.1. EEO reports*

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

☐ Yes

☐ No

*Response required

1.11. Bankruptcy *

Has Proposer 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*

Provide the name of the public entity, contract or transaction, services involved, termination date, reason for termination, current status, and any corrective action taken by the Proposer.

*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 Required Forms and Supporting Information

2.1. Form 3: Disclosure Policy*

Please download the below documents, complete, and upload.

- [Form 3 fillable.pdf](#)

*Response required

2.2. 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

2.3. Form 5: Drug Free Workplace Requirement. *

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

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

*Response required

2.4. Organizational Information and Supporting Documentation*

Upload one consolidated response containing the organizational and administrative information required by Section 4.4(A) of the RFP.

Proposers submitting for both OWF and SNAP E&T shall upload this information only once. The

materials submitted in response to this item will apply to both service areas and do not need to be repeated in either Technical Proposal.

*Response required

2.5. *Personnel Qualifications* *

Upload the resumes and other personnel information required by Section 4.4(B) of the RFP.

Proposers submitting for both OWF and SNAP E&T shall upload this information only once. Service-area-specific staffing structures, caseloads, training, supervision, coverage, and implementation plans must still be addressed in the applicable Technical Proposal.

*Response required

2.6. *Electronic Case Management, Timekeeping, and Reporting System* *

Upload a concise description of the electronic system the Proposer will use to satisfy Section 4.4(C). The response shall:

- Identify the proposed system and indicate whether it is currently operational or will require configuration or implementation;
- Explain how the system will perform the applicable OWF and/or SNAP E&T functions required by Section 4.4(C);
- Describe reporting, data-export, data-exchange, user-access, confidentiality, and security capabilities;
- Describe the proposed implementation, testing, training, and continuity approach; and
- Identify any third-party systems, vendors, licensing requirements, or material limitations relevant to contract performance.

Proposers may include representative screenshots or sample reports, provided all confidential or personally identifiable information is removed. Product manuals and extensive technical documentation should not be submitted unless specifically requested by MCDJFS.

A Proposer submitting for both OWF and SNAP E&T shall upload this information only once but must clearly distinguish any program-specific functionality or system differences.

*Response required

2.7. *Letters of Reference* *

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

- References must not be from Montgomery County 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

2.8. Audit Information*

Please provide your organization's most recent independent annual audit, including the Single Audit, if applicable. Organizations that do not obtain independent audits may submit alternative financial documentation demonstrating financial capacity.

*Response required

2.9. Other Federal Funding and Potential Duplication*

Does the Proposer currently receive, or anticipate receiving during the proposed contract term, funding from another federal award, subaward, or federally funded contract for any of the same or substantially similar services, activities, personnel, participants, or costs included in this proposal?

☐ Yes

☐ No

*Response required

When equals "Yes"

2.9.1. Follow-Up: Other Federal Funding and Potential Duplication*

Upload a list identifying each funding source, awarding or pass-through entity, program and award number, period of performance, amount, funded activities or costs, and an explanation of how the Proposer will allocate costs and prevent duplicate billing or reimbursement.

*Response required

2.10. Fiscal Management and Internal Controls*

Describe the Proposer's fiscal management systems and internal controls for managing contract

funds, preparing and supporting accurate invoices, allocating direct and shared costs among applicable programs or service areas, preventing duplicate billing, and maintaining sufficient documentation to support all costs charged to the County.

Proposers submitting proposals for both OWF and SNAP E&T need only provide one consolidated response to this question.

*Response required

3 OWF Submission

3.1. OWF Services*

Is the Proposer submitting a proposal for OWF services?

☐ Yes

☐ No

*Response required

When equals "Yes"

3.1.1. Technical Proposal*

The Technical Proposal shall describe how the Proposer will perform each component of the OWF Scope of Work and shall respond to all provided narrative questions.

The Proposal shall clearly identify which services will be provided directly and which will be provided through subcontractors, partner organizations, or referrals. It shall also describe applicable timelines, staffing responsibilities, participant workflows, documentation practices, and methods for monitoring compliance and performance.

The Proposer may cross-reference its response to Vendor Proposal Item 2.6 when addressing technology, timekeeping, documentation, reporting, and data-management capabilities.

*Response required

When equals "Yes"

3.1.2. OWF Budget Proposal*

Providers must submit a comprehensive and itemized budget that:

- Reflects all costs associated with program delivery, including direct services and indirect/administrative costs;

- Clearly identifies costs by program component, staffing classifications, and service type;
- Includes all available revenue sources that may offset County reimbursement; and
- Demonstrates alignment between proposed services and associated costs.

Additionally, providers must:

- Submit a detailed budget narrative explaining how proposed costs support the services described in the proposal; and
- Ensure all costs comply with 2 CFR Part 200, Subpart E (Cost Principles). Final determination of allowability rests with MCDJFS.

Please download and complete the attached Budget Worksheet and upload it with your proposal. The Budget Narrative is a separate required submission and should be uploaded as an additional attachment.

*Response required

4 SNAP E&T Submission

4.1. SNAP E&T Services*

Is the Proposer submitting a proposal for SNAP E&T services?

☐ Yes

☐ No

*Response required

When equals "Yes"

4.1.1. SNAP E&T: Technical Proposal*

The Technical Proposal shall describe how the Proposer will perform the SNAP E&T Scope of Work and respond to all applicable narrative questions.

The Proposal shall identify which services and components will be provided directly and which will be provided through subcontractors, partner organizations, or referrals. It shall also describe applicable timelines, staffing responsibilities, participant workflows, documentation practices, and methods for monitoring compliance and performance.

Proposers offering more than one education or training program shall separately identify the delivery model, credentials, schedule, capacity, costs, and anticipated outcomes for each

program.

The Proposer may cross-reference its response to Vendor Proposal Item 2.6 when addressing technology, timekeeping, documentation, reporting, and data-management capabilities.

*Response required

When equals "Yes"

4.1.2. SNAP E&T Budget Proposal*

Providers must submit a comprehensive and itemized budget that:

- Reflects all costs associated with program delivery, including direct services and indirect/administrative costs;
- Clearly identifies costs by program component, staffing classifications, and service type;
- Includes all available revenue sources that may offset County reimbursement; and
- Demonstrates alignment between proposed services and associated costs.

Additionally, providers must:

- Submit a detailed budget narrative explaining how proposed costs support the services described in the proposal; and
- Ensure all costs comply with 2 CFR Part 200, Subpart E (Cost Principles). Final determination of allowability rests with MCDJFS.

Please download and complete the attached Budget Worksheet and upload it with your proposal. The Budget Narrative is a separate required submission and should be uploaded as an additional attachment.

*Response required

4.2. Additional Information (if needed)

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

5 Finalizing Submitted Information

5.1. General Conditions*

Proposer has read, understands, and accepts the General Conditions contained within the Proposal documents?

☐ Yes

☐ No

*Response required

5.2. Exceptions*

Other than the General Conditions, which may not be altered or taken exception to, does the Proposer take exception to any requirement, specification, or goal contained in the solicitation documents?

☐ Yes

☐ No

*Response required

When equals "Yes"

5.2.1. Exceptions Justification*

Please list all exceptions and the reason for such exceptions.

*Response required

5.3. 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"

5.3.1. Exceptions Justification*

Please list all exceptions and the reason for such exceptions.

*Response required

5.4. 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"

5.4.1. Proposal Length*

How long will the proposal remain valid?

*Response required

5.5. No Lobbying*

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

☐ Please confirm

*Response required

5.6. Subcontractors Acknowledgement*

The Proposer 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

5.7. Federal Debarred / Suspended*

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

☐ Please confirm

*Response required

5.8. 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

5.9. 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

Proposals will be evaluated separately for each service area—Ohio Works First (OWF) and SNAP Employment and Training (SNAP E&T)—using the evaluation criteria and weights established for that service area. A Proposer submitting for both service areas will receive a separate evaluation and score for each.

0= Non-responsive, 1= Poor, 2= Below Average, 3= Average, 4= Good, 5= Excellent.

Ohio Works First (OWF) Only

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Overall Service-Delivery Model, Relevant Experience, and Past Performance Relevance of experience administering comparable OWF/TANF, workforce-development, case-management, or human-services programs; documented results; contract size and complexity; references and prior performance; and the coherence and practicality of the overall OWF model.	0-5 Points	10 <i>(10% of Total)</i>

2.	Participant Engagement, Assessment, Individualized Activities, and Case Management Referral processing; timely contact and re-engagement; authorized assessment and planning; individualized work, education, training, developmental, job-readiness, and employment-preparation activities; caseloads and contact practices; barrier reduction; supportive services; community referrals; and documentation.	0-5 Points	20 <i>(20% of Total)</i>
3.	Work-Experience and Community-Service Placements and Participation Management Ability to develop sufficient and appropriate WEP and community-service placements; distinguish and administer each placement type; execute site agreements; match participants; ensure safety, accessibility, supervision, meaningful work, and non-displacement; monitor worksites; verify attendance; track required and completed hours; address missed participation; collect good-cause documentation; and provide timely notice to MCDJFS.	0-5 Points	25 <i>(25% of Total)</i>

4.	Employer Engagement, Employment, and Retention Employer-development strategy; alignment with regional labor-market needs; job matching and placement; employment verification; post-employment assistance; retention tracking; and use of participant and employer feedback.	0-5 Points	10 <i>(10% of Total)</i>
5.	Staffing, Capacity, Implementation, Technology, Reporting, and Quality Assurance Staffing structure, qualifications, caseload capacity, supervision and training; vacancy and continuity plans; implementation readiness; subcontractor oversight; County coordination; electronic case-management and timekeeping capabilities; data exchange and reporting; confidentiality and security; performance monitoring; corrective action; and continuous improvement.	0-5 Points	20 <i>(20% of Total)</i>

6.	Cost Proposal and Overall Value Completeness and transparency of initial- and option-year OWF pricing; alignment of the proposed budget with staffing, anticipated participant capacity, and the technical approach; reasonableness and realism of proposed costs; identification and support of direct, indirect, administrative, participant-support, subcontractor, and partner costs; adequacy of fiscal-management systems and internal controls, including invoice preparation, supporting documentation, review, reconciliation, and prevention of duplicate billing; reasonableness of shared-cost allocation methods; clarity of pricing assumptions and exclusions; competitiveness of the Cost Proposal; and overall value to MCDJFS.	0-5 Points	15 <i>(15% of Total)</i>
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Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Only

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	Overall Service-Delivery Model, Relevant Experience, and Past Performance Relevance of experience administering SNAP E&T, workforce-development, education, training, case-management, or comparable programs; ability to coordinate multiple components and providers; documented completion, credential, employment, and retention results; references; and the practicality of the overall model.	0-5 Points	15 <i>(15% of Total)</i>
2.	Referral, Comprehensive Assessment, Suitability, and Employability Planning Referral processing and participant engagement; assessment tools and methods; timely assessment; evaluation of strengths, barriers, goals, and component suitability; employability-plan development; identification of unavailable or unsuitable assignments; required documentation; and communication with MCDJFS.	0-5 Points	15 <i>(15% of Total)</i>

3.	SNAP E&T Components, Case Management, Supportive Services, and Progress Monitoring Provision, coordination, and monitoring of authorized components; financial-literacy activities; individualized case management and required participant contact; caseloads; supportive services and participant reimbursements; attendance and progress monitoring; service adjustment and re-engagement; provider determinations; disenrollment procedures; worker protections; and coordination across components and providers.	0-5 Points	25 <i>(25% of Total)</i>
4.	Education, Training, Employment, and Job Retention Quality, accessibility, labor-market alignment, capacity, credentials, employer demand, and outcomes of proposed education or training programs; employer engagement; job matching and placement; employment verification; compliant job-retention services including adherence to the ninety-day limitation for each job; good-faith participant contact; employment and earnings tracking; and proposed outcome targets.	0-5 Points	15 <i>(15% of Total)</i>

5.	Staffing, Capacity, Implementation, Technology, Reporting, and Quality Assurance Annual participant capacity; staffing, qualifications, caseloads, supervision and coverage; partner and subcontractor responsibilities; implementation and continuity plans; County coordination; electronic system capabilities; documentation and data exchange; confidentiality and security; reporting; quality assurance; performance management; corrective action; and continuous improvement.	0-5 Points	15 <i>(15% of Total)</i>
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6.	Cost Proposal and Overall Value Completeness and transparency of initial- and option-year SNAP E&T pricing; alignment of the proposed budget with anticipated participant capacity, proposed components, education and training programs, staffing, and the technical approach; reasonableness and realism of proposed costs; separate identification and support of education and training costs; identification and support of direct, indirect, administrative, participant-support, subcontractor, and partner costs; adequacy of fiscal-management systems and internal controls, including invoice preparation, supporting documentation, review, reconciliation, and prevention of duplicate billing; reasonableness of shared-cost allocation methods; clarity of pricing assumptions and exclusions; competitiveness of the Cost Proposal; and overall value to MCDJFS.	0-5 Points	15 <i>(15% of Total)</i>
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