



REQUEST FOR PROPOSALS FOR DISASTER RECOVERY SERVICES

Date issued: Friday, May 24, 2019

Due date for proposal: Wednesday, June 12, 2019 by
10:00 a.m.

LATE PROPOSALS WILL BE REJECTED

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**Workforce
Development
Board
AREA 14**

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1.0 REQUIRMENTS AND SPECIFICATIONS

1.1 Introduction and Purpose of the Request for Proposal

The purpose of this document is to provide interested parties information, on a fair and competitive basis, and in a manner, that will ensure the highest possible quality of services, to enable them to prepare and submit a written proposal for administering a disaster recovery program. Area 14 Workforce Development Board intends to use the results of this process to award at least one contract for disaster recovery services per County within the Area. Any contract awarded must be approved by the Area 14 Workforce Development Board Chair, Area 14 Workforce Development Board Chief Elected Official, Area 14 Workforce Development Board Director and Area 14 Workforce Development Board Fiscal Agent.

1.2 Terms/Abbreviations

The following terms/acronyms are used throughout the request for proposal:

- Area 14 or Area means the Area 14 Workforce Development Board.
- CEO means the Chief Elected Official Consortium which is a body composed of representatives of the Boards of Commissioners of the 3 counties in Area 14.
- CFR means Code of Federal Regulations.
- Contractor/Provider means the successful proposer awarded the contract.
- DOL means the U.S. Department of Labor.
- ODJFS means the Ohio Department of Job and Family Services.
- PCJFS means Perry County Department of Job and Family Services.
- Proposer means an organization or agency submitting a written proposal in response to the RFP.
- NDWG means Disaster National Dislocated Worker Grant
- RFP means Request for Proposal.
- WIOA means the Workforce Innovation and Opportunity Act.
- WDB means Area 14 Workforce Development Board composed of representatives from Athens, Meigs, and Perry counties.

1.3 Background

Area 14's WDB is composed of representatives from Athens, Meigs, and Perry Counties. The WDB has designated a Director of the Board and a fiscal agent. The Director of the Board acts as administrative agent for the board and provides support to carry out the directives of the members. Perry County Department of Job and Family Services acts as the fiscal agent for the board. All state and federal WIA funds designated for Area 14 will be allocated and distributed to the Area 14 Fiscal Agent.

DOL administers WIOA and funds all services in Ohio through the ODJFS. The ODJFS allocates DOL monies to Area 14 for each county and forwards these funds, in the case of conventional work areas, directly to the fiscal agent. ODJFS provides the fiscal agent an automated financial reporting system (CFIS) to report its financial transactions to the state. For WIOA programs, the financial reporting and reconciliations are on an accrual basis. Participants will be reported and tracked through CLT in the CFIS system.

Disaster National Dislocated Worker Grants (NDWG) are discretionary awarded funds issued by the DOL that creates temporary employment to assist states in recovering from significant events such as floods and natural disasters. Counties in parts of Ohio sustained heavy damage from severe storms, flooding and landslides that occurred from February 5, 2019 through February 13, 2019. Roadways were blocked with fallen trees and debris was left clogging streams and rivers, creating the potential for additional flooding. Buildings sustained damage due to the storms and flooding. The Federal Emergency Management Agency (FEMA) surveyed the damage and approved the affected counties for assistance.

In April 2019, ODJFS submitted the initial application for counties that were among the disaster declaration. National DWG funds can be requested for up to twelve months for the cleanup. The awarded funds will be utilized to enable clean-up and debris removal in the affected counties. The initial award is used cover the first several months of operation for WIOA Area 14. The grant will enable the approved counties to hire crews of temporary workers to conduct clean-up activities including removal of flood debris from public lands and waterways, as well as to assist with cleaning, repair, demolition, renovation and reconstruction of damaged public structures and facilities. There are only two exceptions as to where this specific NDWG will allow clean-up activities on private property. Workers that are from local government are authorized to conduct work and are performing the work which will help prevent health and safety issues. Otherwise, this grant strictly forbids any kind of work or clean up on private property.

While many temporary jobs will be created across the counties, an estimated 66 temporary jobs will be created within WIOA Area 14 that will receive assistance through the Disaster NDWG. The temporary workers hired using NDWG funds must be dislocated workers, long-term unemployed individuals and displaced homemakers who meet the WIOA eligibility determination criteria (WIOA 3(15)). Veterans have a priority over non-Vets within each category for Dislocated Workers and Long Term Unemployed. An individual that is determined eligible, may work on grant-related activities for up to twelve months or 2,080 hours, whichever is longer.

WIOA Area 14 (Athens, Meigs and Perry) have all been affected and included in the declaration. The NDWG funding is for damage sustained as a result of the severe storms, floods and landslides that occurred between February 5 and February 13, 2019.

1.4 Services to Be Provided

Area 14 is seeking proposals from qualified organizations with experience developing and operating disaster recovery programs. Proposers may submit a proposal providing disaster recovery services to one or all of the affected counties. Proposals must clearly state the county or counties (separately) that the proposer intends to serve. If submitting a request for more than one county, a **separate proposal** must be submitted. The following is a list of services that organizations should be capable of providing:

- Removal of debris from roads, creeks, streams and other water-ways that pose a threat to public safety. [Debris may include but is not limited to trees, tree branches, metal, trash, or other obstructions as discovered. The streams and other water-ways shall be cleaned to allow for unobstructed or free water flow];
- Demolition or reconstruction of damaged public structures, facilities, or land;
- Repair or cleaning of damaged public structures, facilities or land;
- Placing an emphasis on temporarily employing displaced or long-term unemployed individuals;
- The use of dated still photographs will be required to capture the pre-existing condition of each work site and the condition of the site at the end of the clean up. The photographs will need to be with detailed documentation of the site such as distance, location (address and township), assessment of damage and needs; and
- Ability to issue payroll, monitor worksites and supervise crews;

**The work shall not cause harm to natural resources, living trees and/or endangered species. You will need to coordinate with the U.S. Fish & Wildlife Service.*

Please see the chart below for an estimation of the number of potential worksites that will need to be cleaned and the number of NDWG participants needed to clean the sites.

County	Estimated Number of Worksites	Estimated Number of NEG Participants
Athens	32	21
Meigs	40	24
Perry	28	21
Total	100	66

Each eligible participant (crew member) can work up to twelve months or than 2,080 hours, whichever is longer. Under WIOA, there is no maximum for participant wages. Minimum wage paid must be higher of Federal, state or local minimum wage. Per WIOA Section 181 (a)(1)(A), the participants shall receive comparable rate of pay that other employed individuals employed in similar occupations with similar training, experience and skill set. The contractor or employer of record will employ the participants (qualified through Athens CDJFS, Meigs CDJFS and/or Perry

CDJFS) to include the hourly rate of pay and all payroll related expenses.

The NDWG participants should also receive the same benefits as similar workers in the organization. For purposes of determining fringe benefits, the employer-of-record's current personnel policies will be followed. Worker's Compensation provisions must also be in place for NDWG participants. WIOA participants are not eligible for Unemployment Compensation as per Ohio Revised Code (ORC) 4141.01(B) (3)(c) (iv). This may apply to crew supervisors as well as the participant crew members.

The contractor will be required to accept referrals from the County JFS OhioMeansJobs Center.

1.5 Common Project Costs

NDWG funds may be used to cover intake costs such as physical exams, drug tests and safety training. The funds may also be used to provide participants with safety items, protective clothing, and immunizations. The following list contains examples of common items needed for participants to be adequately equipped to clean worksites:

- Orange vests
- Ear protection
- Tetanus shots
- Hepatitis shots
- Work boots
- Rain suits
- Gloves
- Waders
- Helmet Liners
- Work shirts and pants
- Lifting Belts
- Safety glasses

Safety Training includes:

- OSHA Safety Training
- Chainsaw Safety
- CPR/First Aid
- Drug Free Workplace

Other operating equipment include

- Supplies
- Equipment and Debris disposal
- Intake Costs
 - Physical Exams
 - Drug Screening
 - Safety Training

Disposal of Debris:

- Renting of a dumpster
- Lease of a wood splitter or chipper
- Hauling fees; Towing fees
- Dumping fees
- Contracted Excavator

As defined in 2 CFR Part 200.94: Supplies are all tangible personal property other than “equipment”. “Equipment” is an item that costs exceeds more than \$5,000 with a useful life over one year. Supplies are allowed to be used and kept for a period of the federal funding only. The maintenance and repair costs of supplies and equipment are allowable under the supply category.

NDWG funds may also be used to purchase the supplies that will be needed to clean the worksites. Examples of supplies include, but not limited to:

- Small trailer
- Generator
- Hand saws
- 2-way radios
- Air compressor
- First Aid Kits
- Chain saws
- Shovels
- Axes
- Weed Whacker
- Bar & Chain
- Rakes, Pitchforks
- Orange Cones
- Jon Boat
- Pole Saws
- Pry Bars
- Trailer Hitches
- Diesel Fuel Tank
- Trolling Motor
- Battery Charger
- Office supplies
- Coffee Maker
- Water Bottles
- Weed Wacker

Equipment includes anything “tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.” Prior approval must be received from ODJFS and DOL before a purchase of any equipment. Inventory records must be kept and updated. Examples of equipment include but are not limited to:

- Chipper – disposing of branches
- Logging Winches – pull logs and branches
- ATV, Four Wheeler, Gator – mobile vehicle in rough terrain or hard accessible areas
- Dump truck, Pick-Up truck

**Note: An adjustment may be done if the County JFS’ are able to purchase any part of the equipment for the use with this specific grant. If the purchase is done by JFS, the equipment will remain county property at the end of the grant period.*

**The County JFS will outline the process used for disposition. Items could be retained, sold or transferred to another federal project or program that may use the remaining supplies.*

Leasing of equipment is allowable with NDWG funds. Heavy equipment leases such as trucks can be limited under the NDWG funds. You may need to utilize other local or state options if necessary. Reasonable repair costs of used equipment is allowable to make the equipment functional. If wanting to purchase equipment or to lease equipment, you must provide written justification. This includes a condition and price of the item; written explanation of critical need, cost comparison between leasing versus purchasing as well as documentation that other sources have been exhausted.

1.6 Reporting Requirements

Disaster Program operators are required to report bi-weekly, monthly and quarterly regarding the program expenditures as well as the number of workers recruited, trained and employed. The participants and services must be reported in WCMS in the assigned Special Grant Office. Accruals, obligations and expenditures must be reported in CFIS on a bi-weekly basis. All expenditures must be supported with acceptable documentation including such things as timesheets signed by a supervisor for payroll costs. A monthly narrative of the clean-up activities must be submitted to the OWD grant manager. A Plan-to-Actual report will be issued on a quarterly basis and will require local response.

County JFS’ will have the authority to require additional monitoring and meetings as they feel necessary when awarding the contract. A monthly meeting may be required as to updating the County JFS with the project needs, progress, and any additional information necessary to monitor the grant. The contractor/provider must be prepared to meet the needs when requested. In addition to the local monitoring, there will be Federal and State monitoring conducted of each project.

2.0 GENERAL INSTRUCTIONS AND CONDITIONS

2.1 *General Instructions*

The evaluation and selection of a contractor(s) and the contract(s) will be based on the information submitted in the proposal plus references and any required oral presentations. Elaborate proposals (e.g. excessive letters of recommendation) beyond that sufficient to present a complete and effective proposal, are neither necessary nor desired. Area 14 is not liable for any cost incurred by proposers to reply to this RFP.

2.2 *Contract Period*

The grant period is April 1, 2019 through March 31, 2020. The contract will begin approximately June 14, 2019 and ends March 31, 2020. Area 14, at its sole discretion, may decide to extend the contract for a term of up to two (2) full years (Beginning April 1, 2020 through March 31, 2021; April 1, 2021 through March 31, 2022), contingent upon the level of future federal and state funding, provider effectiveness and demonstrated need for the services being provided. A contract and any extension require the approval of the Area 14 WDB Chair, Area 14 WDB Chief Elected Official, Area 14 WDB Director and Area 14 WDB Fiscal Agent.

2.3 *Funding Level for Contract*

Total funding available for the program is \$1,856,763. Of the funds, approximately \$618,921 will be allocated for the Athens County disaster recovery program, \$618,921 will be allocated to the Meigs County disaster recovery program and \$618,921 will be allocated to the Perry County disaster recovery program. Administrative costs will be limited to 10% of total expenditures (e.g., Athens County available funding - \$618,921 x 10% = \$61,892). Administrative costs are defined in 20 CFR 683.215 and include costs such as accounting, cash management, procurement, personnel management, payroll, and similar activities. Proposers should treat the available funding as an estimate only.

Actual contract amount is contingent upon the winning proposal, final negotiated cost, and availability of funds. The following chart is a summary of the estimated funds and allowable administrative costs:

County	Estimated total Available Funds	Maximum total Administration
Athens	\$618,921	\$61,892
Meigs	\$618,921	\$61,892
Perry	\$618,921	\$61,892
Total	\$1,856,763	\$185,676

The initial award amount has not been determined and released. The initial funding request is for 1 year. ODJFS will submit a modification requesting additional funding, extending duration of the grant period, or if formula funds are lacking in order to provide employment and training services for the NDWG participants. The modification is dependent on DOL approval. Additional grant fund increments can be requested; only after 70% of the total funding is expended, not obligated.

2.4 Incurring Costs

Neither Area 14 nor any County comprising Area 14 is liable for any cost incurred by proposers in replying to this RFP

2.5 Public Information

All proposals shall be deemed to be public records within the meaning of Chapter 149 of the Ohio Revised Code. However, the contents of the responses to the RFP will not be deemed public records and will be treated as confidential information until completion of the evaluation process. If a proposer believes that the RFP requires the disclosure of technical, proprietary, or trade secret information that the Proposer is not willing to make public, such information should not be submitted. No part of the proposal may be designated as confidential.

2.6 Proposals Are Unconditional

All proposals shall be unconditional. Any proposal that purports to impose conditions not included in this RFP will be deemed non-responsive. Area 14 may, however, waive minor informalities and omissions in a proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to interests of the Area or to fair competition. The successful proposer will be required to execute a contract acceptable to Area 14 within three (3) days after acceptance of the proposal or within such further time as designated by Area 14.

2.7 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by Area 14. In the event that Area 14 finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

ACTION ITEM	DELIVERY DATE
RFP Issued	Friday, May 24, 2019
Deadline for receiving RFP questions	Friday, June 7, 2019 by Noon
Deadline for issuing RFP answers	Friday, June 7, 2019 by COB
RFP deadline	Wednesday, June 12, 2019 by 10:00 a.m.
Proposals opened	Wednesday, June 12, 2019 at 10:30 a.m. at PCJFS
Notification of intent to award	June 12, 2019 – June 14, 2019

2.8 Provider E-mail Address

All prospective proposers must provide an e-mail address to Area 14 WDB Fiscal Agent in order to receive answers to questions submitted regarding this RFP, updates, material changes, and supplements to this RFP. Proposers are responsible for obtaining any such changes without further action from Area 14.

3.0 PROCEDURES FOR SUBMISSION OF PROPOSAL

3.1 RFP Availability

Copies of this RFP may be obtained by telephone, mail, Perry JFS website: perryjfs.org or e-mail from Area 14 by contacting Mendra Hupp at (740) 342-3553, e-mail: Mendra.Hupp@jfs.ohio.gov or by visiting the Area 14's Fiscal Agent's office at 212 South Main Street, New Lexington, Ohio 43764.

3.2 RFP Deliverable

All proposals must be addressed to and received by Area 14 in the following format:

Perry County Job & Family Services, Area 14 Fiscal Agent
ATTN: WIOA Area 14 Disaster NDWG RFP
212 South Main Street
P.O. Box 311
New Lexington, OH 43764-0311

on or before 10:00 a.m. June 12, 2019. Proposals should be clearly marked "WIOA Area 14 Disaster NDWG RFP." Proposals must be received at the above address prior to the specified deadline. All proposals must be time-stamped by the stated time. Proposals not so stamped will **not** be accepted. All proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer's name and address.
- Request for proposal title
- Proposal due date

3.3 RFP Original and Copies

Each proposer must submit an original and three (3) copies of its proposal. All proposals must be packaged and sealed. Proposers must submit the cost portion of the proposal in a separate sealed envelope marked "Cost Proposal". The separate, sealed cost proposal should be inserted in the sealed package.

3.4 *Inquiries*

Written questions concerning this RFP must be submitted and received by Area 14 no later than the date specified in the Calendar of Events. Questions may be submitted to the address given above or e-mailed to: Mendra.Hupp@jfs.ohio.gov. Area 14 will endeavor but shall not be required to answer any such request for information. If it does, the answers will be provided to all persons/firms who are known to have received copies of this RFP and provided their e-mail address to Area 14. All answers will be sent to the e-mail address provided by the proposer. They will also be listed on perryjfs.org.

3.5 *Revision/Withdrawal of Proposal*

Proposals may be corrected, modified, or withdrawn prior to the deadline for submission by submitting the required number of copies of such correction, modification, withdrawal or a new submission, clearly marked on the outside envelope with the appropriate heading, by the deadline listed in this RFP. Proposals may not be withdrawn or modified for a period of sixty (60) days after the opening of the proposals.

3.6 *Oral Presentations*

Selected proposers may be required to make oral presentations to supplement their proposals, if requested by Area 14. Area 14 will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to Area 14 on the date scheduled may result in rejection of the proposer's proposal.

3.7 *Limitations*

The RFP does not commit WIOA Area 14 to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for services. Area 14 reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is the best interest of the Area. Area 14 may require the selected organizations to participate in negotiations and to submit any fiscal, technical, or other revisions of their proposals that may result from negotiations.

3.8 *Contract Award*

Area 14 may award a cost reimbursement or similar contract based on offers received, without discussion of such offers with the proposers. Each proposal should, therefore, be submitted in the most favorable terms from a cost, programmatic, and technical standpoint. However, Area 14 reserves the right to conduct an on-site monitoring review of the proposer and/or request additional data, oral discussion, or presentation in support of the proposal.

4.0 GENERAL REQUIREMENTS AND PROPOSAL FORMAT

The narrative part of the proposals must present the following information and be organized with the following headings. Each heading should be separated by tabs or otherwise clearly marked. Proposals should be typed (standard typeface, 12 point font) and submitted on 8.5 x 11 white paper (no less than 1" margins) bound securely.

4.1 *Letter of Transmittal*

On business letterhead paper, prepare a letter transmitting the proposal. The letter should identify the name and phone number of a key contact person and have the signature of a person with authority to obligate the proposer. The transmittal letter shall also contain a statement that the proposal is a firm offer for a sixty (60) day period.

4.2 *Organization History and Capabilities*

Provide a current description of your organization. Include a discussion of the history of your organization and describe any experience in providing similar services to those specified in this RFP. Be specific and identify projects, dates, services performed and results. Proposers must describe their ability to provide the services offered in their proposals. At a minimum, proposals must address the following criteria to be eligible for selection:

1. Effective prior performance in the specific services to be provided; and
2. The capability to adequately administer and report upon the expenditure of funds, to include reporting expenditures by budget category;

4.3 *Qualifications of Staff*

Provide brief informal resumes describing the educational and work experiences of each staff member that will be assigned to administer and oversee the project. Stress knowledge, skills, and experience of staff related to the requirements of this RFP. Any substitutions in staff or material changes in the amount of staff time to be devoted to the project may not be made without the prior written authorization of Area 14.

4.4 *Service Components*

A. Describe how you will fulfill the scope and service requirements specified in Section 1.4. Provide supporting documentation of cited past performance.

The following general requirements must also be addressed:

- Experience developing and operating disaster recovery programs;
- Experience administering or managing federal and state grants;
- Estimated number of temporary employees to be hired; and
- Ability to clean the estimated number of sites.

4.5 Proposer References

Proposers must include in their proposal a list of public sector organizations, including points of contact (name, address, and telephone number) that can be used as references for work performed in the area of service required. Use the format shown in Attachment C to provide this information. Selected organizations may be contacted to determine the quality of work performed and personnel assigned.

4.6 Required Forms

To the narrative portion of the proposal, the following forms are required to be attached:

- Attachment A - Cover Sheet;
- Attachment B - Signature Affidavit; and
- Attachment C - Reference Form.

5.0 PREPARING THE COST PROPOSAL

5.1 General

The cost proposal should be submitted in a separate sealed envelope with the written proposal. Cost proposals will not be opened until the evaluation of the written proposals is completed by the evaluation committee. The proposal will be scored using a standard quantitative calculation where the most points will be awarded to the proposal with the lowest cost. Various costing methodologies and models are available to analyze the cost information submitted to determine the potential value to be derived by the Area. Area 14 will select one method and use it consistently throughout the evaluation.

5.2 Format for Submitting Cost Proposals

The proposer must provide budgetary information using the Excel workbook provided by WIOA Area 14. This is a separate template not in this RFP, but available on the website. Sections and tabs of the workbook must be completed with this submission include: Line Item Budget (B), Supportive (B1), Supplies (B2), Equipment (B3), Intake (B4) and Staffing Plan (C).

5.3 Fixed Price Period

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the due date for the proposals.

6.0 PROPOSAL SELECTION AND AWARD PROCESS

6.1 *Preliminary Evaluation*

A preliminary review of all proposals submitted on time to ensure the proposal adheres to the mandatory requirements specified in the RFP. Proposals that meet the mandatory requirements will be deemed qualified. Those that do not, shall be deemed non-qualified. Non-qualified proposals may be rejected at the Area's discretion. In the event that all proposers do not meet one or more of the mandatory requirements, Area 14 reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in the RFP.

Qualified proposals in response to this RFP must contain the following mandatory requirements:

- A. Timely submission – The proposal is received at the address designated above no later than the specified deadline. Proposals mailed but not received at the designated location shall be deemed non-qualified and will be rejected.
- B. Transmittal Letter;
- C. Responses to Service Components;
- D. Staff qualifications and/or resumes;
- E. Cost proposal;
- F. Cover Sheet;
- G. Signature Affidavit; and
- H. References;

6.2 *Scoring Evaluation*

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request oral presentations, and use the results in scoring the proposals.

6.3 *Right to Reject Proposals and Negotiate Contract Terms*

Area 14 reserves the right to accept or reject any and all proposals or reject any part thereof. Further, Area 14 reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into such a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the Area may negotiate a contract with the next highest scoring proposer.

6.4 *Evaluation Process*

The Area reserves the right to interview or to seek additional information relating to criteria already in the RFP from any candidate after opening the proposals, but before entering into a contract, to reject any proposal if it deems it to be in the best interests of Area 14, and to award a contract to the next qualified proposer. Area 14 reserves the right to check references identified by any proposer or associated with any previous employer of any employee of the proposer identified in the proposal.

Based upon the results of the evaluation, the Area will select the proposal deemed to be most advantageous, with price and other factors considered. The Area reserves the right to award the contract based on considerations other than price.

6.5 Award of Contract

Area 14 will prepare a contract(s) with the successful proposer(s) and recommend its approval by the appropriate members of WIOA Area 14. The successful proposer(s) will also be required to assist Area 14 in completing the ODJFS' Disaster NDWG Application that is due by **prior to June 28th, 2019**.

7.0 EVALUATION CRITERIA

7.1 Mandatory Criteria

Area 14 will evaluate the proposals based on the required criteria listed in the RFP.

7.2 Qualifications of Staff Assigned to Project

It should be noted that the evaluation criteria are designed to evaluate individuals and organizations. If the proposer is a firm whose staff will collectively fulfill the requirements, the firm should submit qualifications of individuals that will be working on the project on behalf of Area 14. Proposals, where the work is done by an unqualified employee/consultant under supervision of a qualified individual, will be deemed non-responsive.

7.3 Scoring

Proposers will receive scores based on items such as organization capabilities, knowledge and experience of staff, perceived effectiveness of the proposal and cost. See Attachment D for the evaluation scoring sheet that will be utilized to score the proposals.

8.0 PROTEST PROCEDURE

8.1 Protests

Any potential, or actual, proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:

- 1) The name, address and telephone number of the protestor;
- 2) A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
- 3) A request for a ruling by Area 14;
- 4) A statement as to the form of relief requested from Area 14;
- 5) Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.

B. A timely protest shall be considered by Area 14 if it is received within the following periods:

- 1) A protest based upon alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for the receipt of proposals shall be filed no later than 1:00 p.m. on the closing date for the receipt of proposals, as specified in the Calendar of Events, of this RFP.
- 2) If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 11:00 a.m. of the third (3rd) calendar day after the notification of intent to award date as specified in the Calendar of Events, of this RFP.

C. An untimely protest may be considered by the Area if Area 14 determines that the protest raises issues significant to the Area's procurement system. An untimely protest is one received by Area 14 after the time periods set forth in Item B of this section.

D. All protests must be filed at the following location:

Perry County Department of Job & Family Services, Area 14 Fiscal Agent
212 S. Main Street
P.O. Box 311
New Lexington, Ohio 43764

E. When a timely protest is filed, a contract award will not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless Area 14 determines that a delay will severely disadvantage Area 14 and/or the program. The proposer(s) who would have been awarded the contract shall be notified of the receipt of the protest.

F. Area 14 will issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

8.2 Caveats

Area 14 is under no obligation to issue a contract as a result of this solicitation if, in the opinion of Area 14, none of the proposals are responsive to the objectives and needs of Area 14. Area 14 reserves the right to not select any vendor should Area 14 decide not to proceed. Changes in

this RFP of a material nature will be provided to the e-mail address provided to the Area. All proposers are responsible for supplying Area 14 with a valid email address and for obtaining any such changes without further notice by Area 14.

ATTACHMENT A: COVER SHEET

AREA 14 WDB

DISASTER NDWG REQUEST FOR PROPOSAL

SECTION I. PROPOSER CONTACT INFORMATION			
Proposer Name			
Address			
Contact Name		Email	
Phone		Fax	
SECTION II. TYPE OF ORGANIZATION			
Public	Type (county, school district, college)		
Private	Type (not for profit or for profit)		
Date Incorporated (if applicable)		Tax Exempt Status	
SECTION III. ORGANIZATIONAL STRUCTURE (Select One)			
<input type="checkbox"/>	Organization is independently operated (Legally unaffiliated; Do not complete Section IV)		
<input type="checkbox"/>	Organization is affiliated with a parent organization (Complete Section IV)		
SECTION IV. PARENT ORGANIZATION INFORMATION			
Type of Affiliation	Subsidiary Chapter Branch Office Other (Describe)		
Parent Organization			
Address			
Contact Name		Email	
Phone		Fax	

ATTACHMENT B: SIGNATURE AFFIDAVIT

AREA 14 WDB

SIGNATURE AFFIDAVIT

In signing this proposal, I/we also certify that I/we have not either directly or indirectly entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other person or firm to submit or not to submit a proposal, that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor, that this proposal has not been knowingly disclosed prior to the opening of the proposals to any other proposer or competitor, that the above statement is accurate under the penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by Area 14 in this request for proposal, and declare that the attached proposal and pricing are in conformity therein.

Signature

Date

Name (Type or Print)

Firm

Title

Address

Email

Phone

ATTACHMENT C: REFERENCE SHEET FORMAT

AREA 14 WDB

FOR PROPOSER: Provide organization's name, address, and contact person, telephone number, and appropriate information on the services provided within the past 5 years with requirements similar to those included in this RFP.

1) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

2) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

3) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

ATTACHMENT D: PROPOSAL EVALUATION SHEET

Area 14 WDB Disaster NDWG RFP Evaluation

Proposal Submitted by:

Compliance Checklist for Proposal Acceptance

- Submitted by deadline
- One original and three (3) copies
- RFP formatted correctly
 - paper, font, margins
- Transmittal letter
- Organization history and capabilities
- Proposal narrative response to service components
- Cost proposal submitted in a separate sealed envelope
- Staff resumes and/or qualifications
- Required attachments:
 - Cover Sheet
 - Signature Affidavit
 - References

Evaluator's Assessment

- Responsive
- Non-Responsive

Area 14 WDB Disaster NDWG RFP Evaluation

Proposal submitted by:		
Evaluation Criteria	Maximum Number of Points	Points Awarded
EXPERIENCE AND CAPABILITIES	60	
Experience developing and operating disaster recovery programs.	8	
Experience the assigned staff have operating a disaster recovery program.	8	
Ability to provide the services in Section 1.4.	8	
Ability to clean the estimated number of worksites listed in Section 1.4.	8	
Total number of dislocated or long-term unemployed individuals to be temporarily employed.	8	
Experience administering or managing federal and state grants.	6	
Ability to report upon the expenditure of funds by budget category.	6	
Perceived ability of the proposer to perform the services specified in the RFP.	8	
Total Points Awarded	60	

PRICE AND COST	40	
Proposer's budget is complete and in the required format (e.g., budget template provided).	10	
Proposer's administrative costs do not exceed the cap in Section 2.3.	10	
Proposer's budget does not exceed the estimated available funds.	10	
Proposer's budget meets the spending goals outlined in Section 2.3.	10	
Total Points Awarded	40	
Grand Total Points Awarded	100	
Comments:		
Evaluator's Printed Name		
Evaluator's Signature		Date

Please see the excel spreadsheet on website: perryjfs.gov. and/or ohioarea14.org This will be a separate template aside from the RFP. Please see section 5.2 for more information regarding what tabs must be completed.

