

REQUEST FOR PROPOSAL

The Board of Highland County Commissioners through the Highland County Department of Job and Family Services is seeking qualified provider(s) for TANF programs for eligible residents of Highland County. Contracted services are to be provided during the period of July 1, 2022 through June 30, 2023.

Requirements for this program are outlined in the Request for Proposal (RFP) package. The proposal(s) scoring criteria to be used in rating proposals are included in the RFP package. We strongly urge you to review the criteria prior to completion of the RFP to better understand how the contract(s) will be awarded.

The RFP package is attached to this announcement and may be obtained at the Highland County Department of Job and Family Services, 1575 North High Street, Suite 100, Hillsboro, OH 45133, (937)393-4278.

Deadline for submission: **12:00 Noon on Friday May 27th, 2022. Any proposal arriving later than 12:00 Noon May 27th, 2022 will be considered unresponsive and will not be reviewed.**

The Board of Highland County Commissioners and the Highland County Department of Job and Family Services reserve the right to reject any and all proposals in whole or in part.

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
REQUEST FOR PROPOSALS
May 2022**

The Highland County Department of Job and Family Services is seeking proposals from qualified vendors to provide TANF case management services that may that are of sufficient intensity and duration to meet Ohio Works First (OWF) participation requirements as well as programs to assist TANF eligible families achieve self-sufficiency while meeting at least one of the following TANF purposes:

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

This purpose covers only needy families so children may live with their parents or other relatives. (Under Ohio law, legal guardians and legal custodians stand *in loco parentis*.) A needy family is one that meets the income and/or resource standards established by the state in its TANF plan. A state may establish a variety of income and resource standards for “assistance” and other services and benefits.

This purpose is not limited to benefits that are within the regulatory definition of “assistance”. A state may provide other services in support of this purpose. For example, funding home repairs for needy families would be consistent with the purpose.

Purpose 2: “To end the dependency of needy parents on governmental benefits by promoting job preparation, work and marriage”

A state could help any needy parent, including a non-custodial parent or a working parent, by providing employment, job preparation or training services. Examples of potential services include job or career advancement activities, marriage counseling, refundable earned income tax credits and employment services designed to increase the non-custodial parent’s ability to pay child support. Activities that promote any one of the objectives – job preparation, work and marriage – would be consistent with this purpose.

Case management services shall be provided to TANF eligible individuals who have disclosed, have, or appear to have a physical or mental condition that substantially limits one or more major life activities. In compliance with Ohio Administrative Code 5101:1-13-02 and the Americans with Disabilities Act, the Highland County Job and Family Services Agency is making accommodations allowing persons with disabilities an equal opportunity to benefit from all programs, services and activities offered.

Funds must be used to provide services to TANF eligible families with a minor child in receipt of Ohio Works First (OWF) cash assistance or, TANF eligible families who may be applying for OWF assistance.

Highland County Department of Job and Family Services will determine eligibility for all TANF programs and will refer individuals to appropriate services/programs.

At the discretion of the Highland County Department of Job and Family Services based on the availability of funds and other factors considered, contract(s) awarded as a result of this RFP may be extended for up to three contract periods. The funding of programs and services which have demonstrated satisfactory performance during their initial contract period will not have to respond to a new Request for Proposal solicitation.

Funding for these services is dependent upon the availability of federal, state, and local funds.

Each proposal must address the following:

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| Project Description: | Provide a detailed description of the services to be provided, including what will be done and a proposed time line for project completion. Proposal should be no more than four (4) pages (excluding budget format). |
| TANF Purpose: | Describe the TANF purpose being addressed and how the project meets that purpose. |
| Benefits and Performance Measures: | State the benefits expected to be derived from this project and include realistic and measurable outcomes and the method of measurement as well as how successful performance will be documented. |
| Sustainability: | Explain how the project will be funded once TANF dollars are no longer available. Describe the status of efforts to pursue other funding sources. |

Budget: A projected budget which includes all costs associated with operation of this project. Projected time frame for the budget is July 1, 2022 through June 30, 2023. Budget format to be used is included as **Attachment I**.

Proposal Submission

Proposals must be submitted to:
Jeremy Ratcliff, Director
Highland County Department of Job and Family Services
1575 North High Street, Suite 100
Hillsboro, Ohio 45133

PROPOSALS MUST BE RECEIVED BY THE HIGHLAND COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES NO LATER THAN 12:00 PM ON FRIDAY MAY 27TH, 2022. FAILURE TO MEET THIS DEADLINE WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.

Award Method

All valid proposals will be reviewed for their ability to assure the best and most successful delivery of services and the most competitive costs for providing services to TANF eligible Highland County residents (considering lowest and best cost as well as total final cost). Contact(s) will be awarded to the responsible provider(s) whose proposal(s) are the most advantageous to the Highland County Department of Job and Family Services and the Board of Highland County Commissioners, price and other factors considered. The scoring tool to be used is included at **Attachment II**.

One year contracts will be awarded with effective dates of July 1, 2022 through June 30, 2023. Successful programs may be extended for an additional two contract periods.

Unsuccessful bidders will be notified promptly.

The Board of Highland County Commissioners and the Highland County Department of Job and Family Services reserve the right to reject any and all proposals in whole or in part.

All providers must comply with all equal opportunity laws and regulations.

**ATTACHMENT I
BUDGET FORMAT**

Category	Annual Budget	Description/Justification
<i>Salaries/Wages</i>		
<i>Fringe Benefits</i>		
<i>Contract Services</i>		
<i>Supplies</i>		
<i>Equipment</i>		
<i>Other/Miscellaneous</i>		
<i>Administrative/Indirect Costs</i>		
Total Project Cost		

**ATTACHMENT II
PROPOSAL SCORING TOOL**

PROPOSAL SCORING TOOL

POINTS	APPLICANT RESPONSE	COMMENTS
Max = 15	Project description adequately details service(s) to be provided.	
Max = 10	Proposal adequately addresses how project will meet the indicated TANF purpose.	
Max = 15	Proposal adequately describes expected benefits to be derived from the project.	
Max = 20	Proposal includes realistic and measurable outcomes, method of measurement and method of documenting successful performance.	
Max = 40	Budget: Individual cost sections are complete and accurate. Program service costs deemed appropriate and reasonable.	
Max = 100	TOTAL POINTS	