

Request for Proposal
Food Assistance Employment & Training
Job Readiness Program

Purpose

The CCDJFS is seeking a private vendor to provide classroom instruction for Columbiana County Able Bodied Adults Without Dependents (ABAWD) in receipt of food assistance. The intent of this program is to assist ABAWD participants in gaining skills and training that will increase their ability to obtain employment, increase their financial stability and ultimately become self-sufficient.

Scope of Work

The proposing vendor will conduct Job Readiness classes.

Specific services will include:

1. Structured classroom instruction
2. Classes are to be provided to ABAWD participants on a monthly basis
3. 24 hours total instruction per month
4. The classes should be offered the months of Oct. & Nov. 2017 and January-September 2018 for a total of 11 classes.
5. Classes must be completed within 30 days of the first session.
6. Promote the classes to the ABAWD clients at monthly meetings held at the CCDJFS (15 minute presentation limit)
7. Register clients for the job readiness classes
8. Coordinate a class site in Columbiana County that is central to the participants
9. Tracking of attendance, progress and success of each participant
10. Provide all training materials for the classes
11. Coordinate, issue, track and assist in reconciliation (issued vs. redeemed) of all transportation vouchers and passes along with ensuring all required documentation justifying the transportation expenses are properly recorded and submitted to the CCDJFS within agreed upon timeframes
12. Issue certificates to participants that successfully complete the class
13. Cooperate with the CCDJFS contract monitoring and evaluation activities
14. Invoice the CCDJFS each month

Submission Criteria

A detailed description relating to the delivery of these services should be included in your proposal to include the following:

1. All inclusive plan: class location, class schedule (how many sessions & the length of the sessions, maximum class size, who will be responsible for implementation and ongoing progress of services, their roles and responsibilities relating to the delivery of these services, etc.
2. Time-lines
3. Explain whether or not this service is funded by any other grants, agreements or contracts. If you receive funding from other grants, agreements or contracts; please explain the effect it has on the service in this RFP.
4. Experience
5. Qualifications
6. Invoicing procedures
7. Budget including training materials, registration fees etc.
8. Unit rate and a narrative of how you arrived at the unit rate
9. Copy of the curriculum

Proposals must be received no later than 4:30 p.m. on September 1, 2017.

Proposals may mailed or hand delivered to the attention of Susan Hawkins at the Columbiana County Department of Job and Family Services, 7989 Dickey Dr. Suite 2, Lisbon, Ohio. Faxes will not be accepted.

Proposals must be typed using a 12 point font, doubled spaced on 8.5x11 paper

Please submit one original proposal plus one copy

The cover sheet of the proposal must be signed by the proposer's authorized representative.

All pages of the proposal shall be sequentially numbered.

Contact Information

Questions and comments may be addressed to: Susan Hawkins by phone at 330-420-6674 or by e-mail at Susan.Hawkins@jfs.ohio.gov or in person with a prior appointment at Columbiana County Department of Job and Family Services, 7989 Dickey Dr., Suite 2 Lisbon, Ohio 44432.

The Columbiana County Department of Job & Family Services reserves the right to reject all proposals based on specifications, appropriateness of program goals, criteria or lack of funding. The contract will be awarded to the proposal judged best in terms of costs, performance and need.