

Columbiana County Department of Job and Family Services

Request for Proposal of Summer Youth Employment Program (SYEP) Processing Wage Subsidy Services

Prevention, Retention, & Contingency Services

Issue Date: April 2, 2025

Deadline for Submission
of Proposals: April 16, 2025 at 4:00 P.M.

Contact information for
Technical assistance: Tracy Lockhart, Fiscal Specialist
Business Office
Columbiana County Dept. of Job & Family Services
7989 Dickey Drive, Suite 2
Lisbon, Ohio 44432
330-420-6671
tracy.lockhart@jfs.ohio.gov

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Section 1 Purpose

The Columbiana County Department of Job and Family Services (CCDJFS) announces the release of a Request For Proposal (RFP) for the purpose of obtaining proposals from all government and educational entities; private non-profit, private for profit, faith based organizations; or individuals for the purpose of selecting vendors to provide: Processing Wage Subsidy Services for the Summer Youth Work Experience Program.

Section 2 Background

Columbiana County Job and Family Services is a triple combined social service agency administering public assistance, child support, and children services programs.

CCDJFS does not discriminate on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief or citizenship in the awarding of contracts. The CCDJFS is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities.

Section 3 Scope of Work

Services being sought are: Processing Wage Subsidy Services for the Summer Youth Work Experience Program. The Summer Youth Work Experience Program is targeted to Columbiana County **14-18 year-old youth**, who are TANF eligible based upon PRC eligibility guidelines. The intent of the program is to give Columbiana County youth a positive work experience during the summer months and to provide them with the opportunity to acquire soft skills training which is essential for future involvement in the workforce.

Wage Subsidy Services must include the following:

- Provide Worker's Compensation coverage, claims administration & monitoring, premium reporting & payment
- Process SYEP participant time sheets submitted by the worksites
- Issue SYEP participant wage subsidy benefits every other week prior to CCDJFS reimbursement with an accumulative total payroll upwards of \$74,769.00 over the entire grant period
- Handle any wage subsidy concerns in an expeditious manner
- Responsible for all required wage withholding including Payroll Taxes, Unemployment (private profit worksites only, not government or non-profit worksites) and Worker's Compensation
- Prepare SYEP participant W-2 Forms and mail to the participant's home address
- Provide the CCDJFS with a wage subsidy report which includes the employee's name, check amount, check number, check date and breakdown of withholdings.
- Responsible for communication with SYEP worker and have the capability of handling phone calls from SYEP workers regarding payroll questions and concerns
- Act as a temporary co-employer with the SYEP work sites.
- Assist the SYEP worker with payroll services application process including paperwork on **SYEP Application Days** (dates to be determined at a later date).

TANF Purpose- the TANF Summer Youth Employment Program meets the first two purposes of TANF:

- 1. To provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives.**
- 2. To end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.**

Section 4 Available Funds

The amount of funds available under this RFP should be expended from May 1, 2025-September 30, 2025. The amount of any award is dependent upon the availability of funding through allocations received from the Ohio Department of Job and Family Services. Funds may not be used to supplant existing programs; they may be used to expand existing programs. One or more proposals may be selected to provide the described services.

Section 5 Submission Criteria

Proposals must be submitted to the CCDJFS in strict accordance with proposal submission instructions provided in this section. Any proposal failing to follow the entire proposal acceptance criteria listed below shall be disqualified from consideration.

Proposals must be received no later than **4:00 P.M. on April 16, 2025.**

Proposals must be mailed, e-mailed or hand delivered to Columbiana County Department of Job and Family Services, 7989 Dickey Drive, Suite 2, Lisbon, Ohio, 44432. Faxes will not be accepted. No confirmation of mailed proposals received can be provided. Materials received after the deadline date will not be added to previous submissions and will not be considered.

DO NOT PUT THE PROPOSAL IN ANY TYPE OF BINDER. CCDJFS reserves the right to reproduce proposals.

Proposals should not be bound at the edges. Anything used to fasten the proposal together in a permanent manner such as three-ring binders, spiral binders, staples, or report covers is considered a binder. Rubber bands, paper clips and binder clips may be used to fasten proposals together, as these are easily removed. Also, proposal sections may not be separated using tab systems. **Proposals received in a binder will not be reviewed for funding consideration. This requirement will be strictly enforced.**

One original and **3 copies** of the proposal must be submitted including narrative, budget, budget narrative and measurable outcome chart.

All required forms and **attachments** must be completed and signed by the proposer's authorized representative and included in the proposal.

An index page should be included at the beginning of your proposal.

All pages shall be **sequentially numbered.**

It is mandatory that proposals be organized in the requested order, and that, wherever appropriate, sections/portions of the proposal make reference by section number/letter to those RFP requirements to which they correspond.

Section 6 Contact information

Proposers are cautioned that communication attempts which do not comply with instructions provided in this section of the RFP will not be answered.

Questions and comments may be address to: Tracy Lockhart by phone at 330-420-6671 or by e-mail at tracy.lockhart@jfs.ohio.gov or in person with a **prior appointment** at Columbiana County Department of Job and Family Services, 7989 Dickey Drive, Suite 2, Lisbon, Ohio 44432.

Section 7 Anticipated procurement time table

April 2, 2025	RFP released
April 11, 2025	Q&A period closes. No further inquiries will be accepted.
April 16, 2025 4:00 P.M.	Deadline for proposer to submit proposal
April 18, 2025	CCDJFS issues contract award letters (estimate)
May 1, 2025	Contract begin date, (estimated, work may not begin prior to Columbiana County Board of County Commissioners accepting and signing the contract)
Sept. 30, 2025	Contract end date (all work must be satisfactorily completed by this date)

There is a possible rollover/renewal/extension for a second year (2026) if funding is available and it is determined that the program will be continued.

Section 8 Proposer Qualifications

Any government, educational entities; private non-profit, private for profit, faith-based organizations; or individuals with twelve consecutive months of documented, successful experience within the past two years in providing appropriate/comparable services are eligible to apply.

Section 9 Selection Process

The selection process will use the score sheet included **as attachment 2**. The selection process is divided into two phases. In the first phase, all the proposal acceptance criteria must be met by the proposer before the proposal will receive further consideration. In the second phase, the evaluation criteria will be judged on a numeric scale by the Review Committee. The Review Committee will be composed of CCDJFS representatives including, but not limited to, the agency director and at least one other program staff member. A proposal which is incomplete, vague, unjustifiably wordy, unclear, or poorly organized may not be successful. CCDJFS reserves the right to select one or more vendor/sub-recipients to enter into a contract with and to select all or part of a proposal.

Section 10 Compliance with Various Codes and Regulations

As a condition of entering into a contract with CCDJFS, the vendor/sub-recipient agrees to comply with the following requirements by signing the Representations, Assurances, and Certifications: **(attachment 1)**

Health Insurance Portability & Accessibility Act (HIPAA) 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the vendor/sub-recipient from or on behalf of CCDJFS that meets the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health and Human Services, specifically 45 CFR 164.501 and any amendments thereto.

Accessibility of Program to Handicapped section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

Civil Rights: there shall be no discrimination against any client or any 'employee because of race, color, sex, religion, national origin, handicap, or any other factor as specified in Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973; the Age of Discrimination Act of 1975; Title IX of the Education Act of 1972; the Omnibus Budget Reconciliation Act of 1981; the Americans with Disabilities Act of 1990; Section 1808 of the Small Business Job Protection Act (adoption); the Multi-Ethnic Placement Act of 1994 (MEPA) and the Inter-Ethnic (adoption) Provisions of 1966 (IEP) and subsequent amendments. It is further agreed that the Vendor/sub-recipient will comply with all appropriate federal and state laws regarding such discrimination and the right to and method of appeal will be made available to all persons under this contract. Any organization found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

Standard Code of Conduct: No vendor/sub-recipient, individual, company or organization seeking a contract shall promise to or give to any CCDJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.

No vendor/sub-recipient, individual, company or organization seeking a contract shall solicit any CCDJFS employee to violate any of the conduct requirements for employees.

Any vendor/sub-recipient acting on behalf of CCDJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any vendor/sub-recipient or potential vendor/sub-recipient who violates the requirements and prohibitions defined here, or of Section 102.04 of the Ohio Revised Code is subject to termination of

the contract or refusal by CCDJFS to enter into a contract. CCDJFS employees and vendor/sub-recipients who violate sections 1052.03, 102.04, or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.

Equal Employment Opportunity: Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, and as supplemented in department of Labor regulations (41 C.F.R. chapters 60). (All construction contracts awarded in excess of ten thousand dollars by grantees and their vendor/sub-recipients or sub-grantees).

Copeland "Anti-Kickback" Act: 18 U.S.C. 874 as supplemented in department of labor regulations (29 E.F.R. Part 3).

Contract Work Hours and Safety Standards Act: Compliance with sections 3702 and 3704 (40 U.S.C. 3701-3708) as supplemented by department of labor regulations (29 C.F.R. Part 5)

Debarment and Suspension: any proposer who is debarred or suspended or is otherwise ineligible for participation in a federal assistance program under Executive Order 12549 and 12689, including 7 C.F.R. Part 3017, 29 C.F.R. Part 97 and 45 C.F.R. part 76; has an unresolved finding for recovery issued by the auditor of state on or after January 1, 2001, will not be eligible to enter into a contract with CCDJFS.

Drug Free Work Place: pursuant to The Drug-Free Workplace Act of 1988, and its implementing regulations codified as 29 CFR 98, Subpart F.

Several codes are mentioned in this RFP and attachments. To review the entire code please go to the following websites:

Ohio Revised Code (O.R.C.) <http://codes.ohio.gov/>

Code of Federal Regulations (C.F.R.) [Code of Federal Regulations \(Annual Edition\) | GovInfo](#)

Contact the CCDJFS person listed on the cover sheet of this RFP if you have difficulty finding the needed information.

Domestic Preferences for Procurements – As appropriate and to the extent consistent with law, the agency should, to the greatest extent practicable under a Federal Award, provide a preference for the purchase acquisition, or use of good, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

Prohibitions for Purchases of Telecommunication & Video Surveillance from Selected Vendors – Agencies must not award contracts, renew contracts or expend any federal grant funds to purchase or obtain equipment or services that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system which are produced by Huawei Technologies or ZTE Corporation (or any subsidiary or affiliate of such entities).

- For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- Telecommunications or video surveillance services provided by such entities or using such equipment
- Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Section 11 Public information disclaimer

All proposals and any other documents submitted to CCDJFS in response to the RFP shall become the property of CCDJFS. After the selection of the vendor/sub-recipient, any proposals submitted in response to an RFP are deemed to

be public record pursuant to O.R.C. 149.43. The term "proposal" shall mean both the technical and the cost proposals, any attachments, addenda, appendices or sample products. Under the requirements of the Freedom of Information Act (5 USC 552), the contents of proposals or other information submitted to the CCDJFS is subject to public release upon request, except those items specifically exempt from disclosure. Such disclosure shall only take place after this RFP process is completed. The vendor/sub-recipient shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the vendor/sub-recipient is alerted that this marking is advisory only and not binding on the CCDJFS. If there is a request from the public under F.O.I.A. to inspect any part of the proposal so marked, the CCDJFS will advise the vendor/sub-recipient and request further justification in support of the "proprietary" marking. If the CCDJFS, after receipt of the justification, determines that the material is releasable, the vendor/sub-recipient will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

Section 12 Contractual Requirements

Any contract resulting from the issuance of this solicitation is subject to the terms and conditions of the vendor/sub-recipient contract.

Section 13 Invoicing

Invoices must be received by the CCDJFS by the end of the month following the month of service. Payments will be contingent upon receipt of documentation that services provided are consistent with those described in the approved contract and the specification of this RFP, and the documentation is adequate to support reports/billings. The CCDJFS reserves the right to request and review supporting documentation or other materials necessary to make this determination. Such invoices shall include monthly actual expenditures, the number of persons served, number of units, and amount claimed based on the negotiated contract in each eligibility category for each service covered in the contract. The CCDJFS will review such invoice for completeness, accuracy and for any information necessary before making payment within thirty days after the receipt of an accurate invoice. **Invoices not received within 14 days of the end of the month in which service was provided will not be accepted for payment.** The reported expenditures submitted are subject to adjustment by the CCDJFS before such payment is made in order to adjust mathematical errors, incorrect rates, or non-covered services. The reported expenditures are subject to audit by appropriate state or federal officials or an independent audit.

Section 14 Request for Tax Payer Identification (W-9) Requirements

The successful proposer will be required to complete a Request for Tax Payer Identification (W-9) form as provided in **attachment 3.**

Section 15 Reporting Requirements

End of Contract Reports are to be received into the CCDJFS within 15 days of the close of the contract.

Section 16 Other Requirements

CCDJFS reserves the right to waive minor proposal defects, and to require clarifications or other additional information from interested proposer prior to finalizing a selection of a vendor/sub-recipient.

Costs incurred in the preparation of this proposal are to be borne by the proposer, and CCDJFS will not contribute in any way to the costs of preparation.

All contracts will require that the vendors maintain confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

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

Periodic monitoring and evaluation activities will be completed, as deemed necessary, by the CCDJFS to ensure compliance with the terms of the contract.

Section 17 Attachments

Attachment 1 **Representations, Assurances, and Certifications** – must be completed by proposer, signed and returned as part of proposal.

Attachment 2 **Proposal Evaluation Scoring Sheet** – provided for proposer self-evaluation purposes, not to be completed or returned.

Attachment 3 **W-9** - must be completed by proposer, signed and returned as part of the proposal.

Please address these items in your RFP Proposal:

- Your knowledge about federal and state laws, including ODJFS, in regard to the requested proposed services.
- Your experience with providing similar services.
- Cost of proposed service
- Explain the forms of pay your service offers i.e., direct deposit, pay card or paper check
- Describe in detail how you will guarantee the SYEP worker will receive their pay on their actual pay date
- Explain the process of submitting payroll hours to your company
- What are your expectations of the CCDJFS in the hiring and payroll process?
- Provide a list of forms you require the SYEP worksites to complete as a co-employer
- Provide a sample packet of forms the SYEP worker is required to complete
- Some of our SYEP families require documentation of income for specific periods of time. Explain how the CCDJFS would obtain reports to document income for a specific time frame.
- The CCDJFS is required to report worksite and youth worker information to the State. Explain your capabilities of sharing information electronically with the CCDJFS, i.e., Excel Spreadsheet or some other type of computerized software.
- Establish a private pay unit rate and explain in detail how you arrived at that rate. Even if you do not provide the proposed service to private pay individuals, we need this information to prove the cost you are charging the CCDJFS is equal to or less than what would be private pay. All proposers are required to submit a private pay unit rate regardless of your invoicing method. Proposals submitted without a private pay unit rate will be considered incomplete.
- Provide up to date State of Ohio Minor Labor Laws
- Explain your involvement, requirements and tracking of work permits should the program extend beyond the summer and after school is in session
- Proposers are required to submit copies of their most recent audit. If there were findings within the audit report, the CCDJFS is requesting a copy of any corrective action plan put in place in response to the finding. According to the Uniform Guidance if an entity expends \$1,000,000.00 or more in federal funds, they are required to have a single audit conducted annually.
- Any other information you feel would be applicable.

Attachment 1**REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS**

1. Name of organization / individual: _____
Mailing Address: _____
3. Website: _____
4. Tax ID or Social Security No.: _____
5. Telephone Number: _____
6. Name and telephone number of the person(s) who has the authority to submit proposals:

7. Name and telephone number of the person(s) who has the authority to sign contracts:

8. The legal status of the bidder's organization (e.g., corporation, sole proprietorship, post-secondary education institution, etc.):

9. Date of establishment /incorporation: _____
10. Federal Employer Identification Number (FEIN): _____
11. Worker's Compensation Account Number: _____
12. Unemployment Insurance Account Number _____
13. Is the company co-owned or controlled by a parent company? ☐ Yes ☐ No
If yes, name of parent company: _____
14. Is the bidder authorized / licensed to do business in the state of Ohio? ☐ Yes ☐ No
15. Are employees associated with this program U.S. Citizens? ☐ Yes ☐ No
 - a. If not a U.S. Citizen, does employee have the legal right to be in the United States? ☐ Yes ☐ No
 - b. If not a U.S. Citizen, is employee legally authorized to work in the U.S. ☐ Yes ☐ NoIf yes, please provide proper documentation of authorization to work.
16. Is the bidder bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules?
☐ Yes ☐ No
17. The company certifies that it is not debarred nor suspended under Federal and State rulings from receiving Federal funds.
☐ Yes ☐ No
18. The company certifies that its' organization is not on the EPA list of Violating Facilities, but is in compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act 42 USC 1857 (h); Section 508 of the Clean Water Act 33 USC 1368; Executive Order 11738; and Environmental Protection Agency Regulations 40 CFR Part
☐ Yes ☐ No
19. The company certifies that its' organization is required to report any violations to the State / County agency and to the U.S. EPA Assistant Administrator for Enforcement (EN-329)
☐ Yes ☐ No

20. Does the company have current or future plans for a buy-out or sale? ☐ Yes ☐ No
21. The company certifies that its' organization and/or its' principals are not on the General Services Administration" List of Parties Excluded from Federal Procurement or Non-procurement Programs" in accordance with Executive Orders 12549 and 12689. ☐ Yes ☐ No
22. The company certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work-related to this Request for Proposal. ☐ Yes ☐ No
23. The company certifies that its' organization will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. ☐ Yes ☐ No
24. The company certifies that its' organization shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. ☐ Yes ☐ No
25. The company certifies that it is a drug-free workplace ☐ Yes ☐ No
26. The company certifies that it is not delinquent on any Federal, State, County or local debt. ☐ Yes ☐ No
27. The company certifies that it has no unresolved audit findings with the Auditor of State. ☐ Yes ☐ No
28. The company certifies that it is in compliance with the American with Disabilities Act (ADA) ☐ Yes ☐ No
29. The company certifies that all information contained in this proposal is true and correct and shall be open to verification, should the CCDJFS choose to do so. ☐ Yes ☐ No
30. The proposer warrants that the costs quoted for services are not in excess of those that would be charged any individual for the same services performed by the proposer. ☐ Yes ☐ No

(Provider's Authorized Representative Signature)

Sworn to and subscribed before me this _____ day of _____

(Notary Public)

Ohio

My commission expires _____

Attachment 2

Proposal Evaluation Scoring Sheet

Vendor/sub-recipient Name: _____

Proposed Service: _____

The proposal must meet all the following proposal acceptance criteria in order to be considered for further evaluation. Any proposal receiving a "no" response to any of the following criteria **may be disqualified from consideration. Proposals with a score below 40 will not be considered.**

Proposal submission

Was the proposal received by the deadline? _____yes _____no

Was proposal received appropriately? _____yes _____no

(received at the designated location)

Is the Representations, Assurances, and Certifications signed by the responsible vendor/sub-recipient? _____yes _____no

Were the correct number of copies of the proposal received? _____yes _____no

Were all required forms completed and submitted and in the correct order? _____yes _____no

Is there a current Audit on file & no findings? _____yes _____no

Organizational experience/capabilities/qualifications

Maximum number of points for each sub-section is 10 (20)

_____ Prior experience in providing SYEP service

_____ Prior service statistics

Scope of Work

Maximum number of points for each sub-section is 10 (40)

_____ Did the proposer address all areas of wage subsidy services listed in the RFP?

_____ Did the proposer demonstrate knowledge of federal & state laws, including ODJFS, regarding the proposed services?

_____ Is the proposer willing to act as a co-employer with the worksite?

_____ Is the proposer able to wait for payroll expense reimbursement after the youth's pay date? (It is not allowable for TANF funds to be advanced, only reimbursed.)

Budget

_____ (25)

_____ Appropriate Administrative Costs

Comments:

Name of scorer

Total Points

(85)

W -9

**Please See Attachment on CCDJFS Website.
It can be found on the same page as the RFP link.**

Check List

Each proposal must contain the following:

- ___ DO NOT PUT THE PROPOSAL IN ANY TYPE OF BINDER
- ___ Original and 3 copies of proposal
- ___ Index Page
- ___ All pages are sequentially numbered
- ___ Program Information/Narrative
- ___ Private Pay Unit Rate and details on how you arrived at that rate
- ___ List of project deliverables
- ___ Explanation of how you will be reporting your services
- ___ Copy of your most recent audit

- ___ Attachment 1 Representations, Assurances, and Certifications
- ___ Attachment 3 W-9 Form, return signature page only