

**Richland County Job and Family Services
Request for Letterhead Quotes
TANF Summer Youth Employment Program**

I. Purpose

Richland County Job and Family Services is soliciting quotes to identify a vendor to assist the agency in implementing a TANF Summer Youth Employment program for youth ages 14 – 21. This Request for Quotes is released by Richland County Job and Family Services and the subsequent contract will be a contract between the vendor and Richland County Job and Family Services.

Richland County Job and Family Services will designate Employment Services Counselors to work with the contractor to implement the Summer Youth Employment program. The contract period for the program is expected to begin June 11, 2010 and end August 31, 2010. No extensions or renewals are planned for the contract resulting from this Request for Quotes.

Richland County Job and Family Services will only accept quotes from vendors that demonstrate their capability to provide the requested services and meet the specifications as outlined in this Request for Quotes. Richland County Job and Family Services is under no obligation to enter into a contract with any vendor as a result of this solicitation if none of the quotes is deemed to be responsive to the objectives of the solicitation.

II. Time and Date of Submission

Organizations, companies, or agencies interested in submitting letterhead quotes must make their submission **no later than 5:00 PM on Friday, June 4, 2010**. Faxes and mailed submissions will not be accepted. Only quotes submitted via e-mail will be accepted. Letterhead quotes must be addressed to Lori Bedson, Assistant Director, and e-mailed to bedsol@odjfs.state.oh.us.

All submissions must be e-mailed by the above date and time. Letterhead quotes received after the deadline will not be considered. Confirmation of quotes will be provided via e-mail response.

III. Procurement and Project Timetable

June 2, 2010	RCJFS releases Request for Letterhead Quotes on the RCJFS website (www.rcjfs.net)
No later than 5:00 PM on June 4, 2010	Deadline for vendors to submit Letterhead Quotes via e-mail (bedsol@odjfs.state.oh.us)
June 9, 2010	Notification of award to selected vendor(s)
June 11, 2010	Contract effective date
August 30, 2010	All program work must be completed
September 7, 2010	All invoices and reports must be received

IV. Questions and Answers

All questions pertaining to the Request for Quotes must be directed to Lori Bedson, Assistant Director, via e-mail at bedsol@odjfs.state.oh.us. Questions and answers will be posted on the RCJFS website (www.rcjfs.net).

V. Qualifications

In order to be considered for the program described in this Request for Quotes, interested vendors must meet the following qualification requirements:

- a. are governmental entities, private for profit or non-profit agencies, corporations or local educational agencies;
- b. are capable of providing the requested services;
- c. are able to meet the program timelines; and
- d. can demonstrate experience providing similar services.

VI. Scope of Work

The purpose of this Request for Quotes is to secure the services of one (1) vendor to assist Richland County Job and Family Services staff in implementing a TANF Summer Youth Employment Program for youth ages 14 – 21. The TANF Summer Youth Employment Program will serve 174 youth (younger youth ages 14 – 18 and older youth ages 19 – 21).

VII. Deliverables

- A. Assist Richland County Job and Family Services in developing appropriate worksites for youth, completing worksite agreements, and conducting orientation sessions for worksite supervisors.
- B. Conduct outreach and recruitment activities to identify potential TANF eligible youth participants.
- C. Conduct orientation sessions to inform youth of worksite rules/codes of conduct; to complete youth payroll paperwork; and to distribute worksite assignments.
- D. Provide job coaching to youth placed at worksites (address work ethic and discipline issues, identify and address on-the-job training and/or uniform/equipment needs).

VIII. Vendor Compensation

Vendors are to propose their firm, fixed, all-inclusive cost for each deliverable. The proposed prices for each deliverable are to represent the entire cost the vendor offers for the full and successful completion of the deliverable. The sum of the proposed cost of all deliverables to be performed under the resulting contract will be the vendor's maximum

total cost for successful completion of the work described in this Request for Letterhead Quotes. The sum of the proposed cost of all deliverables must not exceed \$24,900. The total award for a single proposal will be for the full duration of the program (June 11, 2010 through August 31, 2010) and will correspond to the approved budget. Compensation will be made on a monthly basis via the submission of invoices.

IX. Format of Submission

The quote should be no more than two to four (2 - 4) pages in length, excluding vendor attachments. The quotes must be written on official letterhead and formatted in 12-point font, single-spaced, with one-inch margins.

The quote must include a cover letter signed by the authorizing representative and must include the following:

- Brief description of the vendor's qualifications (addressing the items listed under section V – Qualifications).
- Cost/Price quote for each deliverable to include a rationale or justification for the cost.
- Total program cost budget that is the sum of all cost/price quotes for the deliverables.

X. Selection Process

Based on the information provided in the letterhead quotes and the adherence to specifications set forth in this Request for Letterhead Quotes, a review committee will determine the vendor to be awarded the contract. Quotes containing false or misleading statements will be rejected. Written notification will be made to all Applicants who submit a letterhead quote.

Richland County Job and Family Services reserves the right to reject any or all quotes. The selection of the review committee shall be final.

XI. Contractual Requirements

- All contracts negotiated will be on a cost reimbursement basis.
- Profit is allowable
- Equipment—Not allowable
- Monitoring—Contracts will be subject to announced and unannounced monitoring by Richland County Job and Family Services.
- Subcontracting—No subcontracts allowed
- Assurances—Must be signed by an authorizing representative
- Payment— Invoices will be submitted each month to Richland County Job and Family Services within five (5) working days of the month for which services have been rendered. The Contractor shall make all reasonable efforts to include all services provided during the service month on the invoice. Richland County Job and Family Services will review the invoice

for completeness and accuracy and make payment within 30 days of receipt of an accurate invoice. An invoice that contains errors, incorrect rates or non-covered services is subject to adjustment prior to issuance of payment. The final invoice for services must be received five working days of the end of the contract period to ensure payment. Richland County Job Family Services will make payment for all invoices received in accordance with the terms of the contract. Richland County Job and Family Services will only pay for those services authorized. The contractor will indicate the contract number and federal I.D. number on all invoices submitted for payment. A Roster of Clients Served in the service month must be attached to the monthly invoices.