

Richland County Board of Developmental
Disabilities (RCBDD)

Ready For Hire

Request for Proposal (RFP)

Proposals must be received no later than 3:00 PM

April 10, 2023

For additional information, please contact:

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and

Gary George RCBDD Employment Navigation

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Mission:

Richland County Board of Developmental Disabilities is dedicated to supporting people to be valued members of their community and to live the life they desire.

Vision Statement:

Richland County is a community that values and respects the abilities of all people.

Values

Dignity & Respect

- All individuals have an inherent right to be treated with dignity and respect.
- The agency values its employees and promotes a positive working environment.

Personalized Service

- Individuals have the power to make decisions to truly control their lives.
- The agency fosters an environment that nurtures growth, discovery, creativity, and collaboration.

Community

- Individuals are encouraged to be engaged in their community.
- Agency partnerships improve the quality of support and provide opportunities for individuals and families.

Excellence

- Individuals have access to high quality services to help them live the lives they choose.
- The agency continues to be a leader in its industry.

Accountability

- As individuals take control and authority over their lives and resources, they assume greater responsibility for their decisions and actions.
- The agency utilizes resources in the most efficient and effective manner possible.

Project Background

- Richland County Board of Developmental Disabilities (RCBDD) has collaborated with the **SPARC Council** to co-design a proposal for the *Ohio Department of Education After School & Summer Learning Grant* to provide expanded opportunities for students to participate in work based learning experiences, innovative employer, and program site based learning experiences that prepare students for a career. This will expand our county's ability to impact more youth who are in need of more opportunities to engage in career readiness activities while in high school.

Purpose of SPARC Summer Programming

- Richland County Board of DD (RCBDD) has experience and expertise in facilitating a community-based summer program teaching skills for living, independence, and career exploration for transition age youth. RCBDD has collaborated with Richland County Juvenile Court, RNI, INC., Ohio Means Jobs, and other partnering businesses and community agencies in the past (2018, 2019 and 2021) to provide these opportunities.
- The purpose of SPARC Summer programming is to provide services to students that address career readiness needs and their overall wellbeing, with a focus on students most in need of services as a result of the COVID-19 pandemic due to experiencing disruptions in learning. Students who are most in need of services to address academic, social and emotional needs are considered a focus for these opportunities. RCBDD will serve students receiving supportive services from RCBDD who are enrolled in a Richland County High School with no vocational experience to explore different careers in Richland County; learn to navigate public transportation; practice social skills to connect with their community; build friendships; plan for the future; contribute to their community through volunteering; gain independence; acquire skills to be a dependable employee; build confidence; and have fun! These experiences are gained in part by listening to speakers, volunteering at community work sites, taking tours of different businesses, visiting sites in the community, and participating in mock interviews to learn how to interact appropriately with future employers.
- The program will run with 16 students for 5 weeks, Monday–Friday approximately 7 hours per day.

Eligible Applicant

- Certified DODD provider
- Up to date on CPR/First Aid Certification
- Willing to complete background check and must pass BCI/FBI background check
- Dedicate 3-4 staff members daily based on the needs of the participants
- Provide the worksite for the participants

Scope of Work and Deliverables

The Provider is responsible for ensuring that the following Program Components are provided. This will include at minimum, but is not limited to:

- Provide at least 100 hours of Career Readiness programming to students, and support to their families in the months of June and July 2023.
 - Program staff must provide appropriate supervision, and ensure the health and safety of students enrolled in the program
 - Staff must ensure that arrangements are made for student lunches, drinks and snacks each day, which cannot be purchased with grant funds.
 - All student activities must focus on increasing student career readiness competencies and building student social-emotional learning skills that lead to career competence. Written program plans for each week will be required and must be approved in advance.
 - Student activities must be designed to ensure students can demonstrate increased “professional” and “occupational/technical” workplace skills and progress in meeting benchmarks in their individual career plan.
 - At least 1 family engagement experience/event must take place that is focused on helping parents understand career options and opportunities for their students and a greater awareness of community resources that can be leveraged to support the whole child.

Reporting and Compliance Requirements:

There are local, state and federal compliance and evaluation requirements and guidelines for this program, including compliance with the protection of student information under the Federal Family Education Rights and Privacy Act (FERPA). The Provider must ensure that program staff comply with all requirements.

The Provider will appoint a Site Coordinator who will be responsible to be the central point of contact for ensuring all required documentation is provided to Richland County Board of DD (RCBDD) by the deadlines. The Site Coordinator will be expected to attend meetings with RCBDD and appropriate community partners as needed to ensure fidelity of program implementation and oversight of data collection.

Examples of program documentation may include but is not limited to:

- Written documentation about program activities such as program enrollment documentation, daily program plans, program schedule and calendar, parent/student handbooks, written session activity descriptions, partnership participation, etc. and partnership descriptions, and results of learning assessments.
- Provide fiscal documentation for program activities as requested
- Data collection will occur regularly and may include but is not limited to:
 - Student demographic, attendance and participation data
 - Student, staff and parent surveys
 - Evidence collection documentation of program activities, partners, etc.

Additional program requirements may arise during the implementation period of the program. The Provider is expected to meet all requirements. Failure to follow the scope of work and deliverables may result in immediate termination of program funds.

Funding

Grant funds may be used for:

- Personnel for the program
- Student materials, curriculum and supplies (consumables)
- Admission to group activities
- Student participation incentives (pool passes, T-shirts, etc)
- Transportation
- Rental for facility use for the program
- Family engagement activities

*food is not an allowable expense

Submission Process and Deadlines

Grant Approved	March 22
RFP Posted	March 24
All potential provider questions posted	March 29
Provider questions answered	April 3
Bids from potential providers returned to RCBDD	3 pm on April 10
Notification of award	April 17
Estimated start date of program	June 12- July 14

Selection Process

Proposals will be selected using a competitive process, based on responses to required questions. RCBDD reserves the right to immediately reject grant proposals submitted with an incomplete Grant Application Form, proposals received after the submission deadline, or for any other requirement identified in this RFP that is not met.

Below is the scoring tool that will be utilized in the selection process.

10	Costs are reasonable and clear as demonstrated by budget and budget narrative.
20	Demonstrates the abilities to make meaningful community connections with a focus on work based learning and independent living skills.
20	The applicant demonstrates capacity to undertake this effort and commitment to the program design.
10	The provider partner(s) demonstrates knowledge of youth with ID/DD & behavioral health challenges.

15	The application demonstrates the collaborative planning between, at minimum, the RCBDD, and local community partners and businesses.
15	Demonstrates the creative ability to engage the students in activities of social skills, career awareness, career planning and independent living skills.
10	Providers will demonstrate knowledge of how to navigate the public transportation system and have the ability to provide transportation to the students outside of the public transportation system.
	Additional points may be awarded for those proposals that demonstrate regional/area collaboration and/or multi-agency involvement/approaches. Letters of support from other agency partners/ community businesses are encouraged.

Other Requirements

Communications Prohibited:

From the issuance date of this RFP, until a grant is awarded, there may not be communications concerning the RFP between any applicant who expects to submit a proposal and any employee of RCBDD involved in the issuing of the RFP or other state employee who is in any way involved in RCBDD’s design and implementation of this project. The only exceptions to this prohibition are communications provided through the submission of written requests for clarification/interpretation as specified above.

Interview

Applicants may be requested to participate in an interview as part of the evaluation process. All proposals will be reviewed and scored by a selection committee. RCBDD reserves the right to select from responding applicants for interviews and may not interview all applicants submitting proposals. The applicant shall bear the cost of travel to any scheduled interview.

Proposal Costs

Costs incurred in the preparation of this proposal and any subsequent grant agreements are to be borne by the applicant. RCBDD will not contribute in any way to the costs of preparation. Any costs associated with proposal review interviews will not be RCBDD’s responsibility.

All Reimbursement

All cost should be encompassed within the cost of the deliverables. All costs outside of programming will not be reimbursed.

Ethical and Conflict of Interest Requirements

1. No subrecipient or individual, company, or organization seeking a grant shall promise or give to any RCBDD employee any item 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.
2. No subrecipient or individual, company, or organization seeking a grant shall solicit any RCBDD employee to violate any of the conduct requirements for employees.
3. Any subrecipient acting on behalf of RCBDD shall refrain from activities that could result in violations of ethics and/or conflicts of interest. Any subrecipient or potential subrecipient who violates the requirements and prohibitions defined here or of Section 102.03 or of Section 102.04 of the Ohio Revised Code is subject to termination of the grant or refusal by RCBDD to enter into a grant.

Obligation

Neither this RFP nor any applications received in response to this RFP shall create any obligation on the part of RCBDD to enter into an agreement with any applicant. The award of any agreement because of this RFP shall be at the sole discretion of RCBDD. RCBDD may amend, modify, withdraw, or terminate this RFP at any time.

Assurances

Compliance with Federal, State, and Local Laws the Subrecipient shall comply with all applicable federal, state, and local laws and regulations in the conduct of the work hereunder.

Equal Employment

Pursuant to Ohio Revised Code Section 125.111, the Subrecipient and any subcontractor, and any person acting on its behalf, will not discriminate, because of race, color, religion, sex, age, disability, national origin, sexual orientation, veteran status or ancestry against any person qualified and available to perform the work under this Agreement.

Ethics Laws

The Subrecipient, and any subcontractor, is currently in compliance and will continue to comply with the requirements of Ohio Ethics law as provided in Chapter 102 of the Ohio Revised Code and Executive Order 2011-03K.

Election Laws

The Subrecipient, and any subcontractor, is currently in compliance and will continue to comply with Ohio Elections law, Divisions (I) and (J) of Section 3517.13 of the Ohio Revised Code.

Findings for Recovery

The Subrecipient, and any subcontractor, is not subject to an "unresolved" finding for recovery under Section 9.24 of the Ohio Revised Code. If this warranty is deemed false, this Agreement is void and the party who is subject to the finding must immediately repay to the other party any funds paid under this Agreement.

Health Care Laws

Neither the Subrecipient nor its employees are excluded from participation under any federal health care programs. The Subrecipient shall notify the Department of any exclusions or other adverse action within five (5) business days of learning of such exclusion or adverse action.

Proposal Checklist

- Completed proposal application
- All required components (1-8) specified in the RFP
- Proof of DODD Certification
- Proof of completed First Aid/CPR Certification
- Proof of completed and approved background checks

Required Questions

Please provide answers to the following questions. Proposals may not exceed 15 pages. Agency(ies) and entities participating in the project and names, role and signature of all required partners must be included.

1. Describe how your agency supports eligible youth (13-18) with intellectual and developmental disabilities and significant behavioral challenges.

Include in your answer:

- A. How many total youth served;
- B. Your definition of “significant behavioral challenges”;
- C. Of total youth served, how many fit this definition of significant behavioral challenges.

2. Describe your role/connections/partnerships with local businesses.

Include in your answer:

- A. How many business connections in Richland Co;
- B. Of those, show the variety of businesses partnered with;
- C. Of those, give examples of how partnered.
- D. Describe knowledge of local employment opportunities.

3. Describe your knowledge of available transportation.

Include in your answer:

- A. Forms of available transportation;
- B. Experience training youth to use public transportation.

4. Describe your experience with teaching eligible youth (13-18) with ID/DD living skills and job skills.

Include in your answer:

- A. Years of experience with teaching youth with ID/DD;
- B. Any specialized staff or services you may be able to access;
- C. Describe your approaches and/or philosophy.
- D. Experience teaching resume writing and job search.

5. Identify key staff who will be involved in the summer program:

Include in your answer:

- A. Staff current roles, relevant backgrounds, responsibilities, and ways in which they are qualified to take on this work;
- B. How the work will be coordinated among the staff.

6. Describe the space you will provide/locate for the program.

Include in your answer:

- A. Dimensions;
- B. Set up and equipment provided;
- C. Storage space
- D. Location.

7. Include a one-week sample schedule of Daily Program Plans (including learning outcomes).
Include in your answer:
 - A. Demonstrate how you plan to teach social skills, career awareness, career planning, self-advocacy, self-determination, and independent living skills.
 - B. Transportation modes you plan to utilize;
 - C. How youth will connect with their community.

8. Develop a budget associated with strategies and timelines (staff time, technical resources, administration, activities, transportations, etc).
 - A. Applications should include a budget and a budget narrative. No costs for food are allowed in the budget.

Ready for Hire FAQ Sheet

1. How much is the grant?
 - \$44,000

2. How will lunches and snack be paid?
 - RCBDD was approved for a \$2,500 grant through YFC so the provider can purchase food for lunches and snacks and will be reimbursed up to \$2,500.

3. Can the program run for longer than 5 weeks?
 - Yes, as long as the provider stays with in the \$44,000 budget.

4. Does the provider need to offer the home base space?
 - RCBDD has been reaching out to community partners and have a couple of downtown Mansfield options.

Questions about the application can be directed to Kodey Kreglow kkreglow@rnewhope.org and Gary George ggeorge@rnewhope.org

Submission of Applications by e-mail only. E-mail applications should be submitted to kkreglow@rnewhope.org and Gary George ggeorge@rnewhope.org

Applications must be received by 3:00 PM on April 10, 2023.
Applicants will be notified of their selection by April 17, 2023.

Application Form

Organizational Information

1) Name of Organization:

2) Mailing Address & County

3) Tax Identification Number

4) Indicate whether you are a registered non-profit organization to ensure you receive the correct tax files form the State of Ohio.

Yes ___ No ___

5) Is your organization currently registered as a State of Ohio Supplier?

Yes___ No___

If yes, please provide the following:

State of Ohio Supplier ID:

Remit to Address Associated the Supplier ID:

Employee Contact Information

- 1) Please identify the primary programmatic and fiscal contacts for this program.

Program Contact:

Name	
Title	
Phone Number	
Email Address	

Fiscal Contact:

Name	
Title	
Phone Number	
Email Address	

- 2) Please identify the Notice contact for this program. Per the DODD agreement, all notices, consents, and communications are transmitted electronically and are deemed to be given upon emailing the contact below

Notice Contact:

Name	
Title	
Phone Number	
Email Address	

- 3) Please identify the signatory for this program. This is the person in your organization with the authority to enter into contract agreements.

Signatory Contact:

Name	
Title	
Phone Number	
Email Address	