

Morgan County Children Services  
**REQUEST FOR PROPOSAL**

Date of Issuance March 11, 2024

Proposals must be submitted no later than  
4:00 p.m.  
March 22, 2024

**LATE PROPOSALS WILL NOT BE ACCEPTED**

For further information regarding this RFP contact:

Heidi Burns  
740-962-4616  
Heidi.burns@jfs.ohio.gov

If a suitable offer is made in response to this RFP, MCCS may enter into a contract (the Contract) to have the selected Proposer (Contractor/Vendor) perform all or part of the Work. This RFP provides details on what is required to submit a Proposal for the Work, how MCCS will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP also gives the estimated dates for the various events in the submission process, selection process, and performance of the Work. While these dates are subject to change, prospective Contractors must be prepared to meet them as they currently stand.

The Agency intends to use the results of this process to award a contract for the period April 1, 2024, through October 31, 2024. MCCS reserves the right to extend contract awards by two, one-year extensions.

The Contract awarded by the Agency to the Successful Proposer must be approved by the Morgan County Commissioners.

*Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance of the Project may result in MCCS refusing to consider the Proposal of the Contractor or Vendor.*

## **I. EXECUTIVE SUMMARY**

The Morgan County Children Services Board (MCCS) is issuing this Request for Proposal (RFP) that will solicit qualified individuals or organizations interested in providing managed case aid services to Morgan County Children Services staff. If a suitable offer is made in response to this RFP, MCCS may enter into a contract to have the selected Proposer perform all or part of the Work. The RFP provides details on what is required to submit a Proposal for the Work, how MCCS will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

## **II. SCOPE OF RFP SERVICES**

### **A. Managed Case Aid Services**

Contractor selected will outline and develop services to assist and support child welfare caseworkers with tasks related to data entry, connecting community resources, and the administration of daily activities related to delivering critical services to protect children and families served by Morgan County Children Services. The selected contractor will be required to provide measurable outcome data on services provided through case aid services to ten (10) child welfare employees.

## **III. PROGRAM DETAILS**

### **A. Program Administration**

MCCS will award contracts on a cost reimbursement basis. The services requested in this RFP may be provided by a single entity or a collaboration of organizations. A collaboration of organizations would be a group of two or more agreeing to work together to deliver various program elements. A lead organization will facilitate the assembly of the collaborators. The lead agency is responsible for submitting the proposal on behalf of the collaboration.

### **B. Other Applicable Statutes**

Contractors must comply with the following (this list is not exhaustive):

- Civil Rights Laws: See 42 U.S.C. §2000d et seq and <http://www.hhs.gov/ocr/tanfintro/htm>
- Section 504 of the Rehabilitation Act of 1973, See 29 U.S.C. §794, Section 504.
- Title II of the Americans with Disabilities Act of 1990 (ADA) Contracts See. 42 U.S.C. §1201.1 et seq.
- The Age Discrimination Act of 1975 See 42 U.S.C 5101 et seq.
- Employment Laws including but not limited to Fair Labor Standards Act (FLSA), the Occupational Safety and Health Act (OSHA), Unemployment Insurance (UI). See ODJFS Office of Legal Services Legal Brief 98-01, <http://innerweb/Ols/briefs/BRIEF9801.PDF> and <http://www.dol.gov/asp/w2w/welfare.htm#How>

## **IV. PROPOSAL CONTENTS & SUBMITTAL**

By submitting a proposal, the Contractor acknowledges that they have read this RFP, understands it and agrees to be bound by its requirements. All Proposals and other material submitted will become the property of MCCS and may be returned only at MCCS' option. Proprietary information should not be included in a Proposal or supporting materials because MCCS will have the right to use any materials or ideas submitted in any Proposal without compensation to the Contractor. Additionally, all Proposals will be open to the public after the award of the Contract.

MCCS will retain all Proposals, or a copy of them, as part of the Contract file for at least three (3) years. After the retention period, MCCS may return, destroy, or otherwise dispose of the Proposals or the copies.

**A. Each Proposal must contain the following (if applicable):**

- Description of the program, what services will be provided, and how they will be delivered
- Targeted communication and coordination strategies
- Staffing Narrative
- Name, address, and contact information of individual with authority to answer questions regarding the Proposal
- Time Commitment
- W-9 for reimbursement process
- Budget Summary
- Suspension/Debarment Status Certification

**Budget Summary**

This RFP requires a Budget submission. The budget must include the contractor's total cost for the entire Project. The Project must be broken down for each Deliverable, and the total must be represented as the not-to-exceed fixed price.

**MCCS will not be liable for any costs the Contractor does not identify in its Proposal.**

**Suspension/debarment status certification**

Due to federal regulations, each proposal shall include a certification that the provider has no suspension and/or debarment status for any of its programs. 29 CFS 97.35 stated, "Grantors and sub grantees must not make any award or permit any award (sub grant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, 'Debarment and Suspension.'"

**V. CONSIDERATIONS**

This RFP does not constitute an offer. Acceptance of proposals for review does not commit the contracting MCCS office to award a contract, nor is it liable for any costs incurred in the preparation of proposals. MCCS reserves the right to award contracts to a single applicant, multiple applicants, or to reject any and all proposals received. MCCS reserves the right to negotiate services and costs on any or all proposals received or cancel in part or entirety this RFP.

Proposals submitted in response to this RFP must comply with the specifications stated herein. Failure to do so may result in the applicant being eliminated from consideration. At the option of MCCS, any or all aspects of the successful applicant's proposals will become contractual obligations if acquisition action ensues. Failure of the successful applicant to accept these obligations in the contractual agreement may result in the cancellation of the award. Granting of a contract for these services depends on the availability of Federal / State / Local funds and continued authorization for funds under current legislation.

The applicant understands and agrees that any subsequent contract or agreement resulting from a successful proposal may, at any time, be amended unilaterally by MCCS. Upon notification, the applicant agrees to abide by the amended provisions.

**VI. PROTEST**

A timely protest shall be considered by MCCS. A timely protest is a protest received by Heidi Burns within five working days of the date of the letter of notification that the proposal submitted by the

applicant was not accepted. A protest may be filed by a prospective organization objecting to the award of a contract resulting from this RFP. A protest shall be in writing and shall contain the following:

- a. Name, address, and telephone number of protester
- b. RFP name and issue date
- c. Detailed statement of the grounds for the protest, including copies of appropriate portions of the RFP

**All written protests are to be submitted to MCCS**

Morgan County Children Services  
Heidi Burns, Director  
155 East Main Street, Room 009  
McConnelsville, OH 43756

**VII. INQUIRIES**

Questions must be submitted to the attention of Heidi Burns at [heidi.burns@jfs.ohio.gov](mailto:heidi.burns@jfs.ohio.gov).

**VIII. CONTRACT TERM**

The proposed initial funding term will be April 1, 2024 through October 31, 2024. MCCS reserves the right to extend contract awards by two, one-year extensions.