

**Request for Proposals
For the Ottawa County Department of Job and Family Services
Business Outreach Contract**

Contract Type: Sub-recipient
**Funding/ Federal Assistance Numbers: Workforce Innovation and
Opportunity Act of 2014 (17.258-Adult); (17.260-Dislocated Worker);
Temporary Aid to Needy Families (93.556)**

Issue Date: March 14, 2025

**Closing Date: 8:30 a.m., DST
Wednesday, April 25, 2025**

Contact Person:

Megan Sullivan
Ottawa County Department of Job and Family Services
8043 W. State Route 163, Suite 200
Oak Harbor, Ohio 43449
419-707-8615
Megan.Sullivan@jfs.ohio.gov

**Ottawa County Request for Competitive Proposals and Timeline
Workforce Development Outreach, 2016-2017**

Activity	Date
Release of Request for Competitive Proposals for Workforce Development Business Outreach Agreement 2022 - 2023	Friday, March 14, 2025
Last Date for Submission of Written Questions on Request for Proposals	4:00 p.m., Monday, March 31, 2025
Last Date for OCDJFS to Respond, in Writing, to Written Questions on Request for Proposals	Friday, April 4, 2025
Due Date for Proposal Submission	8:30 a.m., Friday, April 25, 2025
Proposal Opening	9:00 a.m., Friday, April 25, 2025
Rating Committee Evaluation and Selection of Provider Completed and Selected Provider Notified By	May 2, 2025
Negotiations Complete/ All Signatures Acquired	May 31, 2025
Workforce Development Outreach Contract to begin	Friday, July 1, 2025

I. Background

The Ottawa County Department of Job and Family Services (OCDJFS) is seeking proposals to conduct business outreach activities that promote workforce development programs. Funded through sources such as the Workforce Innovation and Opportunity Act (WIOA), and Temporary Assistance to Needy Families (TANF), this initiative aims to educate businesses on the available resources for job creation, business expansion, employee retention, layoff aversion and outplacement services.

The selected provider will develop a systematic outreach strategy to ensure equal promotion of all workforce development services available in the county. Efforts will align with existing outreach conducted by OhioMeansJobs Ottawa County and OCDJFS initiatives. A targeted approach will focus on engaging businesses throughout Ottawa County in a nonduplicative

manner, to strengthen workforce opportunities and economic growth.

Selected provider will enter into a Sub-Grant Agreement with the Ottawa County Commissioners, on behalf of the Ottawa County Department of Job and Family Services. Provider will become a sub-recipient of federal Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance to Needy Families (TANF) funding. As a sub-recipient, the contractor is subject to federal grant guidelines, including compliance with the Uniform Guidance (2 CFR Part 200). This means the contractor must adhere to specific reporting, record-keeping, and financial management requirements, as well as potential audits and performance monitoring. Unlike a vendor providing goods or routine services, a sub-recipient is responsible for helping carry out a portion of the federal program's objectives, requiring adherence to programmatic regulations and outcome-based reporting. Understanding these obligations is critical for successful contract execution.

Request for Proposals are being solicited for services to be contracted from July 1, 2025 through June 30, 2026, with the option of renewing the agreement at the same terms and conditions, for July 1, 2026 through June 30, 2027; and again for the period of July 1, 2027 through June 30, 2028, based on funding availability and performance of originally contracted services. See ***Proposal Guidelines*** section of this RFP, for more information on contract and proposal budget breakdown.

The closing date for proposals is 8:30 a.m., DST, Friday, April 25, 2025. Proposals must be received by the closing date and time, at the Ottawa County Department of Job and Family Services, 8043 W. State Route 163, Suite 200, Oak Harbor, Ohio 43449, Attention: Megan Sullivan.

The following attachments specify all components and expectations of this Request for Proposals:

- Request for Competitive Proposal
- Attachment A: Budget Summary
- Attachment B: Deliverable Targets
- Attachment C: Cover Page requirements for Proposals
- Attachment D: Checklist for Proposals
- Attachment E: Competitive Proposal Affidavit
- Attachment F: Representations, Assurances, and Certifications

II. Objectives

1. Provide systematic, objective and non-biased marketing and outreach efforts for workforce development programs and services provided by the Ottawa County Department of Job and Family Services, and all of its one-stop partners.

2. Assess business needs and provide referrals to workforce development system for relevant business programs and services.
3. Coordinate with OhioMeansJobs Ottawa County, Economic Development and Chambers of Commerce
4. Provide a streamlined and nonduplicative workforce outreach system. This collaboration will ensure that area businesses efficiently access the services and resources they need to support workforce development and economic growth.

III. Scope of Work and Deliverables

Proposals will demonstrate how entity, if selected, will ensure delivery of each of the items outlined in the *Objectives*, along with referrals and deliverables listed below. Proposals must indicate the anticipated number of each type of referral from the following categories, over the twelve month contract period (see Attachment B for targets):

1. Recruitment: Refer employers needing candidate sourcing, job postings, and hiring event support.
2. Selection & Hiring: Assist with pre-screening, assessment tools, and hiring best practices.
3. On-the-Job Training (OJT): Connect employers with OJT programs for new hires and provide guidance on eligibility.
4. Student Internships & Work Experience: Link businesses with student internship and work experience opportunities.
5. Upskilling Employees: Refer employers to funding and training resources to enhance workforce skills.
6. Identify businesses at risk of business loss and in need of layoff aversion strategies.
7. Outplacement & Workforce Reduction: Support businesses planning layoffs with Rapid Response and reemployment services.

Contract Deliverables:

1. Provide monthly invoices and Summary reports that identify business visits conducted, industries engaged, workforce needs identified, and follow-up actions

requested from OhioMeansJobs Ottawa County.

2. Workforce Resource Coordination: Ensure businesses receive relevant workforce program referrals and training opportunities.
3. Attend quarterly workforce team meetings at OCDJFS, in order to share information on employer needs and stay apprised of new programming or changes in workforce development.

IV Financial Provisions

OCDJFS will set aside \$25,000 of budget for provision of services under this agreement, and payment to selected provider will be divided into two components:

1. Cost-reimbursement payments – up to \$13,000 will be allocated for cost reimbursement for expenses to provide the above Objectives and Deliverables.
2. Target Deliverable payments – up to \$12,000 will be allocated for provision of Deliverable Targets as specified in Attachment B.

IV Proposal Guidelines

1. Proposals must clearly delineate specific goals and performance standards. Contract for services will be required and will include measurable benchmarks of the program.
2. Organization's proposals must demonstrate how no conflict of interest will exist in the promotion of employment, training and retention services available in the community. Conflict of interest is defined as situations where promotion of a program, provider, or service, would provide a direct or indirect financial benefit to the individual employee or proposer's organization.
3. Technical support, regarding information on local and statewide workforce development programs can be obtained through the following website: [Office of Workforce Development | Job and Family Services](#)

4. Failure to clearly address how each of the *Objectives*, and *Scope of Work and Deliverables* will be provided by entity or sub-contract, may result in immediate dismissal of consideration.
5. Proposing organization will submit an operational budget for the Workforce Development Business Outreach services, using the attached budget worksheets (Attachment A), or a pre-approved equivalent format that details all costs identified in the Budget Summary, and allows for an equitable comparison across proposals. Budget summary should include an explanation of how shared costs and personnel of an organization will be billed to this proposal, if awarded.

Explanation of budget summary in proposal should include the following:

- a. Personnel: Include number of staff, breakdown of salaries and benefits, indicate direct services staff or support staff, list personnel who will provide service for this program, including their credentials.
 - b. Equipment: List any equipment that may be purchased to support this program, and anticipated cost. Note: if purchase of equipment will not be incorporated into unit cost for this contract, please identify that cost as such.
 - c. Supplies: List of consumable goods that may be used to support the program.
 - d. Travel: List travel projected in miles, and cost per mile. Note: this does not represent actual service miles; rather reimbursement to staff for travel expenses incurred.
 - e. Facilities: List anticipated rent, utilities, telephone costs associated with program.
 - f. Indirect Costs: Identify any cost allocation method and amounts used to allocate Indirect Costs associated with the operation of this program.
 - g. Other: List any other specific items and cost used to operate this program.
6. The contract period will run from July 1, 2025 through June 30, 2026, contingent upon funding availability. Contract will have the option of renewal, at the same terms and conditions, for the periods of *July 1, 2026 through June 30, 2027; and from July 1, 2027 through June 30, 2028*, contingent upon funding availability and performance of contracted items.

V. Completing and Submitting Proposals

1. Proposal Costs. Proposing organizations are responsible for any and all costs related to preparing and submitting proposals to be considered for the Workforce Development Outreach contract.
2. Proposals providing one or more elements of this Request for Proposals, through partnership or contract, require a complete description of coordinated services, including:
 - Name and contact information of collaborating agency(ies)
 - Description of what customer services will be provided by each partner
 - How costs of services and operating costs of the partnerships will be funded
 - Method of referral between partners.

Provider will be responsible for performance of any sub-contracted activities, including proper procurement, provision of information for audit, performance levels, and quality of work provided. OCDJFS reserves the right to verify all information described in proposal and agreement with referenced parties

3. Questions regarding this Request for Proposals can be directed, in writing, to Megan Sullivan, by fax, E-mail, or United States mail. FAX number is (419)898-2048, E-Mail is Megan.Sullivan@jfs.ohio.gov , address is Ottawa County Department of Job and Family Services, 8043 W. State Route 163, Oak Harbor, Ohio 43449. No questions will be accepted after 4:00 p.m., Monday, March 31, 2025. The final responses to all written questions submitted will be posted along with all procurement documents to [Bid Postings • Ottawa County, OH • CivicEngage](#) by the close of business on Friday, April 4, 2025.
5. Closing Date for Proposals. The closing for receipt of proposals is **8:30 a.m., D.S.T., Friday, April 25, 2025.** Any proposal not received by the Ottawa County Department of Job and Family Services by the time and date, will not be considered.
6. Number of Copies. Entities interested in submitting proposal must submit one (1) original (clearly marked as such), and one electronic copy of all proposal materials, in one sealed package.
7. Proposal Format. Proposals must be typewritten (no smaller than 12 pt. font), single spaced, single-sided, on standard 8 ½ X 11 inch plain white paper.
8. Submission of Proposals. Proposals must be submitted in a sealed package. The entity submitting proposal assumes full responsibility for the selection of method of delivery for the proposal package. All proposals will be marked with the date and time of receipt. A receipt of delivery will be provided to the entity submitting proposal, only upon request.

Proposals shall be accepted unconditionally, and without alteration or correction. Withdrawals of proposals, before the closing date and time, are permitted upon written request to the address below.

All proposals must be received on or before 8:30 a.m., D.S.T., Friday, April 25, 2025, and addressed to:

**Ottawa County Department of Job and Family Services
8043 W. State Route 163, Suite 200
Oak Harbor, Ohio 43449
Attention: Megan Sullivan**

At **9:00 a.m., D.S.T., Friday, April 25, 2025**, all Proposals will be opened publicly in the Director's Conference Room of the Ottawa County Community Resource Centre (same address) and summary information will be read aloud.

9. Questions. Questions regarding this Request for Proposals can be directed to Megan Sullivan, in writing. Contact may be made by fax (419-898-2048), Email (Megan.Sullivan@jfs.ohio.gov), or U.S. mail (address listed above)

VI. Proposal Format

Proposals must be assembled according to the following outline and format. The forms necessary to provide the referenced information are included in the Request for Proposal Response Section. Failure to follow the outline may result in rejection of the proposal.

1. Request for Proposal Response Cover Page, with name of entity submitting proposal, address, contact person, telephone number, unit rate, and total and amount requested for contract.
2. Checklist for submitting proposal
3. Competitive Proposal Affidavit
4. Representations, Assurances and Certifications
5. Entity Project Information and Qualifications
6. Budget Summary
7. Certificate of Liability Insurance

VII. Rating Scale

Requests for Proposal will be rated against a total value of 100 possible points. *The Workforce Development Business Outreach* contract will be awarded to the lowest and best proposal. All

proposals will be rated in accordance with the following rating scale:

Criteria	Point Value
Demonstrated ability to provide deliverables mentioned, with no actual, nor perceived conflict of interest. Agency/ Organization is not on federal debarment list or delinquent in state or federal taxes.	Pass/fail
Agency's/ Organization's experience operating similar services to businesses and job seekers within Ottawa County.	20 points
Planned activities include address all deliverables and expectations of Request for Proposals.	25 points
Anticipated number of referrals to OMJ system meet expectations of contract.	25 points
Cost-Price Analysis of proposed budget is reasonable and Plan/cost of providing deliverables includes sufficient information to evaluate and is a reasonable budget.	30 points
Total Points	100 points

In the event that only one proposal is received, it will be reviewed for appropriateness, and a decision will be made at the discretion of the Ottawa County Department of Job and Family Services, with or without the use of this rating scale.

Attachment A

Ottawa County Department of Job and Family Services - RFP Budget Template

Agency/Organization:

Program:

Federal ID Number:

Classification of Expenditures		Actual Expenses
I. Personnel		
	A. Salaries	\$
	B. Payroll related expenses	\$
Total Personnel Costs		\$
II. Operations		
	A. Travel and Short-Term Training	\$
	B. Consumable Supplies	\$
	C. Occupancy Costs (includes MOU Cost Sharing Agreement)	\$
	D. Indirect Costs	\$
	E. Contract and Professional Services	\$
	F. Other Miscellaneous	\$
Total Operational Costs		\$
III. Equipment		
	A. Depreciation	\$
	B. Purchases	\$
	C. Leased and Rented	\$
Total Equipment Cost		\$
Total Proposed Budget		
1	Total Program Expenses	
2	Minus Contractor Program Income	\$-
3	Total Proposal Amount	
4	Total Proposed Units	0
5	Proposed Unit Rate	#DIV/0!

Contract Proposal Budget Worksheet, Continued

STAFF COSTS

Program/ Project Name:

Organization Name:

A. Salaries

Position Title	Number of Positions Requested	Annual Salary	Percent Allocated to Contract	Reimbursable Salary
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total Reimbursable Salaries				0

B. Payroll-Related Expenses

Item				Payroll-Related Expenses
PERS or Social Security				0
Worker's Compensation/ Unemployment Insurance				0
Retirement Expense				0
Hospitalization Insurance Premium				0
Other (specify)				0
				0
				0
				0
Total Payroll-Related Expenses				0

Contract Proposal Budget Worksheet, Continued
OPERATIONAL COSTS

Program/ Project Name:
 Organization Name:

A. Travel and Short-Term Training

Mileage Reimbursement (specify mileage rate)	
Short-term Training	
Total Travel and Short-Term Training	0

B. Consumable Supplies

Type	Consumable Supply Cost
Office Supplies	
Cleaning Supplies	
Other (specify)	
Total Consumable Supplies	0

C. Occupancy Costs

If renting facility: Rental @ \$ _____ per square foot	
If own facility: Usage allowance/ depreciation at _____% rate of original acquisition cost of \$ _____ by Program Square Footage Percentage (Program Square Footage of _____ divided by total Provider Square Footage of _____ = _____)	
Maintenance and Repairs	
Utilities (if not included in rental agreement)	
Heat and Light \$	
Telephone \$	
Water/ Sewer \$	
Total Occupancy Costs	0

D. Indirect Costs

Identify Categories in Indirect Cost Allocation Plan and summary of cost allocation methodology	Amount
Total Indirect Costs	0

**Contract Proposal Budget Worksheet, Continued
 OPERATIONAL COSTS, Continued**

Program/ Project Name:
Organization Name:

E. Contract & Professional Services

Identify Each Contract or Service	Cost
Total Contract & Service Costs	0

F. Other/ Miscellaneous

Identify Each Cost Listed Under this Category	Cost
Total Miscellaneous Costs	0

Contract Proposal Budget Worksheet, Continued

EQUIPMENT

Program/ Project Name:

Organization Name:

A. Equipment Subject to Depreciation

Equipment to be Depreciated	New or Used	Date Purchased	Quantity	Total Actual Cost	Salvage Value	Amount to be Depreciated	Useful Life	Chargeable Annual Depreciation
Total Equipment Depreciation Charges								0

B. Small Equipment Purchases (equipment costing under \$25,000)

Item	Quantity	Cost
Total Small Equipment Purchases		0

C. Leased & Rented Equipment

Item	Model & Year	Quantity	Cost
Total Leased & Rented Equipment			0

Ottawa County Department of Job and Family Services - RFP Invoice Template

Organization:
Month/ Year:

Program:
Federal ID Number:

Classification of Expenditures							Actual Expenses	
I. Personnel								
	A.	Salaries						
	B.	Payroll related expenses						
Total Personnel Costs							\$-	
II. Operations								
	A.	Travel and Short-Term Training						
	B.	Consumable Supplies						
	C.	Occupancy Costs						
	D.	Indirect Costs						
	E.	Contract and Professional Services						
	F.	Other Miscellaneous						
Total Operational Costs							\$-	
III. Equipment								
	A.	Depreciation						
	B.	Purchases						
	C.	Leased and Rented						
Total Equipment Cost							\$-	
	1	Total Program Expenses for this month (total personnel, operational and equipment expenses)						\$-
	2	Minus Contractor Program Income						\$-
	3	Total Program Expenses for this Month						\$-
	4	Total Units Produced						0
	5	Justified Unit Rate (total contract expenses , total number of units produced)						#DIV/0!
	7	Number of Units Produced						0
	8	Total Actual Contract Cost for this Month (justified Unit Rate x number of units produced)						#DIV/0!
	9	Unit Rate is Stated in Contract						\$-
CONTRACT EXPENSE MONITORING:								
	10	Total Contract Value						\$-
	11	Total Contract Value Remaining at End of Previous Month						\$-
	12	Minus Actual Contract Cost for this Month						#DIV/0!
	13	Equals: Total Remaining Contract Value						#DIV/0!

I certify that the above information is correct and in accordance with the terms of the contract.

Contractor Representative Signature

Date

OCDJFS Representative Signature

Date

Attachment B:

Referrals to OMJ will be made to OMJ to assist businesses with the following deliverable measures in any combination of the following:

Deliverable Measure	Definition
Recruitment	Identify businesses with forecasted expansion or start up hiring needs. Convey that information to OMJ to post job opportunities, schedule onsite recruitment events, facilitate career fairs, etc.
Employer Engagement Events	Organization or participation in a specific number of employer roundtables, job fairs or workforce development presentations.
Selection and Hiring	Identification of qualified applicants, testing candidates, onsite interviews.
New Hire On-the-Job Training	On-the-Job Training (OJT) contracts for potential new hires to for screening applicants and business for eligibility to utilize OJT program. (Referrals should be received prior to first day of work of new hires)
Student Internship and Paid Work Experience	For eligible students, set up <i>paid internships</i> ((high school and post-secondary students who are taking classes in a job related area) and <i>paid trial work experience</i> (paid job shadowing and short term employment that is not connected to a particular field of study – more career explorational)
Upskilling Existing Employees	<i>Incumbent Worker Training</i> – upskilling current workforce that has been employed 6 months or more through federal job training program <i>Tech Cred</i> – state workforce funds to upskill current staff to earn a recognized credential
Outplacement/ Layoffs and Reductions in Force	Identify businesses who have forecasted nonseasonal layoffs. Identify potential for layoff aversion strategies and refer to OMJ to coordinate those efforts. Convey that information to OMJ for Rapid Response efforts to connect impacted employees to other employment or workforce development services.
Communication with OMJ Workforce Team	Attend quarterly Workforce Development Team meetings to discuss hiring, training and outplacement needs of local businesses.
Target	
Referrals will depend upon community business needs and categories may vary from month to month. Overall target for monthly referrals:	10 per month

Attachment C:

Workforce Development Business Outreach Contract

Proposal

Name of Organization: _____

Address of Organization: _____

Telephone Number: _____

Contact Person: _____

Unit Rate for Services: \$ _____ / ***hour***

Cost per Recruitment Referral: \$ _____

Cost per Hiring/Selection Referral: \$ _____

Cost per OJT/ IWT Referral: \$ _____

Cost per Paid Work Experience/ Intern Referral: \$ _____

Cost per Layoff Aversion/ Outplacement Referral: \$ _____

Total Dollar Amount Requested for Contract: \$ _____

Attachment D:
Checklist for Submitting Proposals

All proposals responding to the *Workforce Development Business Outreach Contract* Request for Proposals must include the following

- Checklist for Submitting Proposals
- Competitive Proposal Affidavit
- Representations, Assurances and Certifications
- Entity Project Information and Qualifications
- Budget Summary
- Certificate of Liability Insurance

Attachment E: COMPETITIVE PROPOSAL AFFIDAVIT
State of Ohio

I, _____, _____,
(Name of person signing affidavit) (Title)

swear that _____
(Name of Individual, Corporation, or Organization)

(NON-COLLUSION AFFIDAVIT) its agents, officers, or employees have not directly, nor indirectly, entered into any agreements, participated in any collusion, nor taken any action to restrain free competition in connection with this proposal.

(NON-DISCRIMINATION AFFIDAVIT) its agents, officers or employees will not discriminate in the hiring of employees for work under this proposal or in providing services sent forth in this proposal on the basis of race, color, religion, sex, age, disability, national origin or ancestry, or political affiliation or belief.

(FINDINGS FOR RECOVERY WITH STATE OF OHIO AUDITOR) does not currently have any unresolved audit findings for recovery with the State of Ohio Auditor.

(PERSONAL PROPERTY TAX DELINQUENCY STATEMENT) The organization is not now charged with any delinquent personal property taxes on the general tax list of personal property of the county. If such delinquency is now charged, a statement setting forth the unpaid delinquent taxes and any due and unpaid penalties and interest now follows:

(CERTIFICATION). The information contained in this proposal fairly represents the organization and its proposed operating plans and price for the Scope of Services and Deliverables described in the Request for Proposals of the Workforce Development Business Outreach Contract. I acknowledge that I have read and understand the requirements and provisions of this Request for Proposals, and this organization is prepared to provide the Scope of Services and Deliverables, as specified in this proposal.

I further certify that all information contained in this proposal is true and correct, and shall be open to verification, should the Ottawa County Department of Job and Family Services choose to do so.

I certify that I am authorized to sign the attached proposal, and to commit this organization to the provisions described in the Scope of Services and Deliverables, and other provisions contained in the Request for Proposals. Furthermore, I can and do certify that this is a firm offer to complete the items outlined in the Request for Proposals.

Finally, I do certify that this organization is not currently involved in any state of formal bankruptcy proceedings.

Signature

Date

Sworn to and subscribed before me this _____ day of _____

(Notary Public)

My Commission Expires: _____

_____, Ohio.

Attachment F: REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

1. Company Name: _____
2. Company Address: _____
3. Telephone Number: _____ FAX: _____
4. The name and telephone number of the person(s) who has the authority to submit proposals:

5. The name and telephone number of the person(s) who has the authority to sign contracts:

6. The legal status of the proposer's organization(e.g. corporation, sole proprietor ship, post-secondary education institution, etc.)

7. Date of establishment/ incorporation: _____
8. Federal Employer Identification Number (FEIN): _____
9. Worker's Compensation Account Number: _____
10. Unemployment Insurance Account Number: _____
11. Is the company co-owned or controlled by a parent company? ___Yes ___No
If yes, name of parent company: _____
12. Is the organization authorized/ licensed to do business in the state of Ohio? ___No ___Yes
13. Is the organization bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? ___Yes ___No
If yes, has the company filed all required EEO reports to the necessary agencies? ___Yes ___No
14. The company certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. ___Yes ___No

15. Does the company have current or future plans for a buyout or sale? Yes No
16. 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 Proposals. Yes No
17. The company certifies it will not use the contract funds to lobby? Yes No
18. The company certifies it is a drug-free work place? Yes No
19. The company certifies it is not delinquent on any Federal debt? Yes No