



# OhioGuidestone

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SOLUTIONS FOR CHILDREN, FAMILIES  
& COMMUNITIES

**Request for Proposals for Occupational Healthcare Training Services**

Proposals are due on or before 4:00 p.m. EST, Friday February 14, 2020.

All proposals **MUST** be submitted via email to [kiersten.watkins@ohioguidestone.org](mailto:kiersten.watkins@ohioguidestone.org)

**All inquiries should be directed to:**

Kiersten Watkins

Assistant Vice President, Program Administration

OhioGuidestone

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Berea, Ohio 44017

Phone: 216-410-2376

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[www.OhioGuidestone.org](http://www.OhioGuidestone.org)

## **Part I – RFP Terms and Conditions**

### **1. Proposal Summary**

OhioGuidestone is soliciting bids to procure occupational healthcare training services for youth ages 18-24 years. The chosen Vendor will serve as a Contractor under the authority of the Workforce Innovation and Opportunity Act (WIOA) grant agreement entered into between the U.S. Department of Labor Employment and Training Administration (DOL/ETA) and OhioGuidestone, for a project titled YouthBuild. OhioGuidestone's period of performance under the YouthBuild contract is from January 1, 2020 thru March 31, 2023. The total funding of the YouthBuild program is \$1,377,574 of which 75% or \$1,100,000 is funded with Federal money. The remaining 25% or \$277,574 of the program is funded by non-government sources, referred to as match. The total number of youth served during the performance period is up to 62 youth residing in East Cleveland, Cleveland, Euclid, Garfield Heights, Maple Heights, Richmond Heights, and Warrensville Heights in Cuyahoga County, Ohio (zip codes in Cuyahoga County, 44101, 44102, 44103, 44104, 44105, 44106, 44108, 44109, 44110, 44111, 44113, 44114, 44115, 44117, 44118, 44119, 44120, 44123, 44127, 44128, 44132, 44135, 44137, 44143, 44112, and 44125).

The funds allocated for this program originate as a Federal Award from the U.S. Department of Labor, Employment and Training Administration, CFDA Number 17.274. Therefore, the chosen Vendor must acknowledge that they are a subgrant recipient as defined in the Office of Management and Budget (OMB) Circular A-133; Subject: Audits of States, Local Governments and Non-Profit Organizations. Further, the chosen vendor are governed by the terms and conditions of the master agreement with the DOL, WIOA and YouthBuild regulations, and the grant solicitation and are subject to subgrant monitoring.

### **2. Agency and Program Overview**

OhioGuidestone has been providing services in Cuyahoga County for over 155 years. We help children and families overcome barriers and achieve self-sufficiency. We provide services to over 32,000 children and families annually. Of the clients we serve, 90% live at or below poverty level. OhioGuidestone provides a diverse set of programs including mental health counseling, psychiatric services, alcohol and drug counseling, foster care, parenting programs, educational support, workforce development and juvenile justice services. OhioGuidestone is considered a leader in the nonprofit community when it comes to high quality, real world solutions to some of today's toughest problems.

OhioGuidestone's YouthBuild program was awarded as a "Construction Plus" grant, which trains young adults in the occupational sectors of construction and healthcare. At-risk community youth apply to participate in YouthBuild. In order to qualify for the program, participants must be between the ages of 18 and 24 years, be committed to a one-year program, and be a member of an at-risk population, such as high school non-completer, veteran or low-income, or an individual facing other barriers, as defined by YouthBuild.

Youth participate in two weeks of Mental Toughness pre-determination, prior to being chosen for the program, which introduces the five core principles of YouthBuild: education, construction/healthcare training, counseling and support services, leadership development and graduate resources. During the final part of the pre-determination, YouthBuild participants are invited to attend a conference to discuss the prior two weeks, and begin a discussion around developing an Individual Development Plan (IDP), which details short-term, intermediate and long-term, individualized goals.

After being chosen for the program, participants move on to up to six months of classroom and on the job education. During training, program participants dedicate 50% of their time to academics, 40% to occupational training and 10% to community service and leadership development. After completion of this portion of the program, participants are supported with transition assistance into employment and post-secondary opportunities.

OhioGuidestone's YouthBuild program is responsible for enrolling 62 program participants from specific zip codes in Cuyahoga County, Ohio.

The Department of Labor (DOL) has developed an internal approach for developing and measuring program goals. DOL expects YouthBuild grantees awarded are expected to track and report on six primary indicators.

These indicators are:

- 1) Education and Employment Rate – Second Quarter After Exit;
- 2) Education and Employment Rate – Fourth Quarter After Exit;
- 3) Median Earnings – Second Quarter After Exit;
- 4) Credential Attainment;
- 5) Measurable Skill Gains; and
- 6) Effectiveness in Serving Employers

The purpose of the aggregated national performance goals are to evaluate YouthBuild and to report to Congress, taxpayers, and other stakeholders on the progress of the program. Therefore, OhioGuidestone reserves the right to modify these outcomes to reflect any changes made by the Department of Labor.

### **3. Definitions**

Offeror – the organization that submits a proposal in accordance with the RFP instructions herein.

Response/Proposal – the material submitted by the Offeror in answering the RFP solicitation.

Provider or Vendor – references a provider of services that, if selected, will become a Sub recipient of federal YouthBuild grant funds.

Sub recipient or Sub awardee: The Vendor to which a sub award is made and which is accountable to the recipient for the use of the funds provided.

### **4. Contract Term**

The contract term will be January 1, 2020 through March 31, 2023, subject to the mutual written agreement of the parties and continued funding of the project.

### **5. Proposal Costs**

Costs incurred in the preparation of a proposal are the responsibility of the Offerors. OhioGuidestone will not contribute in any way to the costs associated with responding to a request for proposal, entering into contract negotiations, or costs associated with interviews and/or negotiations.

### **6. Ethical and Conflict of Interest Requirements**

No contractor, individual, company, organization or any other business entity seeking a contract shall promise or give to any OhioGuidestone employee or board member anything of value that

is of such character as to manifest a substantial and improper influence upon the employee or board member with respect to his or her duties.

No contractors, individual, company, organization or any other business entity seeking a contract shall solicit any OhioGuidestone employee to violate any of the conduct requirements for employees.

Any contractor acting on behalf of OhioGuidestone shall refrain from activities that could result in violations of ethics and/or conflicts of interest. Any contractor, individual, company, organization or any other business entity who violates the requirements and prohibitions defined herein is subject to termination of their contract or refusal by OhioGuidestone to enter into a contract.

Prospective Vendors must comply with the applicable contract compliance procedures for equal employment opportunity as stipulated by the U.S. Department of Labor. It is the policy of OhioGuidestone to assure equal employment opportunity. Discrimination against any person in the recruitment, training, examination, appointment, promotion, retention, discipline or any other aspect of personnel administration because of race, religion, national origin, sex, ancestry, age, disability, sexual orientation, or veteran status is prohibited.

## **7. Federal Debarment**

OhioGuidestone will review the Federal Excluded Parties Listings website prior to evaluating proposals. OhioGuidestone will not evaluate a proposal from any Offeror whose name appears on the Federal Excluded Parties List.

## **8. Contract Approval and Initiation**

OhioGuidestone contracts are not valid and enforceable until the OhioGuidestone Legal Department approves the contract and the contract is fully executed (signed by an authorized signatory of the recommended Vendor and the President and CEO of OhioGuidestone). The selected Vendor may neither perform work nor submit an invoice for payment for any period prior to contract execution and the contract effective date.

## **9. Selection**

- a) Recommended contract award will be to the Vendor whose proposal OhioGuidestone determines to be the most advantageous to OhioGuidestone. Bids will be evaluated on cost, timing, specificity of services, and the ability to work with difficult to serve populations. It is imperative that materials/services provided be cost-effective.
- b) At the completion of the evaluation process, OhioGuidestone will notify all Offerors of the status of their proposal.
- c) OhioGuidestone will contact the Vendor(s) being recommended for a contract to negotiate the final terms and conditions of the contract. Preliminary selection of a proposal does not guarantee that OhioGuidestone will award a contract.

The successful Vendor will be chosen by February 19, 2020, and all those who submitted a proposal will be notified of their status by this date.

## **10. Contract Terms and Conditions**

Proposals will be contractual obligations if a contract ensues. Failure to accept these obligations may result in cancellation of the award. The contract includes OhioGuidestone terms and

conditions, U.S. Department of Labor Terms and Conditions, other mutually agreed upon terms, the RFP document, and the Vendor's response to the RFP.

The successful Vendor shall agree to indemnify and save OhioGuidestone harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by a party or parties or from any act of the contractor.

Acceptance of performance is a condition of the agreement. It shall be understood and agreed that OhioGuidestone shall determine finally the satisfactory quality of the services and/or materials furnished under the agreement. Failure to meet performance requirements is a reason for termination of the agreement, and the vendor shall be liable to OhioGuidestone for any excess cost and/or expenses incurred by OhioGuidestone thereafter.

### **11. Required Certificates**

The successful Vendor shall maintain the following insurance policies in full force and effect for the term: (a) a Commercial General Liability policy of at least \$1,000,000, including sexual abuse and molestation coverage; (b) a Professional Liability Insurance policy (Errors and Omissions Insurance) in an amount not less than \$1,000,000 each claim insuring claims arising from the provision of Services and Deliverables; (c) an auto liability policy including coverage for owned, nonowned and hired vehicles in an amount not less than \$500,000; and (d) a Workers' Compensation policy covering all employees provided under this Contract having statutory limits for each jurisdiction where the Services and Deliverables are performed, and Employers' Liability coverage with at least the following limits, \$250,000 per accident, \$500,000 per disease and \$250,000 per disease (each employee).

### **12. Post Proposal Clarifications**

Unsuccessful Offerors may request information regarding proposal evaluations and non-selection by sending an email to [kiersten.watkins@ohioguidestone.org](mailto:kiersten.watkins@ohioguidestone.org).

### **13. Media**

Only OhioGuidestone is authorized to issue news releases relating to this RFP, the evaluation process, contract recommendations, contract awards, and performance related to any contract resulting from this RFP.

### **14. Questions and Answers**

Submit all questions regarding this solicitation to [kiersten.watkins@ohioguidestone.org](mailto:kiersten.watkins@ohioguidestone.org) by **4:00 p.m. EST, February 7, 2020**. All questions and answers will be responded to via email in a timely manner to ensure open and free competition.

### **15. Proposal Submission**

Proposals must be emailed to [kiersten.watkins@ohioguidestone.org](mailto:kiersten.watkins@ohioguidestone.org) by **4:00 p.m. EST, Friday February 14, 2020**. Any proposals not received by the designated time and date will be rejected.

Proposals must be complete at the time of submission. The submission of a proposal constitutes an offer to perform the indicated program services for the stated program costs. Proposals, including the cost proposal, are viable for 180 days. OhioGuidestone reserves the right to request a time extension from organizations submitting proposals.

## **Part II: Program Elements**

YouthBuild is a comprehensive and integrated educational and occupational training program. YouthBuild, a part of OhioGuidestone's Workforce 360° programming, provides young adults with job readiness training including the core competencies for two occupational skills training tracks which are entry-level construction and healthcare, paid work experience opportunities, as well as High School Diploma/ GED preparation, postsecondary education opportunities, leadership development, placement and retention supports, and case management services. In addition to helping students meet their employment and educational goals, each YouthBuild class completes community service projects and the construction-training students will renovate at least one low income home in the community.

The occupational healthcare training program **is required to:**

- Provide a 12 week STNA training program to a minimum of 31 youth ages 18-24 years over the course of two training years per the guidelines of OhioGuidestone's YouthBuild contract (January 1, 2020-March 2023);
- Provide training to youth using the standardized STNA curriculum that is aligned with a certified apprenticeship curriculum, resulting in nationally recognized transcripts and certification in accordance with the Nurse Aide Training & Competency Evaluation Program
- Assist STNA graduates with immediate job placement, retention and other support services to assure their success in the marketplace
- Provide didactic and experiential training in the role and responsibilities of the Hospital Nursing Assistant, including basic patient care skills as well as communication skills. Course work will also include human anatomy and physiology with a focus on abnormalities, standard/universal precautions, CPR training, safety and infection control, HIPAA regulations as well as coping with the physical demands of constant patient contact.
- Provide internship experience for students at local hospitals and nursing homes
- Participate in bi-weekly meetings with staff members from all training components to discuss participant progress toward IDP goals, academic and occupational benchmarks, and integration of training components
- Participate in monthly staff development and training meetings and attend DOL sponsored technical assistance training, webinars and seminars to create stronger connections between education, occupation and leadership integration
- Assist OhioGuidestone with generating progress reports, as stipulated in the YouthBuild contract, and to participate with OhioGuidestone in evaluation expectations as defined by the U.S. Department of Labor in the finalized contract and the finalized subcontractor agreement
- Work closely with OhioGuidestone and other grant partners to manage program costs within guidelines established by the contract
- Meet a minimum requirement of 75% of program participants attaining STNA certification
- Provide healthcare training for no less than 31 youth at a per student cost not to exceed \$1,400.00. This cost includes: Instructor Expenses; Books, Classroom Materials, classroom and hands-on instruction; Tests & Related Supplies; Staff Preparation and Meeting Participation/Travel; Career Fair Employer Promotion/Coordination; and uniforms
- The tuition is based on at least two (2) 6 month classes for 15-18 students per class held over 2 years (January 1, 2020-March 31, 2022);
- Provide assistance transitioning interested youth into apprenticeship opportunities;
- Participate in the 2 week Mental Toughness pre-determination classes;
- Participate in the enrollment determination of youth accepted into the program upon completion of Mental Toughness (pre-determination process);
- Provide drop-in space for OhioGuidestone YouthBuild staff;

- If necessary, provide training space for the academic, leadership, job readiness and life skills components of the program for the duration of the program.
- Provide time sheets for all staff members working on the YouthBuild project. Time sheets need to account for 100% of staff time for any staff member that splits their time between this project and other functions outside of this project.
- Provide match which can be made in the form of an in-kind donation, of no less than 10% of the total construction program budget over the course of the two year contract.

Programs must serve the entire 31 students.

The chosen Vendor will submit invoices on a monthly basis to OhioGuidestone. YouthBuild is a cost reimbursement program. Per the Department of Labor, all expenses must be paid before they can be submitted to OhioGuidestone for reimbursement, including the backup documentation that certifies payment has been made.

Proposers who provide match in excess of the 10% requirement will be weighted more heavily.

### **Part III: Proposal Format**

#### **1. Cover Letter**

A cover letter must be included providing the name and contact information for the person OhioGuidestone should contact regarding the proposal. The cover letter must confirm that the Offeror will comply with all of the provisions of the RFP, and include a conflict of interest statement.

The cover letter must provide a brief description of the organization, including history; number of years the organization has been in business; type of services you provide; legal status of vendor organization (i.e. corporation, partnership, sole proprietor) and the organization's unique entity identifier (this is the identifier required for SAM registration to uniquely identify business entities).

A vendor representative authorized to make contractual obligations must sign the cover letter.

#### **2. Program Narrative**

Proposal narratives (excluding the cover letter and required attachments) must be no more than five pages in length, single-spaced using a 12-point font.

Each proposal should include a general narrative about the Offeror's agency/organization, an explanation of why the Offeror is interested in providing these services, relevant experience, a detailed description of the proposed program, and performance outcomes of any similar programming undertaken in the last five years.

Proposals should include details of a staffing plan for delivering the program. Proposers should include resumes for key program personnel and position descriptions with a recruiting plan for staff not currently employed (not included in the 5-page limit).

#### **3. Budget and Budget Narrative**

Offerors must provide a detailed budget and budget narrative, including a per person cost. Estimated prices are not acceptable.

#### **4. Required Attachments**

- a) Most recent audited or compiled financial statements

- b) Resumes for key program personnel
- c) Certificate of Insurance
- d) Worker's Compensation Certificate

#### **Part IV: Disclaimers and Conditions**

- a) OhioGuidestone reserves the right to reject all bids, waive technicalities, amend the original estimate, and to advertise for new proposals or bids on the required services if OhioGuidestone determines that award of a contract is not in the best interest of OhioGuidestone, prices submitted are excessive compared to the market, or the proposals are non-responsive and/or incomplete.
- b) OhioGuidestone reserves the right to make changes to the scope of this RFP and to clarify any of the requirements, information and/or provisions of this RFP as it deems necessary. Any changes to the RFP will be made via the issuance of Addenda prior to the submission deadline. OhioGuidestone further reserves the right, if necessary, to extend the submission deadline. A copy of each Addendum will be emailed, or otherwise furnished, by OhioGuidestone to each person or company. Each Proposal shall be predicated upon all the terms and conditions of the RFP and any and all supplements or revisions thereof issued via Addenda to the RFP
- c) This RFP does not constitute an offer. Acceptance of proposals for review does not commit OhioGuidestone to award a contract. OhioGuidestone reserves the right to cancel, withdraw, or reissue this RFP in part or in its entirety up until the time a contract is signed by OhioGuidestone's President and CEO.
- d) OhioGuidestone is the final authority in determining if a proposal is responsive or non-responsive to the terms and conditions of the RFP.
- e) OhioGuidestone reserves the right to award a single contract, multiple contracts, or to reject any or all proposals or parts of proposals received.
- f) OhioGuidestone reserves the right to negotiate scope of work and costs on proposals and to request Offerors to submit a best and final offer.
- g) OhioGuidestone reserves the right to modify the scope of the RFP and any resulting contracts to incorporate emerging best practices or services, operational, programmatic or policy rules and regulations, changes in technology, product substitutions due to unavailability of product specified, price changes, decreases or increases in funding, or decreases or increases in demand for services if the foregoing were unforeseen at the time of the RFP and the modifications are related to the original purpose of the RFP.
- h) OhioGuidestone reserves the right to request Offerors provide clarifications, make oral presentations, or submit additional information pertaining to their proposals. If OhioGuidestone requests presentations or additional information from one or more Offerors, OhioGuidestone is not required to request information from all Offerors.
- i) OhioGuidestone reserves the right to utilize any ideas submitted in proposals unless those ideas are covered by legal patent or copyright and are identified as such in the proposal. RFP Process: OhioGuidestone may initiate discussions and further inquiries with any, all or none of the initial RFP respondents for the purpose of securing additional information, proposals, or pricing that may culminate in an agreement. Selected respondents may also be asked to provide oral presentations.
- j) This RFP creates no obligation on the part of OhioGuidestone to award a contract or to reimburse RFP respondents for proposal preparation expenses with respect to this RFP or any subsequent addenda. OhioGuidestone may accept or reject any and all information or proposals, in whole or in part, received as a result of this request, and may negotiate in any manner to best serve its interests. OhioGuidestone may waive any irregularities or deficiencies of a proposal if in the best interest of OhioGuidestone to do so.
- k) This RFP is not a final agreement. This RFP does not contain nor suggest all the terms and conditions necessary for conducting business with the OhioGuidestone or govern any eventual transaction or relationship.