

Request for Proposals (RFP)

Richland County Children Services Board

For Kinship Legal Services

January 1, 2025 through December 31, 2025

Deadline for Submission

December 20, 2024 at 4:00 P.M.

Section I. General Information

1.0 Background

Richland County Children Services has offered kinship services since 2004. The navigator at that time consisted of one employee who strived to improve the local services for kin caregivers. The goal is to allow families to take care of themselves. There are times when they may need resources to help along the way, but the ultimate goal is keeping children with people they have established relationships with.

Kinship caregivers at times have difficulty understanding what resources are available in the community, how to navigate those systems, and how to effectively advocate for the children they are caring for, in order to get their needs met. The support provided by the local kinship navigator provides necessary assistance to address the concerns that many care givers are often faced with.

Additionally, the kinship program offers a legal component for both formal and informal kinship cases. Clients will be informed how to access legal services, and a referral will be made. Children Services' kinship program has contracted with local law firms who provide legal services to kin caregivers seeking legal custody, power of attorney, or general legal questions.

2.0 Purpose/Overview

The purpose of this RFP is to solicit proposals from attorneys or law firms who can provide legal services to kin caregivers.

Children Services proposes to purchase up to \$60,000 of Kinship Legal Services, **contingent on the availability of funding.**

Services proposed must be for families or children referred to the applicant by Richland County Children Services.

3.0 Funding Restrictions

Unallowable costs: Provider warrants that the following unallowable costs were not included in determining the rate of payment and that these costs will not be included in any invoice submitted for payment.

For the purposes of this RFP, **“unallowable”** project/program costs include:

- Bad debt or losses arising from uncollectible accounts and other claims and related costs;
- Contributions to a contingency(ies) reserves or any similar provision for unforeseen events;
- Contributions, donations or any outlay of cash with no prospective benefit to the facility or program;
- Entertainment costs for amusements, social activities and related costs for staff only;
- Costs of alcoholic beverages;
- Goods or services for personal use;

- Fines, penalties or mischarging costs resulting from violations of, or failure to comply with, laws and regulations;
- Gains and losses on disposition or impairment of depreciable or capital assets;
- Cost of depreciation on idle facilities, except when necessary to meet contract demands;
- Costs incurred for interest on borrowed capital or the use of a governmental unit’s own funds, except as provided in paragraph (n) of rule 5101:2-47-25 of the Administrative Code;
- Losses on other contracts;
- Organizational costs such as incorporation, fees to attorneys, accountants and brokers in connection with establishment or reorganization;
- Costs related to legal and other proceedings (unless directly associated with this program);
- Goodwill;
- Asset valuations resulting from business combinations;
- Legislative lobbying costs;
- Cost of organized fund raising;
- Cost of investment counsel and staff and similar expenses incurred solely to enhance income from investments;
- Any costs specifically subsidized by federal monies with the exception of federal funds authorized by federal law to be used to match other federal funds;
- Advertising costs with the exception of service-related recruitment needs, procurement of scarce items and disposal of scrap and surplus;
- Cost of insurance on the life of any officer or employee for which the facility is beneficiary;
- Major losses incurred through the lack of available insurance coverage;
- Cost of prohibited activities from section 501 (c)(3) of the Internal Revenue Code.
- Cost of purchasing equipment or materials to provide services unless these can be included in the 10% of Administrative Costs.

4.0 Applicant Assistance

4.1 RFP Schedule

December 3, 2024	Date RFP released
December 10, 2024 9:00 A.M.	Technical Assistance Conference
December 11, 2024 by 4:00 P.M.	Letters of Intent due
December 20, 2024 at 4:00 P.M.	Deadline for submitting Proposals
Week of December 23, 2024	Proposal Review
December 27, 2024	Successful Applicant Notification
January 2nd – 10th	Contract Negotiations
January 13, 2025 -December 31, 2025	Program Implementation Dates
January 31, 2026	All final reports and deliverables

4.2 Letter of Intent – Any applicant who plans to submit a response to this RFP is required to submit a letter of intent by December 5, 2024. Children Services will notify all potential applicants of any changes in this solicitation only if a letter of intent is on file. The letter of intent should not exceed one typed page and must state:

- Organization’s name
- Mailing address and email address

- Telephone number
- Statement of intent to apply to provide services as described in RFP

Letters of Intent must be sent to Kevin Goshe, Finance Director, Richland County Children Services, 731 Scholl Rd., Mansfield, Ohio 44907, kevin.goshe@jfs.ohio.gov.

4.3 Contact Person

Kevin Goshe, Finance Director, Richland County Children Services, 731 Scholl Rd., Mansfield, Ohio 44907; phone: 419-774-4105; email: kevin.goshe@jfs.ohio.gov.

4.4 Written Questions

All questions must be submitted in writing via email to kevin.goshe@jfs.ohio.gov. Applicants who contact any other employee of Children Services or member of the Richland County Children Services Board seeking information regarding the RFP, risk elimination of their proposal from further consideration.

4.5 Technical Assistance Conference

A meeting of any and all interested parties shall be held at **9:00 A.M. on December 10, 2024** at Richland County Children Services, 731 Scholl Rd., Mansfield, Ohio 44907. Attendance is strictly voluntary.

Minutes will be recorded during the Technical Assistance Conference. These minutes will be emailed to those who request them, and posted on the website (www.richlandcountychildrenservices.org) for general viewing.

4.6 Addendum to RFP

At the discretion of Children Services, if it becomes necessary to revise any part of this RFP, an addendum will be emailed to each entity that has submitted a letter of intent. All addendums will also be posted on the agency website. All requested clarifications will become an addendum.

4.7 Right to Cancel

Children Services reserves the right to cancel all or any part of this RFP at any time without prior notice. Additionally, Children Services reserves the right to modify the proposal process and timeline as deemed necessary.

4.8 Contract Award and Funding Available

Final selection of the successful applicant(s) will be made no later than December 20, 2024. The successful applicant(s) will be notified no later than December 20, 2024. Applicant(s) should prepare to meet with Richland County Children Services for contract negotiations beginning as early as December 20, 2024.

A contract will be negotiated for the period of January 1, 2025 through December 31, 2025. Children Services reserves the right to award multiple contracts for the program if deemed to be in the best

interest of Children Services. Funding being made available is one time only funding. However, the contract(s) may be renewed for two (2) additional years at the discretion of Children Services.

5.0 Submittal of Proposals

5.1 Applicant Evaluation

Applicants are expected to be familiar with the entire RFP and respond in a clear and thorough manner.

5.2 Proposal Cost

All costs incurred in the creation of the proposal are the responsibility of the Applicant. The Applicant will be fully responsible for costs associated with proposal development and submission. Children Services assumes no contractual or financial obligation as a result of the issuance of the RFP, the preparation and submission of a proposal by an Applicant, the evaluation of an accepted proposal, or the selection of finalists.

5.3 Conflict of Interest

No applicant will promise or give to any employee of Children Services anything of value that could influence that employee in his/her decision on awarding contracts. No applicant will attempt, by any means, to influence any employee of Children Services to violate any policies of the agency, the Ohio Revised Code or Federal Procurement Regulations.

5.4 Ownership of Proposals

All proposals and associated materials become the property of Richland County Children Services. All proposals will be considered public record.

5.5 Applicant Representative's Signature

The proposal must be signed by an authorized representative of the organization applying. The signature must indicate the title or position the individual holds in the organization. Any and all unsigned proposals will be rejected.

5.6 Proposal Acceptance/Rejection

Richland County Children Services reserves the right to reject any or all proposals, to accept or reject any or all of the items in a proposal, to waive any informality in the proposals received, and to award the contract in whole or in part, if it is deemed to be in the best interest of Richland County Children Services. Richland County Children Services reserves the right to negotiate with any Applicant after proposals are reviewed, if such action is deemed to be in the best interest of Richland County Children Services.

5.7 Delivery of Proposals

For consideration, Applicants must hand-deliver one (1) signed, unbound original proposal and four (4) unbound copies of the entire written proposal by **4:00 P.M. on December 20, 2024** or send one (1) signed, unbound original proposal and four (4) unbound copies of the entire proposal via certified or

registered mail (US Postal Service, United Postal Service, or Federal Express). For consideration, proposal MUST be received at Richland County Children Services, 731 Scholl Rd., Mansfield, OH 44907, no later than **4:00 P.M. on December 20, 2024.**

Address Mailed proposals to: Kevin Goshe
731 Scholl Rd.
Mansfield, OH 44907

The outside of the envelope must be clearly marked **Kinship Legal Services RFP.**

Proposals that are hand-delivered must be in a sealed envelope. All proposals will be date-stamped when received and the time of receipt will be logged. Receipts will be issued upon request. Proposals received after the deadline will not be considered. If mailed, Applicants must use certified or registered mail – United States Postal Services (USPS), United Postal Service (UPS) or Federal Express – with return receipt requested.

Applicants should carefully review their final proposals. Once opened, proposals cannot be changed. However, Richland County Children Services may request additional information or clarification of any or all items in a proposal.

6.0 Proposal Qualifications

Richland County Children Services is requesting applications from local attorneys or law firms familiar with family law and licensed to practice law in the State of Ohio. To be eligible, the Applicant must demonstrate the administrative capability to operate the program. Priority will be given to programs that have demonstrated effectiveness and experience dealing with kinship-related cases.

Only agencies and organizations, not individuals, are eligible to apply under this RFP. All jointly developed applications must identify a single organization as the official Applicant. Participating agencies and organizations can be included as co-participants, sub-grantees, or subcontractors.

Applicants claiming non-profit status must submit evidence of legal status as a non-profit organization. All applicants must submit their most recent audited financial statements.

7.0 Evaluation Criteria

The review process will be conducted in two (2) parts. The preliminary review will ensure the proposal meets the minimum requirements and mandatory conditions specified in the RFP. Proposals not meeting the minimum requirements and mandatory conditions will be rejected.

7.1 Initial Review

Proposals must meet the following requirements:

- Proposals must be received via mail service or in person at Richland County Children Services, 731 Scholl Rd., Mansfield, OH 44907, no later than **4:00 P.M. on December 20, 2024.** Proposals not received at the designated address by the specified date will be rejected.
- The required number of copies must be submitted.
- Evidence of the Applicant’s license to practice law in the State of Ohio must accompany the proposal.

- Evidence of the Applicant’s legal status as a non-profit entity must accompany the proposal, if applicable.
- The Proposal must be signed by the Applicant’s authorized representative.
- Proposals that pass this initial review will be considered valid proposals and will move to the final review. Those that do not pass the initial review will be filed as rejected. Applicants whose proposals have been rejected during the initial review of proposals will be informed in writing no later than December 23, 2024.

7.2 Final Review

- All valid proposals will be reviewed, evaluated and rated by a review committee. The review committee will be comprised of Richland County Children Services staff and may include, but not limited to, the Agency Director and/or her designee, the designated supervisor, and a member of the finance department.
- The review committee will evaluate each proposal against the criteria in the RFP. During the review, the committee may request additional information from the Applicant.
- All qualified proposals shall be reviewed by the review committee using a standard proposal rating sheet tailored specifically for this RFP (Attachment IV).

The review committee members may request additional information in an effort to evaluate an Applicant’s proposal. This may include an oral presentation by the Applicant, written clarification of specific items in the proposal, and evidence of the Applicant’s history/experience in providing similar services.

7.3 Selection – Each proposal will be reviewed according to the rating system below. Scores will be used as a guide for discussion and selection of the contractor. The maximum possible points for each criterion are based on the following scale:

	Criteria Factors	Points
A.	Organizational Qualifications and Experience	25 points
B.	Program Design/Strategies	30 points
C.	Program Outcomes and Deliverables	15 points
D.	Financial Accountability	30 points

Additionally, the evaluation may take into consideration the following:

- strength and stability of the Applicant to provide the requested services;
- ability to meet the program timelines;
- demonstrated responsiveness and completeness regarding the RFP specifications;
- scope of services being proposed;
- Applicant references;
- cost of proposed services;
- experience with a similar program of comparable size and scope; and

- other factors considered relevant by Richland County Children Services.

8.0 Funding Decisions

Based on the information in the previous sections, points awarded and funding decisions, the review committee may allocate less or more than the funding amount requested. Applicants should indicate whether partial funding will be accepted and explain how the program would be modified, yet achieve program goals, if partial funding is granted.

Proposals containing false or misleading statements will be rejected.

Written notification will be made to all Applicants who submit a proposal.

Richland County Children Services reserves the right to reject any or all proposals. The recommendation of the review committee shall be final.

9.0 Contract Terms

9.1 Type of Contract

The Applicant is responsible for the execution of the program and contract requirements. If the Applicant proposes a multi-applicant or subcontract approach, full responsibility for all contract agreements will remain with the Applicant who is awarded the contract by Richland County Children Services; this includes audit findings. Applicants proposing a multi-applicant approach must adhere to Richland County Children Services' procurement policy (separate document).

Richland County Children Services will negotiate a contract with the successful Applicant(s). The contract will define the terms and conditions and will form the basis for contractual negotiations. The successful proposal will be incorporated into the resulting contract and will become public record.

Richland County Children Services is not responsible for oversights in this RFP that are not brought to the attention of Richland County Children Services prior to starting contract negotiations. Contract terms, if any, required by the Applicant must be included or attached to the Applicant's proposal.

9.2 Right to Terminate Negotiations

If Richland County Children Services determines that the Applicant is unable to successfully come to terms regarding the contract, Richland County Children Services reserves the right to terminate contract discussions with the Applicant. Richland County Children Services reserves the right to select another Applicant from the RFP process, cancel the RFP or reissue the RFP, if it is deemed necessary.

9.3 Contract Highlights

- All contracts negotiated will be on a cost reimbursement basis.
- Profit is allowable. Profit earned by a non-profit or governmental agency is considered program income and must be applied to the program operations. For-profit Applicants must identify the amount of profit expected from the program.
- Cost limitations – Administrative costs are negotiable. Under no circumstances will administrative costs exceed 10% of the overall budget.

- Equipment – Not allowable (i.e., computer, printers, software, desks, chairs, digital cameras, video cameras, file cabinets, storage cabinets, bookcases, fax machines, telephones, cell phones, etc.).
- Monitoring – Contracts will be subject to announced and unannounced monitoring by Richland County Children Services.
- Subcontracting – All subcontracts proposed under this program must have prior approval by Richland County Children Services and must adhere to the Richland County Children Services procurement policy (separate document).
- Participants – The target population must be eligible as defined in the RFP.
- Payment – Invoices will be submitted each month to Richland County Children 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 Children Services will review the invoice for completeness and accuracy and make payment within 45 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 within three (3) months of the end of the contract period to ensure payment. Richland County Children Services will make payment for all invoices received in accordance with the terms of the contract. Richland County Children 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 invoice.
- Contractors must provide quarterly progress reports of program performance in comparison to the deliverables agreed to in the contract.

Funding being made available is one time only funding; however, the contract may be renewed for up to two (2) additional years. Contract renewal will be based on the availability of funds and will be at the discretion of Richland County Children Services.

9.4 Reference Checks

Richland County Children Services reserves the right to verify information and contact references regarding subcontractors, officers, directors, and managerial and supervisory personnel retained by the Applicant in an effort to determine the Applicant’s ability to perform under the terms of the contract. Such information may be used in determining contract awards.

9.5 Reporting Requirements

The successful Applicant will provide program and expenditure updates quarterly. The updates shall indicate the progress made on identified program outcomes. The successful Applicant will be expected to evaluate the effectiveness of the program quarterly throughout the contract period. The final report and deliverables will include the following:

- A. Progress Report
 1. List achievements which relate to the program stated in child well-being indicators
 2. Provide details of program milestone to date
 3. Overall results to date
 4. Program modifications

- a. Made to date
 - b. Proposed
- B. Fiscal Report
- 1. Total expenditures for the quarter
 - 2. Total expenditures year to date
 - 3. Balance of contract amount
- C. Technical Assistance Request – Specific technical assistance requests for the next quarter.

All quarterly reports/updates are to be submitted to Kevin Goshe, Children Services Finance Director, by the last day of the month following the end of each quarter.

Every effort should be made to adhere to these deadlines as late reports may jeopardize payments and additional funding opportunities. Reports & invoices may be submitted via e-mail.

Section II. Scope of Services

1.0 Provision of Services

The services being addressed in the RFP will assist families of Richland County in achieving their fullest potential, build upon their strengths, and fulfill their rights, responsibilities, and needs. Children will be maintained in the most home like setting in the community.

Note: Children Services shall make all referrals to the program.

2.0 Framework of Activities/Services

Applicant will take all referrals submitted by the designated Children Services supervisor. These referrals could include the following requests:

- Power of Attorney
- Caregiver Affidavit
- Possible Emergency Custody request
- Legal Custody
- Legal Guardianship
- Form 20.0

(See separate forms)

The Applicant will have contact with the designated supervisor regarding emergency situations. Any case that is moving toward dismissal for any given reason will be discussed prior to closing the case. The Applicant will contact the designated supervisor with any case related questions that may impede the case in the judicial setting.

All cases referred will be tracked on a spreadsheet and submitted to the designated supervisor bi-weekly. This document shall include referral date, case number, client name, children, date filed, date completed, status of the case, and all contact with the client.

Applicant will complete all required court documents to ensure the case moves forward in Domestic or Probate Court. In addition, the Applicant will notify and represent kinship caregivers of all required court dates until permanency has been established. All publication costs and GAL appointments will be discussed with the designated supervisor. This will ensure that all measures have been taken by Children Services staff and kinship navigators to identify appropriate information and addresses on submitted cases.

Children Services has budgeted \$33,750 for attorney fees and an additional \$26,250 for court costs, publication costs, GAL fees, etc. The Attorney will accept all cases referred and provide service until case conclusion. Invoices for costs will be submitted by the applicant as they are incurred. These bills will be paid separately to the applicant, and it shall be applicant's responsibility to pay the court, newspaper, etc.

Quarterly face to face meetings will be held with the designated supervisor/Finance Director to ensure the program is meeting contract requirements.

Section III. Required Format Specifications

1.0 Submittal of Proposals/Proposal Format

Applicants are required to respond to the information requests in the order listed in this section so that Richland County Children Services may evaluate all proposals on an equal and timely basis. In order to facilitate the Applicant's development of a properly formatted response, the Applicant shall arrange the response in the order specified in Section III.

Proposals must meet the following format specifications:

- Use a 12-point Times New Roman font.
- Page margins are to be 1" on all sides of the page.
- Pages are to be numbered on the bottom right of each page.
- Pages are to be single sided.
- Single-spaced.

A. Cover Page – Required. The cover page shall include the organization name, address, phone, fax, email, title of project, type of entity (i.e., for profit, not for profit, governmental), contact person(s) for application, total participants planned, cost per participant, total amount requested, cite the Goal(s) and the category(ies) to which outcomes relate, and signature and title of authorizing representative.

B. Program Executive Summary – Required. The summary shall be no more than one (1) page in length.

C. Narrative – Required. The narrative shall be no more than ten (10) pages in length (not including the Program Executive Summary). Briefly describe the project and include the following:

1. Description of Organizational Qualification and Experience (25 Points):

- a. Describe the organization’s past experience in providing similar services to a similar population and demonstrated performance; describe the organization’s ability to measure performance outcomes.
- b. Provide a summary of personnel directly involved in the provision of services – qualifications and abilities to perform the required services.
- c. Include job descriptions for all positions related to the project; include resumes for all personnel related to the project; include a table of organization.
- d. If the proposal includes the services of a subcontractor, provide a summary of the subcontractor’s qualifications (include job descriptions and resumes for all personnel involved in the project).

2. Program Design/Strategies (30 Points)

- a. Identify the problems/needs to be addressed and the target population to be served; describe the barriers the population to be served may face.
- b. Describe the services being proposed and explain how the services will be implemented (start-up and on-going); include a description of outreach and recruitment activities.
- c. Describe how the program being proposed utilizes available community resources; describe efforts to collaborate with domestic relations, probate & juvenile courts and other existing community programs.
- d. Describe how services will be coordinated if services will be provided by another entity through a subcontract (or multiple entities through subcontracts).

3. Program Outcomes and Deliverables (15 Points)

- a. Develop a plan for service levels and deliverables; provide an implementation timeline that includes target dates for delivery of services and a reasonable schedule to achieve goals/outcomes.
- b. Develop goals and objectives that address the stated goal principles being addressed and services being proposed; describe how data will be collected to measure achievement of goals and outcomes.
- c. Include a description of methods to be used to ensure timely and accurate reporting.

4. Financial Accountability (30 Points)

The fiscal aspects of this proposal should be developed with the advice and assistance of an appropriate fiscal officer of your organization, if applicable.

Total administrative costs charged by applicant shall not exceed 10% of total expenditures.

Fiscal Information for Program including a budget that is based on a fee-for service schedule and includes the number of clients proposed to be served at a unit cost basis during the entire period covering the program. This cost may not exceed the total budgeted amount in the RFP but may be less.

Your proposal must address the following items:

- a. Describe the fiscal stability (health) of your organization and attach your most recent organizational audit or other information (such as fiscal reports/minutes of meetings to your Board or Shareholders), which supports that your organization is fiscally viable and stable without funding from RCCS. You must demonstrate that your organization would be in operation regardless of referrals from RCCS during 2025.
- b. Explain/breakdown the fee-for-service rate per unit you will charge.
- c. What is the maximum number of persons that your program can serve per year?

E. Checklist

- Cover Page (one (1) page)
- Executive Summary (one (1) page)
- Narrative (no more than ten (10) pages)
- Verification of non-profit status (if applicable))
- Verification of Ohio law license
- Latest audited financial statement (evidencing fiscal stability)