

Perry County Children Services  
**REQUEST FOR PROPOSAL**

Date of Issuance May 6, 2024

Proposals must be submitted no later than  
4:00 p.m.  
June 7, 2024

**LATE PROPOSALS WILL NOT BE ACCEPTED**

For further information regarding this RFP contact:

Michelle Clouse  
(740) 342-3836  
Michelle.Clouse2@jfs.ohio.gov

If a suitable offer is made in response to this RFP, PCCS 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 PCCS 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 July 1, 2024, through June 30, 2025. PCCS 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 Perry County Children Services Board.

*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 PCCS refusing to consider the Proposal of the Contractor or Vendor.*

## **I. EXECUTIVE SUMMARY**

The Perry County Children Services Board (PCCS) is issuing this Request for Proposal (RFP) that will solicit qualified individuals or organizations interested in providing legal representation for the agency located at 526 Mill Street, New Lexington, OH 43764.

## **II. PROPOSAL REQUIREMENTS**

- A License to practice law in the state of Ohio that is in good standing with the Ohio Bar Association.
- Red Book Training/Child Welfare Law Specialist
- A minimum of 5 years of experience practicing juvenile law in the state of Ohio.
- Required to file complaints, motions, entries, briefs, or any other legal document deemed necessary by the agency, OAC, ORC, and Juvenile Rule.
- Available an average of 10-15 hours per week for office hours and court hearings.
- Available by phone at all times for emergency situations requiring court action.

Applicant will handle all child welfare matters pertaining to cases on dependency, neglect, abuse, and permanent custody in relation to litigation now or pending or that which may later arise either for or against the Perry County Children Services Board or both, in connection with matters under the jurisdiction.

## **III. PROGRAM DETAILS**

### **A. Program Administration**

PCCS will award contracts on a cost reimbursement basis. The services requested in this RFP must be provided by a single entity.

### **B. Other Applicable Statues**

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 PCCS and may be returned only at PCCS' option. Proprietary information should not be included in a Proposal or supporting materials because PCCS 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.

PCCS 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, PCCS may return, destroy, or otherwise dispose of the Proposals or the copies.

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

- Cover letter
- Proposal addressing the requirements.
- Name, address, and contact information of individual with authority to answer questions regarding the Proposal
- Suspension/Debarment Status Certification

**PCCS 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**

Proposal Evaluation Criteria are included as Attachment I to this request for proposal (RFP).

This RFP does not constitute an offer. Acceptance of proposals for review does not commit the contracting PCCS office to award a contract, nor is it liable for any costs incurred in the preparation of proposals. PCCS reserves the right to award contracts to a single applicant, multiple applicants, or to reject any and all proposals received. PCCS 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 PCCS, 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 PCCS. Upon notification, the applicant agrees to abide by the amended provisions.

**VI. PROTEST**

A timely protest shall be considered by PCCS. A timely protest is a protest received by Amy Frame 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 PCCS**

Perry County Children Services  
Amy L. Frame, Executive Director  
526 Mill Street  
New Lexington, OH 43764

**VII. INQUIRIES**

Questions must be submitted to the attention of Michelle Clouse at [michelle.clouse2@jfs.ohio.gov](mailto:michelle.clouse2@jfs.ohio.gov).

**VIII. CONTRACT TERM**

The proposed initial funding term will be July 1, 2024 through June 30, 2025.  
PCCS reserves the right to extend contract awards by two, one-year extensions.