

BROOME COUNTY

DEPARTMENT OF SOCIAL SERVICES

REQUEST FOR PROPOSAL

FOR

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
WELFARE TO WORK – WORK EXPERIENCE PROGRAM**

- 1. Invitation** – Broome County, New York is inviting proposals from qualified firms the Temporary Assistance for Needy Families (TANF) and Welfare to Work – Work Experience Program. The requests for proposals will be received until **2:00 p.m.** local time on **1/13/2012**. Any proposal received after the time and date specified will not be considered.

The contract shall commence following approval by the Broome County and receipt of a satisfactory certificate of insurance.

- 2. Submittal of Proposals** – **One (1) complete original** and **one (5) complete copies** to be properly identified with the name and address of the proposer and the title of this request for proposal. Submit proposals to:

**Broome County
Department of Social Services
36-42 Main St.
Binghamton, NY 13905**

Attention: Sandra Sanzo, Deputy Comm. for Assistance Programs

- 3. Form of Proposals** – Proposals should be prepared in the format set forth in the accompanying documents, including a full description of the proposer’s plan of services for Broome County.
- 4. COUNTY’S PREOGATIVES** – THE COUNTY RESERVES THE RIGHT TO NEGOTIATE WITH ANY OR ALL PROPOSERS; TO REJECT ANY OR ALL PROPOSALS, IN WHOLE OR ANY PART THEREOF; TO RE-SOLICIT FOR PROPOSALS; AND TO WAVE ANY MINOR NON-CONFORMITIES IN ACCORDANCE WITH THE COUNTY’S DETERMINATION OF ITS OWN BEST INTERESTS.
- 5. Tax Exempt Entity** – The County of Broome is a tax-exempt municipality; taxes are not to be included in any fee calculations.

6. **Evaluation of Proposals** – Proposals will be judged upon the proposer’s ability to provide services, which meet the requirements set forth in the accompanying documents. The County reserves the right to make such investigations as it deems necessary to determine the ability of the proposer to provide services meeting a satisfactory level of performance in accordance with the County’s requirements.
7. **Interviews** – Interviews or presentations by one, several or all of the proposers may be requested by evaluators if deemed necessary to fully understand and compare the proposer’s capabilities. Site visits by the evaluators may be conducted if deemed by the County.
8. **Scope of Work** – Begins on page 3.
9. **Contract Terms** – At the time of the award by the County, the apparent successful proposer must agree to a contract memorializing the terms and conditions which will govern the relationship and establish the obligations of each party. All proposers shall be aware that the contents of a successful proposal will be construed in favor of Broome County and that the final contract between the successful proposer and Broome County may incorporate by reference the County’s Request For Proposal documents and the successful proposals and supporting submittals. **Broome County shall have the option, at its sole discretion, to renew this agreement for three (3) periods of one year upon the same terms and conditions.**
10. **Proposer’s Conditions** – Any conditions or expectations on the part of the proposer for performance by the County must be set forth in the Proposal. The County is not obliged to consider the proposers post-submittal terms and conditions.
11. **Choice of Law & Venue** – The resulting agreement will contain language stating that the contract is performable in Broome County, New York, and shall be construed in accordance with the laws of the State of New York. If any legal action is brought in connection with the enforcement of the contract, exclusive revenue shall lie in the County of Broome, New York.
12. **Standard Assurances** – By submitting this proposal, the proposer agrees to comply with all of the Standard Assurances that may be attached.
13. **Inquiry and Documents** – Any inquiries regarding this Request for Proposal may be directed to Sandra Sanzo at 607-778-2666. Sandra Sanzo will be the designated contact person for this project.

14. CONTRIBUTION STATEMENT & GIFT STATEMENT

- A. Election law signed statements. The County shall require a signed statement for any contract or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome County that the professional business entity has not made a contribution within one calendar year immediately preceding the date of the contract or agreement which exceeded the permitted thresholds set forth in article 14 of the Election Law of the State of New York.

- B. Gifts signed statement. The County shall require a signed statement for any contract or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome County that discloses all gifts given, if any, by the bidding professional business entity to any officer or employee of the County of Broome.

ATTACHMENTS:

Insurance Requirements
Proposal Sheet
Election Law Statement
Gifts Statement

PURPOSE:

The Broome County Welfare to Work (hereinafter and WTW) Temporary Assistance for Needy Families (hereinafter, TANF) employment division of Broome County

Social Services (hereinafter, BCDSS), provides guidance, support and direct referral to the close to 1,000 Family Assistance public assistance households deemed employable in Broome County.

This request for proposals (hereinafter RFP) seeks the services of a community agency to assist BCDSS in providing work experience activities (hereinafter “WEP”). Main objectives are early engagement, full participation, work-first and self-sufficiency. Duties will include:

- managing and maintaining a sole work experience location suitable to accommodate all TANF participants required to be in the WEP for the maximum number of hours monthly
- providing soft skills training and job skill instruction
- providing wrap around services to include case management, monitoring, mentoring, system entry of all information needed for state, federal and local reporting purposes

The focus of the WEP program is to engage TANF recipients in work experience activities for the maximum allowable number of hours each month. The outcome is to prepare recipients for transition to subsidized and, ultimately, unsubsidized employment with transitional benefits of Food Stamps, Medicaid and Day Care. BCDSS will contract with a community agency that has demonstrated experience and success, strong linkages with community resources and employers, and the capacity to effectively manage the program.

BACKGROUND:

In 1996 Congress enacted the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) that repealed the Aid to Families with Dependent

Children (AFDC), Emergency Assistance, and the Job Opportunities and Basic Skills (JOBS) Training programs and created the Temporary Assistance for Needy Families (TANF) Program.

Policy requirements for this new welfare reform impose strict standards that are meant to assist individuals in progressing toward self-sufficiency. TANF requires states to meet participation rates. In addition, there is a 60-month limit for receipt of the federal TANF benefits. Engagement and participation are instrumental in assisting recipients in gaining skills and experience necessary for securing and maintaining full time, unsubsidized employment. It is the mission of BCDSS Welfare to Work division to assist in this endeavor.

BCDSS is accepting proposals from community based agencies to provide the Work Experience Program (WEP) for the Broome County Family Assistance TANF employable population. The targeted subgroup would be non-exempt TANF recipients who are currently in the County operated WEP, currently not participating, or are engaged but not counting in the state TANF participation rate due to insufficient hours of activity. The current population averages 220 households per month.

Agency Contact

**Sandra Sanzo
Deputy Commissioner for Assistance Programs
36-42 Main Street
Binghamton, NY 13905
(607) 778-2666
ssanzo@co.broome.ny.us**

PROGRAM DATES:

Contingent upon the availability of federal Flexible Funds for Family Services (FFFS) funds the program will be funded through **March 31, 2012**.

AMOUNT AVAILABLE:

Please submit a budget showing anticipated actual expenses to operate the program through **3/31/2012**. (based on your projected start date). Include budget amounts for each subsequent year, for a total of 3 years. The amount is not to exceed \$400,000.00 per year.

AWARD DATES:

It is anticipated awards will be announced on or after **January 23, 2012**.

FUNDING:

Funding for this program is expected to cover all costs incurred for program operations, space rental, supervision, clerical functions, supplies, required reporting.

The award cannot duplicate reimbursement provided or funding made available by any Federal, State or local government entity. Contract funds cannot be used to supplant other Federal, State or locally funded programs.

LOCATION:

All work would be required to be performed at one location within Broome County, chosen by the vendor and approved by BCDSS, suitable to accommodate the needs of the program and the number of expected participants. It is expected the location would be on the BC Transit bus route, close to BCDSS Main Street and Front Street and near other services recipients may need.

REPORTING REQUIREMENTS:

Selected contractor must provide program information as requested by BCDSS. The WEP Project will be monitored by BCDSS or its agents on a regular basis throughout the contract period.

Duties and Responsibilities

All duties will be performed in accordance with New York State Office of Temporary and Disability Assistance Administrative Directive 08-ADM-07

<http://otda.ny.gov/main/policy/directives/2008/ADM/08-ADM-07.pdf>

The New York State Temporary Assistance and Food Stamps Employment Policy Manual

<http://otda.state.ny.net/dta/Manuals/employmentmanual.pdf>

The Broome County New York State approved Biennial Employment Plan for 2010-2011 which will be posted on the Broome County website at:

<http://www.gobroomecounty.com/broome/files/dss/pdfs/Broome%202010%20Biennial%20Plan.pdf>.

and all locally required BCDSS processes and procedures.

General Duties include:

1. Accept any and all referrals of non-exempt TANF cases referred by BCDSS.
2. Enroll the recipient into the WEP program at your site with a plan that supports the WEP clients' employment goals and meets the Federal participation requirements.
3. Provide soft skills training (problem solving, attendance and absenteeism, Teamwork, getting along with co-workers, etc) on site and monitor attendance.
4. Provide instruction on tasks assigned at worksite.
5. Refer WEP clients to community agencies for service and support (Example: food, clothes, counseling etc. – NOT education, training or employment).
6. Enter data and case notes timely and accurately utilizing the Case Management System (WTWCMS); collect supporting documentation as required.
7. Provide guidance to referred WEP clients to overcome barriers that make transition from welfare to work challenging; provide encouragement for all steps towards self-sufficiency
8. Provide monthly case reports and other statistical data as directed by BCDSS
9. Provide on-site case management and support services (goal setting, problem solving, etc.)
10. Coordinate and collaborate with BCDSS WTW Caseworkers in all aspects of clients' participation including need for supportive services
11. Mentor and monitor clients daily attendance and progress apprising WTW caseworkers immediately of any change in client status

JOB QUALIFICATIONS:

All positions must have minimum qualifications in line with related Civil Services jobs for the various positions proposed. Civil Service Job Specifications can be found at:

<http://www.gobroomecounty.com/personnel/specs>.

If you are unable to match positions proposed with the civil service listing, please contact Sandra Sanzo at 778-2666 for assistance.

PERFORMANCE MEASURES:

See Appendix #1.

PROGRAM NARRATIVE:

1. Identify the history and competency of your agency to operate this specific program (1- 2 pages).
2. Describe your overall plan for developing the worksite, general description of the location, product or service, time line, future sustainability and expansion. (1- 2 pages)
3. How are the general duties (on page 5) going to be addressed? (1-2 pages)
4. Attach a program budget and worksite/program description. This description should include the following: location, rent, available parking, accessibility to public transportation, what is the product or service, how is it going to be produced, employees at the site, hours of operation, worksite floor plan, WEP workers duties, how are soft skills and job skill instruction incorporated. (2-3 pages)
5. Include a job description for each job title.
6. Describe how you will manage the daily operations of this program. (1-2 pages)
7. Describe how you will achieve the outcomes in Appendix 1. (1 page)
8. What methods will you use to measure and report your program outcomes?

Proposal Evaluation Factors

Demonstration of successful performance of comparable services and expertise of the personnel to be assigned to the project (#1 and #5 above) 25%

Plan to develop, measure, monitor and report program outcomes (#7 and #8 above) 15%

Depth and breadth of services proposal (#2 and #3 above) 30%

Budget and program narrative (#4 above) 30%

Timetable of Deadlines

A conference of interested parties will be held on **December 14, 2011** from **10:00 – 12:00 pm** at the Broome County Department of Social Services, 36-42 Main Street, Binghamton, New York 13905, 4th floor conference room.

A question and answer period will follow for one week, December 15, 2011 through December 22, 2011 at **2:00 pm**. Any questions related to the project or timelines should be submitted by e-mail to Sandra Sanzo at ssanzo@co.broome.ny.us. Copies of all questions and answers will be e-mailed to all interested parties. No further questions will be accepted after **2:00 pm December 22, 2011**.

All written proposals are due by 2:00 pm on January 13, 2012 in Broome County Department of Social Services, 36-42 Main Street, Binghamton, NY 13905 attn: Sandra Sanzo, Deputy Comm. for Assistance Programs.

Notification of award is expected on or after **January 23, 2012**.

Other Requirements

Applicants must provide a 2010 Audit Report and Management Letter.

APPENDIX #1

BROOME COUNTY DEPARTMENT OF SOCIAL SERVICES
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
WELFARE TO WORK – WORK EXPERIENCE PROGRAM

PERFORMANCE MEASURE

Services will be evaluated based on the following performance measures:

- Engagement – finding unique, creative ways to keep participants involved and participating to their full ability or to the core number required.
- Participation – engaged the full required number of hours each month.
- Timely and accurate reporting/notification - attendance, notification of non-compliance, need for other services including but not limited to a disability or need for SSI application, substance abuse treatment, domestic violence assistance or referral, etc.
- Self-Sufficiency Progress – successful transition out of work experience and on to full-time training, unsubsidized and subsidized employment.

ENGAGEMENT

Objective 1.1 A minimum of 75% must be engaged at least 20 hours per week, fulfilling the number of core hours required.

To meet this objective the service provider must:

- Monitor the number of hours required for the household;
- Track the number of hours of participation for each participant;
Timely and accurately enter data into the State Case Management Service (CMS) data base for the County to receive appropriate state credit for the effort.

Case Management should be utilized to ensure participants are willing and able to participate fully rather than just be engaged.

PARTICIPATION

Objective 2.1 Full participation is the main objective for all participants. Full participation is participating for the State prescribed number of hours for that particular household. State and Federal regulations require 50% of the entire TANF

caseload is participating fully.

To meet this objective the service provider must:

- Monitor the number of hours required for the household;
- Track the number of hours of participation for each participant;
Timely and accurately enter data into the State Case Management System (CMS) data base for the County to receive appropriate State credit for the effort;
- Utilize case management methods to counsel and advise, secure compliance and assist with overcoming barriers to non-participation.

TIMELY AND ACCURATE NOTIFICATION

Objective 3.1 All elements of attendance, compliance, household changes, etc. must be reported timely, and in the proper format, through the State computer system or other written electronic means, to the Welfare to Work caseworker involved with the household.

To meet this objective the following must be met:

- Timely entry of all data in the State CMS system for State calculation of the monthly Engagement and participation rate (by the 15th of the following month).
- Timely written notification (within 2 business days) to the DSS WTW caseworker for any issues with compliance, household changes, client concerns, etc. and maintain an audit trail of such correspondences.
- Entry of case notes in the State CMS (Case Management System) system denoting the details of the notification, collaboration and communication with the assigned DSS caseworker as needed (within 2 business days).

SELF-SUFFICIENCY PROGRESS

Objective 4.1 All Work Experience participants are expected to transition out of Work Experience and into training or employment within 6 months.

To meet this objective the following must be met:

- Report all participants that transition to subsidized or unsubsidized employment. Collaborate and coordinate with DSS caseworker and Job Developer who will be responsible for enrolling/approving training, job search, job development/OJT.

ELECTION LAW STATEMENT:

I, _____ state that I am the _____ of
(Type or print name of individual) (Position)

_____. In the calendar year immediately preceding the date of this
(Vendor)

Statement, _____ has not made a contribution which exceeded
(Vendor)

the permitted thresholds (thresholds limits are available at the Broome County Board of
Elections) set forth in Article 14 of the Election Law of the State of New York.

Dated: _____

By: _____
(Signature of individual)

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR COPY.

GIFTS STATEMENT:

CERTIFICATION

I, _____ state that I am the _____
of _____

(Print or type name of individual) (Position)

_____. In the calendar year immediately
preceding _____

(Vendor)

the date of this Statement, _____ has made the following
gifts

(Vendor)

to Officers and / or Employees of the County of Broome:

Name of County Officer / Employee and item description	Value of Gift
_____	\$ _____
—	
_____	\$ _____
—	
_____	\$ _____
—	
_____	\$ _____
—	
_____	\$ _____
—	
_____	\$ _____

(add additional sheets if necessary)

Dated: _____ By: _____
(Signature of individual)

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR COPY.

NON-COLLUSION BIDDING CERTIFICATE

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
WELFARE TO WORK – WORK EXPERIENCE PROGRAM**

NON-COLLUSIVE BIDDING CERTIFICATION:

“(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition

NAME OF COMPANY



SIGNATURE & TITLE OF SIGNER

NOTE:

A bid shall not be considered for award nor shall any award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reason therefore. Where (a) (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR COPY.

THE FOLLOWING INSURANCE ACKNOWLEDGEMENT MUST BE COMPLETED AND SIGNED AND SUBMITTED WITH BID EVEN IF THE BIDDER IS UNABLE TO PROVIDE THEIR CERTIFICATE OF INSURANCE WITH THEIR BID.

The _____, if a successful bidder, agrees to provide an
(Company Name)

insurance certificate w/endorsement, in compliance with the insurance requirements set forth in this bid:

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
WELFARE TO WORK – WORK EXPERIENCE PROGRAM**

Authorized Signature



Name & Title of
Authorized Signer

Dated:

Insurance Agency:

Address of Agency:

Contact Person
at Agency:

Phone Number
of Agency:

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR COPY.