



RFP ATTACHMENTS

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Franklin County
Board of Commissioners
**JOB & FAMILY
SERVICES**



INCENTIVE BASED CONTRACT (OSY ONLY) - ATTACHMENT A

WIOA Common Measures

United States Department of Labor (USDOL) establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of programs, including Adult, Dislocated Workers and Youth programs. Bidders are primarily responsible for meeting and/or exceeding all performance metrics established by USDOL, Aspyr, and the Franklin County Department of Job and Family Services (FCDJFS).

Area 11 places a higher emphasis on performance outcomes; therefore, the selected provider must ensure that in each performance quarter, their performance meets or exceeds the PY24/25 expected performance levels.

Achieve More & Prosper (AMP)	
WIOA Common Measures	Area 11 Negotiated Standard
Employment, Education or Training 2 nd Quarter After Exit	70%
Employment, Education or Training 4 th Quarter After Exit	68%
Median Earnings 2 nd Quarter After Exit	\$3,000
Credential Attainment	52%
Measurable Skill Gain	52%

Failure to Perform on WIOA Common Measures

If the provider fails to perform according to the agreement, the Aspyr and/or FCDJFS will notify the provider. If there is a continued lack of performance on the same measure for two quarters in a row, Aspyr and/or FCDJFS may declare the provider in default, and this shall require a progressive corrective action plan approved by Aspyr and/or FCDJFS.

Failure to successfully implement the progressive corrective action plan and improve performance may result in a material breach of contract. Once there is a material breach of contract, Aspyr and/or FCDJFS reserve the right to terminate the contract.

Incentive-Based Performance

To ensure continued system improvement, improved outcomes, and effective use of tax dollars, Aspyr and FCDJFS will leverage a performance-based contract structure for the Achieve More and Prosper (AMP) Program, wherein contractors or sub-recipients receive an additional contract with Aspyr, incentivizing exceptional performance.

This additional contract will provide incentive payments based on the provider's ability to meet or exceed key performance metrics that align with the strategic goals of Aspyr and FCDJFS. Each metric includes a defined performance success target that must be met to qualify for incentive payments.

Aspyr, in partnership with FCDJFS, will determine the relative weight and strategic value of each metric and allocate incentive opportunities accordingly. This structure encourages a culture of excellence, fosters continuous improvement, and ensures that public resources are directed toward programs that deliver measurable impact.

Additionally, Aspyr and FCDJFS have established additional performance metrics that include the following:

Career Services/Training Services

Customers engaged with WIOA services and training

- Customers Employed in a High Priority Occupation
- Customers Earning an Industry Recognized Credential
- Customers Earning \$20hr/More

Payment Structure Example						
Metric	Contracted Amount to Serve	Minimum	Target	Payment Per Outcome (past minimum)	Pool	Total Pool
Participants Employed in a High-Priority Occupation	200	50	100	\$210	\$10,500	\$23,730
Participants Earning a Recognized Post-Secondary Credential	200	25	50	\$210	\$5,250	
Participants Earning \$20/hr or more	200	37	75	\$210	\$7,980	

Note: Although these performance metrics do not directly align to each WIOA common measure, accomplishing one or all of them will positively impact them.

Required Performance Reporting: State-Required Database

The provider assumes responsibility to submit all reports, forms, and data as required by the Ohio Department of Job and Family Services (ODJFS) ASPYR, and FCDJFS utilizing the state-required database. The subrecipient will:

- Utilize the state required as the system of record is a strict requirement for this program.

- The state of Ohio, ASPYR, and FCDJFS use this system to monitor performance, expenditures, and compliance.
- Anything that is invoiced that is not documented in the system will be removed from the invoice until it is properly entered into the state-required database.
- Failure to properly, completely, and timely enter information and documentation into the state-required database will delay or deny payments.

Schedule: Year 1

Enrollment and Service Delivery - October 1, 2025 - September 30, 2026

Performance Validation - Reconciliation

Definitions

In Demand Jobs - In-demand jobs strengthen Ohio's current and future strategic economic advantage and empower people with 21st century skills. These jobs have a sustainable wage and a promising future based on the projected number of openings. The list of Ohio's top jobs can be found ([here](#)) ASPYR and FCDJFS will determine the local high-priority occupations each contractual year.

Performance Metric - Parameters established to gauge whether a program is reaching the desired results.

Performance Minimum - The minimum threshold that must be met for each metric before any outcome-based payments are issued.

Performance Payment Pool - The maximum amount of funds allocated to a specific performance metric.

Performance Success Target - The desired level of performance that Aspyr and FCDJFS have identified as contract performance. The targets also represent success at achieving the long and short-term outcomes established by Aspyr and FCDJFS.

Recognized Postsecondary Credential (RPC) - An RPC is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance in a career. RPCs are the credential type most likely to result in employment in an in-demand job and the only credential type discussed in this document that results in a positive outcome for the credential attainment performance measure.

[Ohio Department of Jobs and Family Services Credential Classification Checklist](#)



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PROPOSAL PACKET COVER SHEET - ATTACHMENT B

**2025 ACHIEVE MORE AND PROSPER SERVICES AND MANAGEMENT FOR
YOUTH AND YOUNG ADULTS**

PROPOSAL PACKET

BIDDER/ORGANIZATION NAME: _____

JUNE 2025

AMP RFP - OSY / ISY

Aspyr and the Franklin County Department of Job and Family Services (FCDJFS) require the following information from Bidders that submit proposals in response to any Requests for Proposals (RFPs). Aspyr and FCDJFS reserve the right to reject the Bidder's proposal if not completed accurately and in totality.

PROPOSAL PACKET TABLE OF CONTENTS - ATTACHMENT C

Bidder/ Organization Name: _____ **Date:** _____

**Title of RFP: 2025 ACHIEVE MORE AND PROSPER SERVICES AND MANAGEMENT FOR
YOUTH AND YOUNG ADULTS**

- | | |
|--|-----------------|
| 1. Cover Sheet | Page(s) # _____ |
| 2. 2025 AMP OSY/ISY Services and Management Narrative | Page(s) # _____ |
| 3. Required Attachments | Page(s) # _____ |
| a. Job Descriptions for All Positions | Page(s) # _____ |
| b. Resumes and Licenses for Existing Program Staff | Page(s) # _____ |
| c. Worksite Agreements and Documentation | Page(s) # _____ |
| d. Table of Organization for the Bidder | Page(s) # _____ |
| e. Table of Organization for the AMP Services | Page(s) # _____ |
| 4. Subcontract/Partnership Agreements (<i>if applicable</i>) | Page(s) # _____ |
| 5. Optional Attachments | Page(s) # _____ |
| 6. Budget Document | Page(s) # _____ |

NARRATIVE HEADER: ORGANIZATIONAL INFORMATION - ATTACHMENT D

RFP TITLE:		PROPOSAL DUE DATE:	
Achieve More and Prosper Services and Management for OSY/ISY Youth and Young Adults		Friday, July 25, 2025	
BIDDER'S LEGAL NAME:		BIDDER'S FEDERAL TAX ID #:	
BIDDER'S MAILING ADDRESS:		BIDDER'S CORPORATE ADDRESS:	
BIDDER'S PHONE #:	BIDDER'S FAX #:	BIDDER'S WEBSITE:	
TYPE OF ORGANIZATION:		FAITH BASED?	
<input type="checkbox"/> 501 (c)(3) Non-Profit <input type="checkbox"/> For-Profit Business <input type="checkbox"/> Government Entity <input type="checkbox"/> Education Institute <input type="checkbox"/> Other (please describe):		<input type="checkbox"/> Faith Based Note for Faith-Based Organizations: Subaward funds may not be used to fund any inherently religious activities such as worship, religious instruction or proselytization. Bidders may still engage in inherently religious activities, but such activities <u>must be separate in time and/or location from the funded program</u> and participation in such activities by individuals receiving services from the Subrecipient or a Subcontracts must be voluntary.	
EXECUTIVE DIRECTOR/PRESIDENT/CEO:			
Name: Direct Line: Email:		Is this person authorized to: Sign Contracts: <input type="checkbox"/> Yes <input type="checkbox"/> No Modify Budgets: <input type="checkbox"/> Yes <input type="checkbox"/> No Modify Program: <input type="checkbox"/> Yes <input type="checkbox"/> No Sign Invoices: <input type="checkbox"/> Yes <input type="checkbox"/> No	

CHIEF FINANCIAL OFFICER:		
Name: Direct Line: Email:	Is this person authorized to:	
	Sign Contracts:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Modify Budgets:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Modify Program:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Sign Invoices:	<input type="checkbox"/> Yes <input type="checkbox"/> No
PROGRAM SUPERVISOR:		
Name: Direct Line: Email:	Is this person authorized to:	
	Sign Contracts:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Modify Budgets:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Modify Program:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Sign Invoices:	<input type="checkbox"/> Yes <input type="checkbox"/> No
PRIMARY PROGRAM CONTACT:		
Name: Direct Line: Email:	Is this person authorized to:	
	Sign Contracts:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Modify Budgets:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Modify Program:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Sign Invoices:	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECONDARY PROGRAM CONTACT:		
Name: Direct Line: Email:	Is this person authorized to:	
	Sign Contracts:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Modify Budgets:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Modify Program:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Sign Invoices:	<input type="checkbox"/> Yes <input type="checkbox"/> No
PRIMARY BILLING/INVOICE CONTACT:		
Name: Direct Line: Email:	Is this person authorized to:	
	Sign Contracts:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Modify Budgets:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Modify Program:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Sign Invoices:	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECONDARY BILLING/INVOICE CONTACT:		
Name: Direct Line: Email:	Is this person authorized to:	
	Sign Contracts:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Modify Budgets:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Modify Program:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Sign Invoices:	<input type="checkbox"/> Yes <input type="checkbox"/> No



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REQUIRED DOCUMENTS PACKET COVER SHEET - ATTACHMENT E

**2025 ACHIEVE MORE AND PROSPER SERVICES AND MANAGEMENT FOR
YOUTH AND YOUNG ADULTS**

REQUIRED DOCUMENTS PACKET

BIDDER/ORGANIZATION NAME: _____

JUNE 2025

AMP RFP - OSY / ISY

Aspyr and the Franklin County Department of Job and Family Services (FCDJFS) require the following information from Bidders that submit proposals in response to any Requests for Proposals (RFPs). Aspyr and FCDJFS reserve the right to reject the Bidder's proposal if not completed accurately and in totality.



REQUIRED DOCUMENTS PACKET TABLE OF CONTENTS - ATTACHMENT F

Bidder/Organization Name: _____ **Date:** _____

Title of RFP: 2025 ACHIEVE MORE AND PROSPER SERVICES AND MANAGEMENT FOR YOUTH AND YOUNG ADULTS

- | | |
|---|-----------------|
| 1. Certificate of Professional Liability Insurance | Page(s) # _____ |
| 2. Certificate of Continued Existence or
Certificate of Good Standing from Ohio Secretary of State | Page(s) # _____ |
| 3. Worker's Compensation Certificate | Page(s) # _____ |
| 4. Delinquent Personal Property Tax Affidavit | Page(s) # _____ |
| 5. Conflict of Interest Disclosure Form | Page(s) # _____ |
| 6. W-9 Form | Page(s) # _____ |



DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT - ATTACHMENT G

This affidavit should be properly completed by the authorized representative of your firm and will be incorporated as part of Aspyr and FCDJFS's Purchase of Service Subaward/Contractor Agreement with:

_____ (Organization Name)

State of Ohio: _____

County of Franklin, ss: _____

_____, being first duly sworn, deposes and says that he/she is the _____ (Title) of _____ (Subrecipient/Contractor) and as the Subrecipient/Contractor's duly authorized representative states that as of _____, 2025:

- The Subrecipient/Contractor is not charged with delinquent property taxes on the general list of personal property in Franklin County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Franklin County, Ohio.
- The Subrecipient/Contractor is charged with delinquent property taxes on the general list of personal property in Franklin County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Franklin County, Ohio.

COUNTY:

TOTAL AMOUNT (PENALTIES AND INTEREST):

Franklin \$ _____

_____ \$ _____

_____ \$ _____

_____ (Affiant)

Sworn to and subscribed to this _____ day of _____, 2025.

_____ (Notary Public)

Sections 5719.042 O.R.C. (Seal) My Commission expires _____, 20____.

CONFLICT OF INTEREST DISCLOSURE FORM - ATTACHMENT H

Name: _____

Organization: _____

Position in Organization: _____

Please describe below any and all relationships and/or connections you have with any Aspyr and/or FCDJFS employee(s) that could contribute, or could be viewed as potentially contributing, to a conflict of interest:

- ☐ I have no conflict of interest, or potential conflict of interest, to report
- ☐ I have the following conflict of interest, or potential conflict of interest, to report (please identify the individual(s) with whom you have, or may have, a personal, familial, or business relationship, or to whom you are otherwise connected):

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge, and that I have reviewed and agree to abide by the Conflict of Interest and Ethics Compliance Certification and Disclosure provisions contained in the RFP.

(Signature)

(Date)