



# WAYNE COUNTY

## Job and Family Services

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356 W North Street

P.O. Box 76

Wooster, OH 44691

## REQUEST FOR PROPOSAL

### **COVER PAGE**

### **SERVICES SOLICITED:**

### **BACK-TO-SCHOOL / SCHOOL READINESS PROGRAM FOR WAYNE COUNTY CHILDREN**

### **TARGETING:**

**Eligible families of Wayne County with items such as school supplies,  
clothing, shoes, and necessary apparel as needed.**

### **CONTACT:**

### **Jennifer Kearns, Social Service Supervisor**

Wayne County Department of Job and Family Services

(WCDJFS)

356 West North Street

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Wooster, OH 44691

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Toll free: 1-877-612-5800

**DATE OF ISSUE:      June 5<sup>th</sup>, 2026**

**Technical Assistance:      June 18, 2026 from 2:00 p.m. – 3:00 p.m.  
in the OhioMeansJobs - Wayne County  
Lower Level Conference Rooms  
of the WCDJFS Building**

# **WAYNE COUNTY DEPT. OF JOB & FAMILY SERVICES REQUEST FOR PROPOSAL**

## **Back-to-School / School Readiness Program for Wayne County Children**

### **Introduction:**

The Wayne County Department of Job and Family Services (WCDJFS) is soliciting proposals from qualified organizations to provide a back-to-school / school readiness program for eligible Wayne County children. This program is funded through the Temporary Assistance for Needy Families (TANF) federal award, Federal Award Identification # 2601OHTANF, CFDA Title and Number 93.558. This initiative aims to support families in providing essential items to prepare their children for the upcoming school year, as outlined in the County Prevention and Contingency Plan and grid.

This RFP outlines the requirements for submitting a proposal and the criteria by which proposals will be evaluated. The resulting agreement will be a subgrant agreement, similar in terms and conditions to the attached example.

### **Brief Description of the Agency:**

WCDJFS provides a wide array of family and social services; including but not limited to **Income Maintenance** [Ohio Works First (OWF), Disability Assistance (DA); Food Stamps; Medicaid; Prevention, Retention and Contingency (PRC)]; **Social Services** [Adult Protective Services, Medical Transportation; Child Care, Title XX contracted social services].

The OhioMeansJobs-Wayne County is located in WCDJFS and provides **workforce development** through direct service, contracted services and/or linkage to other Employment and Training service providers. The agency serves Ohio Works First applicants and recipients, SNAP applicants and recipients, dislocated workers, job seeking adults who are unemployed or underemployed and economically disadvantaged youth directly or through contracted services.

### **Mission Statement:**

The mission of the Wayne County Department of Job and Family Services is: “To help improve and enrich the lives of those we touch by providing financial, social and educational services; to empower, encourage and assist in every opportunity for self-sufficiency, respect and independence.”

### **Overview of the Project:**

WCDJFS was awarded a grant by the Ohio Department of Job and Family Services (ODJFS) under the Temporary Assistance for Needy Families program. These funds are intended to support initiatives that promote the well-being of families and children in Wayne County. A key component of this support is ensuring children have the necessary resources to succeed in their education.

### **Objective of the Project:**

The objective of this program is to provide eligible Wayne County families with assistance in obtaining back-to-school items and school readiness resources for their children. These items may include, but are not limited to, school supplies, clothing, shoes, and necessary apparel, as deemed appropriate and reasonable by the selected Provider and the WCDJFS Program Supervisor.

### **Anticipated Procurement Timetable**

| <b>DATE</b>                                 | <b>EVENT/ACTIVITY</b>                                                                                                                                                                                                                            |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 5, 2026                                | <b>RFP's available for pick-up at WCDJFS</b><br>-RFP's become active<br>-Applicants may submit inquires for RFP clarification via e-mail to <a href="mailto:jennifer.kearns@jfs.ohio.gov">jennifer.kearns@jfs.ohio.gov</a>                       |
| June 18, 2026<br>at JFS<br>2 p.m. to 3 p.m. | <b>WCDJFS will host a Technical Assistance session for inquires for the RFP Clarification</b><br>-No more inquires may be submitted to WCDJFS after this date                                                                                    |
| June 22, 2026                               | <b>WCDJFS will provide final applicant question &amp; answer document to all applicants via e-mail</b>                                                                                                                                           |
| June 30, 2026                               | <b>Deadline for applicant to submit proposals to WCDJFS by 12:00 p.m.</b><br>-Submit original and 2 copies (signed) to WCDJFS and 1 electronic copy via e-mail to <a href="mailto:jennifer.kearns@jfs.ohio.gov">jennifer.kearns@jfs.ohio.gov</a> |

|                              |                                                                                                                                                                                                                    |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| On or before<br>July 6, 2025 | <b>WCDJFS issues Contract Award Notification Letter</b><br>-Applicants that submitted proposals in response to this RFP will be sent letters stating whether their proposal was accepted for award of the contract |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Communication Prohibitions:

From June 19, 2026 until the actual grant is awarded to applicant, there may be no communications concerning this specific RFP between any applicant that expects to submit a proposal and any employee of WCDJFS in the issuing office or any other ODJFS employee or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the award selections. These prohibitions also apply to WCDJFS staff and are limited only to the content, development and submission of this specific RFP.

## Scope of Work / Deliverables

The selected provider will be responsible for the following:

- **Program Implementation:** Developing and implementing a process for identifying eligible families and distributing back-to-school / school readiness items.
- **Item Provision:** Procuring and providing eligible families with school supplies, clothing, shoes, and necessary apparel in accordance with the County Prevention and Contingency Plan and grid, and as approved by the WCDJFS Program Supervisor.
- **Eligibility Verification:** Ensuring that services are provided to eligible Wayne County children under the provisions set forth in the County Prevention and Contingency Plan and grid. The Provider will be responsible for appropriately determining eligibility prior to delivering services.
- **Record Keeping:** Maintaining detailed records that document costs for eligible participants. This documentation must be sufficient for monitoring purposes and attached to invoices.
- **Invoicing:** Submitting a detailed invoice to WCDJFS within thirty (30) working days following the end of the program. The invoice must include an itemized

account of the actual paid services rendered and be numbered, dated, and reference the subgrant agreement.

- **Compliance:** Adhering to all applicable federal, state, and local laws, regulations, and the terms and conditions outlined in the subgrant agreement (as exemplified in the attached document). This includes, but is not limited to, regulations concerning financial management, record retention, audits, and civil rights.

## Period of Performance

The anticipated period of performance for this program is from approximately July 8, 2026, through September 30, 2026, with a 60-day closeout period concluding on November 30, 2026, for expenditures incurred prior to October 1, 2026.

## Funding Information

The total funding available for this subgrant is not expected to exceed **Thirty Thousand dollars (\$30,000)**. Payment will be made on a fee-for-service basis upon receipt and approval of a detailed invoice. WCDJFS reserves the right to adjust invoices for mathematical errors, incorrect rates, or non-covered services. Funding is contingent upon the availability of federal, state, and local appropriations.

## Proposal Requirements

Interested organizations are invited to submit proposals that include the following information:

- **Organizational Information:**
  - Legal name of the organization, address, phone number, and email address.
  - Contact person and their title.
  - Brief description of the organization's mission, history, and relevant experience in providing similar services. Include your Unique Entity Identifier (UEI).
  - Proof of non-profit status (if applicable).

- **Program Plan:**

- Detailed description of the proposed approach to implement the back-to-school / school readiness program, including the process for identifying and serving eligible families.
- Description of the types of items to be provided (school supplies, clothing, shoes, apparel) and the process for determining appropriate and reasonable provisions.
- Plan for ensuring compliance with the County Prevention and Contingency Plan and grid.
- Proposed timeline for program activities.
- Plan for data collection and record-keeping to document services provided and costs.

- **Budget:**

- Provide a budget narrative to communicate clearly how the funds will be utilized. Complete the budget forms according to the budget packet which is provided with this RFP. The budget shall be based on actual cost reimbursement and shall not reflect unit pricing.

- **Qualifications and Experience:**

- Demonstrate experience in successfully managing similar programs, including serving low-income families and/or children.
- Highlight staff qualifications and experience relevant to the proposed program.
- Provide information on the organization's financial stability and ability to manage grant funds responsibly.

- **Compliance:**

- A statement acknowledging understanding and willingness to comply with all applicable federal, state, and local laws and regulations, including those referenced in the attached subgrant agreement example.

- Description of internal controls and procedures to ensure fiscal accountability and prevent fraud, waste, and abuse.

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Program Plan (40%):** Clarity, feasibility, and effectiveness of the proposed approach to meet the program objectives. Alignment with the County Prevention and Contingency Plan and grid.
- **Budget (25%):** Reasonableness, completeness, and cost-effectiveness of the proposed budget.
- **Qualifications and Experience (25%):** Demonstrated experience and qualifications of the organization and key personnel in providing similar services.
- **Compliance (10%):** Understanding of and commitment to adhering to all applicable laws and regulations.

## Questions and Clarifications

Interested parties may submit questions or requests for clarification regarding this RFP to Mrs. Jennifer Kearns, [jennifer.kearns@jfs.ohio.gov](mailto:jennifer.kearns@jfs.ohio.gov) by **2:00 p.m. on June 5, 2025**. Responses to all substantive questions will be provided in writing to all known interested parties.

## PROPOSAL SUBMISSION

### SUBMIT PROPOSALS TO:

Mrs. Jennifer Kearns

U.S. Mail: WCDJFS, P.O. Box 76, Wooster, Ohio 44691

Hand Delivery: WCDJFS, 356 West North Street, Wooster, Ohio 44691

E-mail: [jennifer.kearns@jfs.ohio.gov](mailto:jennifer.kearns@jfs.ohio.gov)

### NUMBER OF COPIES:

Submit the original proposal and 2 signed copies to WCDJFS and e-mail a copy

to [jennifer.kearns@jfs.ohio.gov](mailto:jennifer.kearns@jfs.ohio.gov) .

Originals must **not** be permanently bound and must be without tabs.

**ADDITIONAL PROPOSAL SUBMISSION:**

- Proposal must be signed by an authorized representative of the proposing organization.
- Proposal must be clearly written and responsive to this RFP.
- Proposal will become the property of WCDJFS.
- WCDJFS assumes no obligation, no responsibility and no liability for costs incurred by the responders prior to the issuance of a contract.

**ADDITIONAL RESOURCES:**

WCDJFS may, during the contract period of this RFP, make additional resources available to supplement those provided in this initial procurement. Additional resources may be newly developed or become available due to existing allocations. WCDJFS reserves the right to open or reopen negotiations with any selected or non-selected respondent to this RFP without re-issuance of this RFP should an additional resource be identified.

**LIMITATIONS**

***The Wayne County Department of Job and Family Services reserves the right to reject any, parts of any and all proposals, and the right to request additional information or clarification from any respondent. Awarding of any grant will be contingent upon available funding from Ohio Department of Job and Family services and subject to contract language as defined by the WCDJFS.***

***Wayne County Department of Job and Family Services further reserve the right to amend or adjust program parameters during the contract period to fit funding requirements.***

***Proposals received after 12:00 p.m. (using WCDJFS computer system clock) on June 30, 2026, may not be considered.)***