

Attachment C – Hocking, Ross, Vinton Counties Disaster Recovery Proposal

- 1.** Describe your organization or, if an individual, personal history tied to duties outlined in this RFP. Include a discussion of the history of your organization as well as a description of any activities similar to or relevant to your proposed program design.
- 2.** Identify which county or counties in which you are bidding.
- 3.** State whether your organization intends to subcontract any services under this proposal. If so, the same information provided in response to item No. 1 above must be given for any and all subcontractor(s). Additionally, a letter of commitment from the proposed subcontractor(s) must be included as an attachment.
- 4.** Describe your organization's structure. List the name(s) and title(s) of all the owners, members of the Board of Directors, along with any other officers of the agency, corporation, or business. Indicate owners, or members, or officers who are present members of an OMJ Center or employed by an organization currently participating in any workforce development service or OMJ Center in Area 20; or are related to such individuals. Include your organization's efforts to ensure transparency with the proposed services and to avoid conflict of interest. The same information must be provided for any and all proposed subcontractor(s).
- 5.** Describe your organization's hiring processes, including recruitment, interviewing, initial training, and capacity building activities. Indicate the timeframe expected for new staff to gain proficiency in their hired positions. If an individual, skip to No. 5.
- 6.** If your organization was ever placed under a corrective action plan under WIA or WIOA in the past five (5) years describe how it was remedied.
- 7.** Describe any alternative or leveraged resources, or in-kind contributions, that your organization will commit to Area 20. Include the source and the dollar value.
- 8.** Describe a 30-day transition plan for your organization to begin services on August 1, 2018. Include items such as staffing and communications plan, etc.
- 9.** Include an organizational chart as attachment
- 10.** Provide three (3) references as an attachment for current or past projects that are similar in scope and size of the services your organization is applying for under this RFP. Include organization name, location, key representative's name and contact information (email and phone) and a brief description of services provided.
- 11.** Describe how you will fulfill the scope and service requirements specified in Section 1.3. Provide supporting documentation of cited past performance. The following general requirements must also be addressed:
 - Experience developing and operating disaster recovery programs;
 - Experience administering or managing federal and state grants;
 - Estimated number of temporary employees to be hired; and
 - Ability to clean the estimated number of sites.