

**Seneca County Department of Job and Family Services  
900 E County Road 20  
Tiffin, Ohio 44883**

**RFP for Non-Emergency Transportation Services**

**Deadline for Submission 10 am May 14, 2020**

**to**

**Seneca County Board of Commissioners  
111 Madison Street  
Tiffin, OH 44883**

## **SECTION 1: Purpose, Goals and Objectives, Scope of Work, Deliverables, Proposal Guidelines**

### **Purposes and Goals**

Seneca County Department of Job and Family Services (SCDJFS) is obtaining proposals for the purpose of selecting a Contractor to provide Seneca County residents, in-county and out-of-county services of regular weekday transportation of Medicaid eligible individuals to and from approved appointments. This service is for Non-Emergency Transportation known as NET.

### **Objectives**

SCDJFS notifies the Contractor that the client is eligible for NET transportation services. SCDJFS will also notify the Contractor of any other approved passengers who may ride with the participant, customer and/or client. SCDJFS will also notify the Contractor of any approved locations of transport.

The Contractor shall ensure arrangements for pick-up and delivery of the clients who are eligible for NET transportation services. All transportation services must be first and prior approved by SCDJFS.

The Contractor must maintain transportation logs which include the following information. Driver's name, client name, origin of transport, destination of transport, number of miles and cost.

The log shall not duplicate the number of recipients receiving transportation services.

The Contractor will then combine the transportation logs with the Costs of providing the service and invoice SCDJFS for reimbursement monthly on a format to be approved by SCDJFS. **BIDDERS SHALL ATTACH THEIR OWN FORM FOR APPROVAL.** If selected, the Bidder's form will be discussed during Contract Negotiations.

SCDJFS *does not authorize or pay for* non-ambulatory, Medicaid billable transportation services, Ambulance, Air Ambulance and/or Ambulette services. These services are billed directly to Medicaid through the ODJFS. Therefore, for purposes of this Request for Proposal, the Contractor shall offer Curb to Curb Transportation Service **ONLY** to prior authorized eligible SCDJFS clients. For the "Non-Emergency Transportation (NET)" program, participants must be ambulatory according to the Medicaid definition.

Contractors are encouraged to utilize standard units (ie: passenger miles) in the proposal. The use of transportation services may vary by demand.

Contractor must agree to accept telephone calls during regular business hours Monday through Friday and correspondence from clients inquiring about scheduling and status of scheduled trips. Contractor must be able to inform client as to scheduled arrangements. The SCDJFS will pay **ONLY** for prior authorized trips.

All client inquiries and problems shall be handled in an efficient, prompt, and professional manner. If a good faith effort to answer the inquirer or problem is unsuccessful, the client may be referred to SCDJFS. If a good faith effort to deal with a situation appears to be lacking, the SCDJFS will take exception. Substantial problems in this area may lead to termination of the contract.

Medicaid (NET), Pregnancy Related Services (PRS) shall be provided during normal Monday - Friday business hours, at the minimum, with pre-arranged, pre-authorized situations.

### **Scope of Work and Deliverables**

Bidders will demonstrate in the Proposal, how their entity will ensure they will deliver each of the items outlined

in the **Objectives** along with each of the following deliverables:

**The process for receiving and handling phone calls, forms or other communication from SCDJFS and clients.**

**The process for making arrangements to pick-up and deliver clients to their approved locations.** Approved locations are only those locations indicated and approved by SCDJFS.

### **Proposal Guidelines**

Proposers must clearly outline and define how they will address the Scope and Deliverables for the transportation services listed under, “Purposes and Goals” section.

The Budget outlined in the proposal must clearly identify cost allocation method used to determine administrative costs for this program, and delineate those administrative costs. Administrative costs assigned to this contract will not exceed 10% of the total service expenditures. Budget submitted should follow attached Budget Worksheet (*Attachments B and C*).

The contract period will run from July 1, 2020, through June 30, 2021, with an option to extend the contract into FY 2022 and FY 2023, contingent upon funding availability and on the terms of the grant agreement between SCJDFS, the State of Ohio (ODJFS) and/or the federal government. By mutual agreement of the Parties, the contract may be extended for two (2) additional consecutive one (1) year increments with no increase in transaction cost or decrease in service, and all other terms of contract remain, unless amended by a written amendment signed by all parties.

## **SECTION 2 Contract Information**

This RFP does not commit the Seneca County Board of Commissioners (SCBC) to award a contract. The SCBC retains the right to accept, reject or negotiate proposals received, as well as to vary or waive any provisions set forth in this RFP and to award multiple contracts based on the proposals submitted in the best interest of the - SCBC and the SCDJFS, or to reject any and all proposals received and to negotiate with any and all bidders on modifications to proposals.

SCDJFS is under no obligation to issue a contract as a result of this solicitation if, in the opinion of SCDJFS, none of the proposals are responsive to the objectives and needs of the Department. SCDJFS reserves the right to not select any Contractor should SCDJFS decide not to proceed.

Further, the SCBC reserves the right to award a contract or contracts on factors other than price. The contract award or awards will be made to the responsible Bidder or Bidders whose proposal(s) will be the most advantageous to the procuring party, past performance, experience, compliance with proposal specifications, prices, and other factors considered in that order.

The SCBC and the SCDJFS reserve the right to accept proposals with minor proposal defects such as minor clerical errors, i.e., misspellings, incorrect page order or similar non-consequential errors; waive informalities and minor irregularities in proposals received., and to require clarifications or other additional information from interested bidders prior to finalizing a selection of a Contractor

All contracts will require that the Contractors maintain confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the SCBC and the SCDJFS, and be subject to disclosure under the Freedom of Information Act.

Proposals must follow the format set forth in the RFP and adhere to the minimum and maximum requirements specified therein.

Reductions in, or elimination of the funding of any contract resulting from this RFP process may occur during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract. Funding is also contingent on the terms of the grant agreement between SCJDFS, the state of Ohio (ODJFS) and/or the federal government.

The contract award will not be final until the SCBC and the SCDJFS and the bidder have executed a mutually satisfactory contractual agreement. The SCBC and the SCDJFS reserve the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to the SCBC and the SCDJFS approval of the award and execution of a contractual agreement between the successful bidder and the SCDJFS.

SCBC and the SCDJFS reserve the right to cancel an award or a contract resulting from the award if new state or federal law, rule, regulation, policy practice or directive makes it necessary or advisable, in the sole discretion of the SCDJFS, to change the program purpose or content substantially or to prohibit such a program.

SCBC and the SCDJFS reserve the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process.

The bidder warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.

Costs incurred in the preparation of this proposal are to be borne by the bidder, and SCDJFS will not contribute in any way to the costs of preparation.

**Questions regarding this RFP must be in writing and can be directed to [rfp@senecadjfs.org](mailto:rfp@senecadjfs.org).** All questions and answers will be posted on the website ([www.senecadjfs.org](http://www.senecadjfs.org)). **No questions will be accepted after 4:30 p.m. (EDST) on Monday April 27, 2020.** We recommend that proposers check the website frequently for updates of the questions and answers.

### **SECTION 3 Proposal Requirements**

#### **Proposal Submission and Instructions**

All proposals are to be submitted in accordance with the terms, conditions and procedures stated in this RFP.

The SCBC will receive sealed proposals at their office at 111 Madison Street, Tiffin, OH 44883 until 10am, EDST on **May 14, 2020**, at which time all proposals shall be publicly opened and read aloud. All applications must be submitted in person or via regular mail. The proposal envelope must clearly be marked as “*Seneca County Department of Job and Family Services, Transportation Services Requests for Proposal*”. Fax or e-mail proposals will not be accepted. All timely proposals will be reviewed based on the criteria and the selected proposals will be notified.

## **A bidder must submit proposals with all required documents and information.**

One (1) original paper proposal in a sealed envelope marked “ORIGINAL: *Seneca County Department of Job and Family Services, Transportation Services Requests for Proposal.*”

Proposals with all required attachments and forms must be received at the office of the Seneca County Commissioners, 111 Madison Street, Tiffin, Ohio 44883) by 10 am., EDST on **May 14, 2020**, (the “Deadline”). Proposals not received by the Deadline may be disqualified from consideration. Faxed or e-mail proposals will not be accepted.

If your proposal has been prepared by a non-permanent employee or outside consultant or firm, indicated this on the cover sheet of the proposal.

It is the Proposer’s responsibility to make sure that all the required elements and forms are included in the proposal. Proposals that do not include the required elements and forms may be disqualified from consideration.

## **SECTION 4 Submission Criteria and Instructions**

### **Compliance checklist**

Before submitting your proposal, check the following:

1. One (1) original paper proposal
  2. Contractor Cover Sheet (Attachment A)
  3. Executive Summary
  4. Table of Contents
  5. Program Description & Program Implementation Plan
  6. Attachments:
    - A Proposal Cover Page
    - B Budget Form
    - C Competitive Proposer Affidavit
    - D Representation, Assurances, and Certifications form
    - E Staffing Summary Form, including disclosure of family relationships with the awarding agency (Proposer generated)
    - F Memoranda of Agreement describing partnerships and roles (Proposer Initiated)
    - G Documentation of Insurance
    - H Most recent Financial Statements (Proposer generated)
    - I Verification of Workers’ Compensation Status (Proposer generated)
    - J W-9, Request for Tax Payer Identification- must be completed by bidder
    - K Proposer Checklist
    - L Proposal Evaluation Scoring Sheet – provided for bidder self-evaluation Sheet
    - M Conflict Of Interest – Disclosure form - must be completed by bidder, signed and returned as part of proposal
    - N Affidavit in compliance with section 3517.13 of the Ohio Revised Code (must be completed and submitted with the proposal)
- (Note: Attachments K and L are for review and informational only and do not need to be included as attachments to the proposal)

### **Narrative**

Proposals must include a narrative of the program elements as well as a detailed budget substantiating the proposed cost of meeting the anticipated program outcomes. The program narrative should include an overview

of how services will be delivered, a statement regarding staff recruitment and qualifications, of record keeping standards, coordination of supervision, and follow through and evaluation.

### **Budget**

Budgets must outline personnel costs (including fringe and administrative support costs), operational expenses (including space and utilities), equipment expenses (note: equipment purchases as part of this project revert back to SCDJFS upon completion of this project), and miscellaneous expenses as anticipated FOR THE ENTIRE CONTRACT PERIOD. (*Attachments B is included in this packet*). **Administrative costs may not exceed 10% of the services expenditures.** The Contractor warrants that the costs quoted for services are not in excess of those that would be charged any individual for the same services performed by the Service Contractor.

Success is a primary focal point for reimbursement. Proposals should further include a billing plan per service component which delineates how the budget will be condensed to a unit or billable rate (i.e., per mile, hourly, component, or actual expense as incurred).

### **Pre-Award Review and Negotiations**

Organizations selected through a competitive request for proposal process may be subject to a pre-award survey to assure they have:

- A satisfactory record of integrity, business ethics and fiscal accountability, and
- The necessary organization, experience, accounting and operational controls, and
- Adequate financial resources or the ability to obtain them

In addition, organizations selected through the competitive request for proposal will be subject to pre-contract award negotiations to assure reasonable competitive rates.

### **Referral & review**

For the Transportation program, the SCDJFS is the *sole referral source* and will determine eligibility and authorize the transportation service. The Service Contractor will provide a premium guaranteed service at the request of the SCDJFS.

## **SECTION 5: Compliance with Various Codes and Regulations**

As a condition of entering into a contract with SCDJFS, the Contractor and its subcontractor(s) will be required to comply with the following:

**Accessibility of Program to Handicapped** section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract. Successful bidder(s) will be required to sign a compliance statement as provided in Attachment E.

### **Audits**

The successful proposer may not have any unresolved audit findings with the Auditor of State. The successful proposer understands that, should a contract result from his/her proposal, he/she accepts responsibility for receiving, replying to and/or complying with any audit exception by appropriate Federal, State, or local audit directly related to the provision of Services under the contract and shall be responsible for any negligence found, or repayment due the SCDJFS, as a result of the audit. The Proposer must provide in the proposal a copy of the two (2) most recent audits.

### **Child Support Enforcement**

The successful proposer agrees to cooperate with the Ohio Department of Job and Family Services and any Ohio Child Support Enforcement Agency in ensuring (as appropriate) his/her employees meet child support obligation established under State laws.

### **Civil Rights**

There shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, handicap, or any other factor as specified in Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973; the Age of Discrimination Act of 1975; Title IX of the Education Act of 1972; the Omnibus Budget Reconciliation Act of 1981; the Americans with Disabilities Act of 1990; Section 1808 of the Small Business Job Protection Act (adoption); the Multi-Ethnic Placement Act of 1994 (MEPA) and the Inter-Ethnic (adoption ) Provisions of 1966 (IEP) and subsequent amendments. It is further agreed that the Contractor will comply with all appropriate federal and state laws regarding such discrimination and the right to and method of appeal will be made available to all persons under this contract. Any organization found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

### **Compliance with Campaign Contributions**

Ohio Revised Code Section 3517.13 I(3) and J(3) requires that no agency or department of this state or any political subdivision shall enter into any contract for the purchase of goods costing more than five hundred dollars or services costing more than five hundred dollars with a corporation, individual, partnership or other unincorporated business, association, including, without limitation, a professional association organized under *Chapter 1785 of the Revised Code*, estate, or trust unless the contract includes a certification that the individuals named in *Revised Code Sections 3517.13(I)(1) and (J)(1)* are in compliance with the aforementioned provisions. The Proposer is required to complete the affidavit contained in the proposal as Attachment P of the Proposal/ Bid. **Failure to submit the required form with the Proposal / Bid packet will deem the Proposer's response to be non-responsive and disqualified from receiving further consideration.**

### **Copeland "Anti-Kickback" Act**

18 U.S.C. 874 as supplemented in department of labor regulations (29 C.F.R. Part 3).

### **Contract Work Hours and Safety Standards Act**

40 U.S.C. 327-330 as supplemented by department of labor regulations (29 C.F.R. Part 5)

### **Debarment and Suspension**

Any bidder who is debarred or suspended or is otherwise ineligible for participation in a federal assistance program under Executive Order 12549, 12689, including 7 C.F.R. Part 3017, 29 C.F.R. Part 97 and 45 C.F.R. part 76; has an unresolved finding for recovery issued by the auditor of state on or after January 1, 2001, will not be eligible to enter into a contract with SCDJFS. Successful bidder(s) will be required to sign a Certification regarding Debarment, Suspension form as provided when award is presented.

### **Dispute Resolution**

An interested party may dispute a solicitation or other request by the Agency for offers for a contract; for the procurement of property or services; the cancellation of such a solicitation or other request; an award or proposed award of such a contract; and a termination of such a contract, if the dispute alleges that the termination was based on improprieties in the award of the contract. Disputes must be in writing and addressed as follows: Director, Seneca County Department of Job and Family Services, 900 E CR 20, Tiffin, Ohio 44883, Attention: Dispute Resolution Request.

The filed dispute shall include:

1. The name, street address, electronic mail address, and telephone and facsimile numbers of the interested party,
2. Be signed by the interested party or its representative,
3. Identify the solicitation title and/or contract in dispute,
4. Set forth a detailed statement of the legal and factual grounds of the dispute including copies of relevant documents,
5. Set forth all information establishing the purpose of filing a dispute,
6. Set forth all information establishing the timeliness of the dispute,
7. Specifically request a ruling, and if desired a hearing, by the Director or Designee of the Seneca County Department of Job and Family Services, and
8. State the form of relief requested,
9. Attach any documents to support the dispute

### **Drug Free Work Place**

Proposer and/or its employees, agents or their representatives will not purchase, transfer, use or possess illegal drugs or alcohol nor abuse prescription drugs in any way while performing duties or responsibilities resulting from a contract related from this RFP process.

Pursuant to The Drug-Free Workplace Act of 1988, and its implementing regulations codified as 29 CFR 98, Subpart F, successful bidder(s) will be required to sign a Certification regarding a drug free work place as provided in Attachment E.

### **Equal Employment Opportunity**

The proposer understands that there shall be no discrimination against any client or any employee because of race, religion, national origin, ancestry, color, sex, sexual orientation, age, disability, veteran's status, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. It is further agreed that the proposer complies with all appropriate Federal and State laws regarding such, discrimination and the right to any method appeal will be made available to all persons who may be served under any agreement which results from this proposal

### **Health Insurance Portability & Accessibility Act (HIPAA)**

42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the Contractor from or on behalf of SCDJFS that meets the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health and Human Services, specifically 45 CFR164.501 and any amendments thereto.

### **Inspections and Monitoring**

The SCBC, SCDJFS, and any other authorized representatives have the right of timely and reasonable access to any books, documents, paper computer records, or other records that are pertinent to the award, in order to conduct audits and examinations, and to make excerpts, transcripts, and photo copies of such documents. This right also includes timely and reasonable access to personnel for the purpose of interview and discussion related to such documents. The SCDJFS will conduct monitoring throughout the contract period.

### **Invoicing**

All invoicing for services rendered must be presented to the SCDJFS on a form approved by the SCDJFS. The SCDJFS Fiscal Department has the final authority in determining if an invoice is received timely and accurately.



Contractor will send signed original itemized invoices each month to the SCDJFS for services provided to authorize recipients, within 30 days of the end of the next service month. Contractor will make reasonable efforts to include all service provided during the service month on the invoice.

SCDJFS has no control over when the Seneca County Auditor actually issues payment on authorized invoices.

### **Liability Insurance**

The successful proposer will need to maintain comprehensive liability insurance of one million dollars (\$1,000,000.00) and agree to hold the SCBC and SCDJFS harmless from all liabilities or claims caused or resulting from the proposer's obligation for activities in their proposal.

Verification of the liability insurance must be included in the proposal.

### **Payroll Deductions**

The successful proposer must agree to accept full responsibility for payment of all unemployment compensation, contributions or reimbursements, insurance premiums, worker's compensation premiums, all income tax deductions, social security deductions and all other employee taxes and payroll accounting required for all employees

### **Record Retention**

All records relating to the service provided and supporting documentation for invoices submitted to the SCDJFS by Contractor shall be retained and made available by Contractor for audit by the SCDJFS, the State of Ohio (including, but not limited to, the ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States Government for a minimum of three (3) years after final payment under this contract, and the completion of an audit for the fiscal year under which this contract was governed, unless a more recent fiscal year has been audited and concluded with all issues resolved.

Furthermore, Contractor agrees to provide, in a timely manner, any applicable fiscal or program report that the SCDJFS requests.

### **Selection Criteria**

Proposals will be reviewed initially by a panel of SCDJFS staff and recommendations submitted to the SCBC for approval to enter into contract negotiations. The final contract will also be submitted to the SCBC for approval prior to implementation. Recommendations will be based on compliance with proposal requirements, cost of services to be delivered, staff qualifications, and prior history of the Contractor with contractual agreements. (See Attachments L / M- Proposer Checklist / Scoring Sheet).

### **Standard Code of Conduct**

No Contractor, individual, company or organization seeking a contract shall promise to or give to any SCDJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.

No Contractor, individual, company or organization seeking a contract shall solicit any SCDJFS employee to violate any of the conduct requirements for employees.

Any Contractor acting on behalf of SCDJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any Contractor or potential Contractor who violates the requirements and prohibitions defined here, or of Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal

by SCDJFS to enter into a contract.

SCDJFS employees and Contractors who violate sections 102.04 or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.

Successful bidder(s) will be required to sign a statement of conflict form as provided in Attachment N.

### **Termination**

This contract may be terminated by either party upon notice, in writing, delivered upon the other party prior to the effective date of termination, using the time line that follows. Should the Contractor wish to terminate this contract, the Contractor must deliver the notice of termination 30 days prior to the effective date of termination. Should SCDJFS wish to terminate, SCDJFS may do so immediately upon delivery of the termination notice.

### **Withdrawals**

A submitted proposal may be withdrawn prior to the deadline. A signed and written request to withdraw the proposal must be received by the Seneca County Commissioners, 111 Madison Street, Tiffin, Ohio 44883, prior to the deadline.

Several codes are mentioned in this RFP and attachments. To review the entire codes please go to the following websites.

Ohio Revised Code (O.R.C.)

<http://codes.ohio.gov/>

Code of Federal Regulations (C.F.R.)

<http://www.gpoaccess.gov/cfr/>

United States Code (U.S.C.)

<http://www.gpoaccess.gov/uscode/index.html>

## **Section 6      Public information disclaimer**

All proposals and any other documents submitted to SCDJFS in response to the RFP shall become the property of SCDJFS. After the selection of the Contractor, any proposals submitted in response to an RFP are deemed to be public record pursuant to O.R.C. 149.43. The term “proposal” shall mean both the technical and the cost proposals, any attachments, addenda, appendices or sample products. Under the requirements of the Freedom of Information Act (5 USC 552), the contents of proposals or other information submitted to the SCDJFS is subject to public release upon request, except those items specifically exempt from disclosure. Such disclosure shall only take place after this RFP process is completed.

The Contractor shall mark as “proprietary” those parts of its proposal that it deems proprietary. However, the Contractor is alerted that this marking is advisory only and not binding on the SCDJFS. If there is a request from the public under F.O.I.A. to inspect any part of the proposal so marked, the SCDJFS will advise the Contractor and request further justification in support of the “proprietary” marking. If the SCDJFS, after receipt of the justification, determines that the material is releasable, the Contractor will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

**Attachment A**

(Must be completed by bidder returned as part of proposal and signed)

**Bid Proposal Cover Page  
Contractor Information**

Name of organization/individual: \_\_\_\_\_

Name of contact person if different than above: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Fax # \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Tax ID # or Social Security Number: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Check One:  For Profit Organization  Not-For-Profit Organization  Government Organization

Calculation of program cost or unit rate: \$ \_\_\_\_\_

Proposed amount of funds requested: \_\_\_\_\_

Brief Description of your Organization: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I certify that I have reviewed the proper checklist and that all needed documents are attached in this proposal, and if awarded a contract, I affirm that our organization will provide the services as submitted.

\_\_\_\_\_  
Signature of individual/organization's responsible representative

\_\_\_\_\_  
Printed name of individual/responsible representative

\_\_\_\_\_  
Title if representing an organization

\_\_\_\_\_  
Date

## Attachment B RFP Budget Worksheet

Contractor Name: \_\_\_\_\_  
 Program Period: 07/01/20 to 06/30/21

<i>Staff Positions</i>		
<i>Fringes</i>		
<i>Operational Costs/ Administrative Costs</i>		
Communications		
Utilities		
Travel		
Equipment		
Insurance		
Staff Management		
Shared Staff/Costs (must include method of assessing shared costs to this contract)		
Fiscal Management		
Miscellaneous (please specify)		
<b>Sub-Total</b>		

<b><i>Program Costs</i></b>		
Software		
Hardware		
Equipment		
Technical Support		
Staff Development		
Supplies		
Advertisement/ Marketing		
Web Site Construction/ Maintenance		
Other (Please Specify)		
<b>Sub-total</b>		
<b>Sub-total from previous page</b>		
<b>Total</b>		

# Attachment C

## COMPETITIVE PROPOSAL AFFIDAVIT

State of Ohio  
County of Seneca

I, \_\_\_\_\_, \_\_\_\_\_  
(Name of person signing affidavit) (Title)

swear that \_\_\_\_\_  
(Name of individual, Corporation, Organization)

**NON-COLLUSION AFFIDAVIT:** Its agents, officers, or employees have not directly or indirectly entered into any agreements, participated in any collusion, or taken any action to restrain free competition in connection with this proposal.

**NON-DISCRIMINATION AFFIDAVIT:** Its agents, officers or employees will not discriminate in the hiring of employees for work under this proposal or in providing services sent forth in this proposal on the basis of race, color, religion, sex, age, handicap, national origin, or ancestry.

**PERSONAL PROPERTY TAX DELINQUENCY STATEMENT:** The organization is not now charged with any delinquent personal property taxes on the general tax list of personal property of the county. If such delinquency is now charged, a statement setting forth the unpaid delinquent taxes and any due and unpaid penalties and interest now follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_ Ohio

My Commission Expires \_\_\_\_\_

**Attachment D**  
**REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS**

1. Company Name: \_\_\_\_\_
2. Company Address: \_\_\_\_\_
3. Telephone Number: \_\_\_\_\_; FAX: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
4. Name and telephone number of the person(s) who has the authority to submit proposals:  
\_\_\_\_\_
5. Name and telephone number of the person(s) who has the authority to sign contracts:  
\_\_\_\_\_
6. The legal status of the bidder's organization (e.g., corporation, sole proprietorship, post-secondary education institution, etc.):  
\_\_\_\_\_
7. Date of establishment/incorporation: \_\_\_\_\_
8. Federal Employer Identification Number (FEIN): \_\_\_\_\_
9. Worker's Compensation Account Number: \_\_\_\_\_
10. Unemployment Insurance Account Number: \_\_\_\_\_
11. Is the company co-owned or controlled by a parent company? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, name of parent company: \_\_\_\_\_
12. Is the bidder authorized/licensed to do business in the state of Ohio? \_\_\_\_\_ Yes \_\_\_\_\_ No
13. Is the bidder bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, has the company filled all required EEO reports to the necessary agencies?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
14. The company certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. \_\_\_\_\_ Yes \_\_\_\_\_ No
15. The company certifies that its organization is not on the EPA list of Violating Facilities, but is in compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act 42 USC 1857 (h); Section 508 of the Clean Water Act 33 USC 1368; Executive Order 11738; and Environmental Protection Agency Regulations 40 CFR Part 15. \_\_\_\_\_ Yes \_\_\_\_\_ No
16. The company certifies that its organization is required to report any violations to the State/County agency and to the U.S. EPA Assistant Administrator for Enforcement (EN-329). \_\_\_\_\_ Yes \_\_\_\_\_ No

17. Does the company have current or future plans for a buyout or sale?     \_\_\_ Yes \_\_\_ No
18. The company certifies that its organization and/or its principals are not on the General Services Administrations "List of Parties Excluded from Federal Procurement or Non-procurement Programs" in accordance with Executive Orders 12549 and 12689.     \_\_\_ Yes \_\_\_ No
19. The company certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work-related to this Request for Proposal.     \_\_\_ Yes \_\_\_ No
20. The company certifies that its organization will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352.     \_\_\_ Yes \_\_\_ No
21. The company certifies that its organization shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.     \_\_\_ Yes \_\_\_ No
22. The company certifies it is a drug-free work place.     \_\_\_ Yes \_\_\_ No
23. The company certifies is not delinquent on any Federal, State, County, or local debt.     \_\_\_ Yes \_\_\_ No
- 24.. The company certifies that it has no unresolved audit findings with the Auditor of State.     \_\_\_ Yes \_\_\_ No
25. The company certifies that it is in compliance with the Americans with Disabilities Act (ADA).     \_\_\_ Yes \_\_\_ No
26. The company certifies that all information contained in this proposal is true and correct, and shall be open to verification, should the SCDJFS chose to do so.     \_\_\_ Yes \_\_\_ No
- 27: The proposer warrants that the costs quoted for services are not in excess of those that would be charged any individual for the same services performed by the proposer.     \_\_\_ Yes \_\_\_ No

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_ Ohio

My Commission Expires \_\_\_\_\_



## **Attachment E**

Staffing Summary Form, including disclosure of family relationships with the awarding agency  
(Proposer generated)

## **Attachment F**

Memoranda of Agreement Describing Partnerships and Roles  
(Proposer Initiated)

## **Attachment G**

Documentation of Insurance  
(Proposer generated)

## **Attachment H**

Most recent Financial Statements  
(Proposer generated)

## **Attachment I**

Verification of Workers' Compensation Status  
(Proposer generated)

## **Attachment J**

W-9, Request for Tax Payer Identification  
(Proposer generated)

## **Attachment K**

### Proposer Checklist

1. One (1) original proposal
2. Program Cover Sheet (Attachment A)
3. Executive Summary
4. Table of Contents
5. Program Description & Program Implementation Plan
6. Attachments:
  - A Proposal Cover Page
  - B Budget Form
  - C Competitive Proposer Affidavit
  - D Representation, Assurances, and Certifications form
  - E Staffing Summary Form, including disclosure of family relationships with the awarding agency (Proposer generated)
  - F Memoranda of Agreement describing partnerships and roles (Proposer Initiated)
  - G Documentation of Insurance
  - H Most recent Financial Statements (Proposer generated)
  - I Verification of Workers' Compensation Status (Proposer generated)
  - J W-9, Request for Tax Payer Identification - must be completed by bidder
  - K Proposer Checklist
  - L Proposal Evaluation Scoring Sheet – provided for bidder self-evaluation Sheet
  - M Conflict Of Interest – Disclosure form - must be completed by bidder, signed and returned as part of proposal
  - N Affidavit in compliance with section 3517.13 of the Ohio Revised Code (must be completed and submitted with the proposal)

## Attachment L

### Proposal Evaluation Scoring Sheet (Provided for bidder self-evaluation)

RFP: Transportation Services

CATAGORY	POSSIBLE POINTS
<ul style="list-style-type: none"><li><input type="checkbox"/> Program design</li><li><input type="checkbox"/> Program content;</li><li><input type="checkbox"/> Overall approach</li></ul>	10 pts 10 pts 10 pts  Max <b>30</b> pts.
<ul style="list-style-type: none"><li><input type="checkbox"/> Demonstrated organization effectiveness;</li><li><input type="checkbox"/> Prior experience with a project of this sort;</li><li><input type="checkbox"/> Fiscal liability demonstrated;</li><li><input type="checkbox"/> Readiness of implementation;</li><li><input type="checkbox"/> Qualifications of staff;</li></ul>	10pts. 10 pts 10 pts 10 pts 5pts  Max <b>45</b> pts.
<ul style="list-style-type: none"><li><input type="checkbox"/> Project budget;</li><li><input type="checkbox"/> Reasonable program costs;</li></ul>	10 pts 15 pts  Max <b>25</b> pts.
<b>Total Possible Points</b>	<b>100</b> pts.



## Attachment M

(Must be completed by bidder, signed and returned as part of proposal)

### CONFLICT OF INTEREST – DISCLOSURE FORM

The issue of conflict of interest is an ongoing concern. Seneca County Department of Job and Family Services (SCDJFS) and potential Contractors must avoid any organizational or personal conflict of interest or even the appearance of a conflict of interest.

No Contractor, individual, company or organization seeking a contract shall promise to, or give to, any SCDJFS employee anything of value, including employment or promise of employment, that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties. No Contractor, individual, company or organization seeking a contract shall solicit any SCDJFS employee to violate any of the conduct requirements for employees.

Any Contractor acting on behalf of SCDJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any Contractor or potential Contractor who violates the requirements and prohibitions defined here, or of Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by SCDJFS to enter into a contract.

SCDJFS employees and Contractors who violate sections 1052.03, 102.04, or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.

A conflict of interest is generally understood to exist where a person has a direct personal, organizational, or financial tie to an organization, and where that person is in a position to influence, or appears to influence, the actions of another organization for the benefit of themselves or an organization with which they have such ties.

The following disclosure form is a requirement for those submitting a proposal for contractual services with SCDJFS.

Employees of \_\_\_\_\_ have no organizational or fiduciary affiliations  
(name of organization)  
with employees of the SCDJFS that would present a potential conflict of interest.

If there are potential conflicts, please list below:


\_\_\_\_\_  
Signature of agency's responsible representative

\_\_\_\_\_  
Date

**Attachment N**

**Affidavit in Compliance with Sections 3517.13 of the Ohio Revised Code  
(Must be completed and submitted with the proposal)**

**AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13 OF THE OHIO REVISED CODE**

STATE OF OHIO §  
COUNTY OF \_\_\_\_\_

Personally appeared before me the undersigned, as an individual or as a representative of  
\_\_\_\_\_ for a contract for \_\_\_\_\_  
(Name of Entity) (Type of Product or Service)

to be let by the County of Seneca who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the business entity:

1. That none of the following has **individually** made within the two previous calendar years and that, if awarded a contract for the purchase of goods or services in excess of \$500, none of the following **individually** will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions totaling in excess of \$1,000, to any member of the Seneca County Board of Commissioners or their individual campaign committees:
  - a. myself;
  - b. any partner or owner or shareholder of the partnership (if applicable);
  - c. any owner of more than 20% of the corporation or business trust (if applicable);
  - d. each spouse of any person identified in (a) through (c) of this section;
  - e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section (only applicable to contributions made on or after January 1, 2007).
  
2. That none of the following have **collectively** made since January 1, 2007, and that, if awarded a contract for the purchase of goods or services in excess of \$500, none of the following **collectively** will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions totaling in excess of \$2,000, to any member of the Seneca County Board of Commissioners or their individual campaign committees:
  - a. myself;
  - b. any partner or owner or shareholder of the partnership (if applicable);
  - c. any owner of more than 20% of the corporation or business trust (if applicable);
  - d. each spouse of any person identified in (a) through (c) of this section;
  - e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section.

Signature \_\_\_\_\_  
Title: \_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**LEGAL NOTICE**

**REQUEST FOR PROPOSALS**

NOTICE IS HEREBY given that the Seneca County Board of Commissioners is soliciting competitive proposals for procurement of services for:

**NON-EMERGENCY TRANSPORTATION SERVICES**

The Seneca County Commissioners will receive sealed proposals at their office at 111 Madison Street, Tiffin, Ohio, 44883, until 10 a.m. (EDST) on May 14, 2020, at which time all proposals will be opened and publicly read aloud.

The “*Non-Emergency Transportation Services Requests for Proposal*” for the Seneca County Department of Job and Family Services, may be secured at the Seneca County Department of Job and Family Services website ([www.senecadjfs.org](http://www.senecadjfs.org)), beginning April 15, 2020, after 12:00 noon.

The Board reserves the right to reject any or all proposals, to waive any irregularities or informalities in proposals received and to award the contract or contracts to the Contractor or Contractors with the lowest cost and best proposals.

By Orders of:

BOARD OF COUNTY COMMISSIONERS  
SENECA COUNTY, OHIO

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NOTICE TO NEWSPAPER:

Friday April 17, 2020 and Wednesday April 22, 2020  
Please submit two (2) copies of publication with invoice to:

Seneca County Department of Job and Family Services  
Attention: Fiscal Division  
900 E CR 20  
Tiffin, Ohio 44883

## LEGAL NOTICE

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SENECA COUNTY, OHIO