

REQUEST FOR PROPOSAL

The Board of Scioto County Commissioners on behalf of the Scioto County Department of Job and Family Services is seeking a qualified provider to coordinate and provide transportation services to eligible residents of Scioto County. Contracted services are to be provided for the period beginning **July 1, 2025**, through **June 30, 2026**.

Requirements for this program are outlined in the Request for Proposal (RFP) package. All proposals which conform to the RFP will be reviewed. We strongly urge you to review the criteria prior to completion of the RFP in order to better understand how the contract will be awarded.

The RFP package may be obtained on our website www.SciotoCountyJFS.com, or at the Scioto County Department of Job and Family Services, 710 Court Street, Portsmouth, Ohio 45662.

Questions concerning the RFP can be submitted to the attention of:

Rhonda Porter, Social Services Supervisor
Scioto County Department of Job and Family Services
710 Court Street
Portsmouth, Ohio 45662
(740) 354-6661 Select "Option 1," then "Option 1" again
Rhonda.Porter@jfs.ohio.gov

Deadline for submission: 4:30 P.M., Monday, May 26, 2025. Any proposal arriving later than 4:30 P.M., May 26, 2025, will be considered unresponsive and will not be reviewed.

The Board of Scioto County Commissioners and the Scioto County Department of Job and Family Services reserve the right to accept or reject any and all proposals in whole or in part.

REQUEST FOR PROPOSAL

NON-EMERGENCY TRANSPORTATION (NET) SERVICES

I BACKGROUND

The Board of Scioto County Commissioners through the Scioto County Department of Job and Family Services (SCDJFS) is soliciting proposals from qualified vendors to coordinate and provide transportation services for eligible Scioto County residents to medical appointments within and outside the County limits, as approved by SCDJFS.

The successful provider(s) will be selected based on their ability to assure:

- The best and most efficient delivery of services.
- The most competitive costs for services (considering the lowest unit cost as well as total “final” costs).
- A history of competent tracking, monitoring, reporting, billing, and evaluation systems to report pertinent data to determine project success.
- A history of transporting participants safely and on time to their destinations.
- Ability to collect ridership data to assist in completing required reports.
- Ability to establish a process for collecting and evaluating customer satisfaction with all aspects of the transportation project to ensure that customer needs are being met.
- Provider shall perform the obligations under contract confirming with all applicable local, state & federal laws and regulations.

II GENERAL PROGRAM REQUIREMENTS

Target Populations:

For this RFP, target populations are those individuals who the Scioto County Department of Job and Family Services have determined eligible for Non-Emergency Transportation (NET) or Pregnancy Related Transportation (PRS) including children, adults, disabled and elderly persons.

Any proposer submitting a response to this RFP must understand that only those participants deemed eligible by SCDJFS, and have received prior approval from SCDJFS, may be provided transportation services through this program.

Requirements for this program are outlined in the Request for Proposal (RFP) package. All proposals which conform to the RFP will be reviewed. We strongly urge you to review the criteria prior to completion of the RFP in order to better understand how the contract will be awarded.

Transportation services to be provided include:

1. Non-Emergency Transportation (NET)
2. Pregnancy Related Services Transportation (PRS)

NET and Pregnancy Related transportation services (PRS) will be provided for Medicaid recipients to receive medical services from Medicaid providers.

Contractors must submit the following information for each transportation service they wish to provide.

1. **ONE price** per loaded mile for **“in-county”** services. Loaded mile is defined as consumer’s pickup point to drop off point. There will be no payment to vendor for “no shows” or “dry runs.”
2. **ONE price** per loaded mile for **“out-of-county”** services. Loaded mile is defined as consumer’s pickup point to drop off point. There will be no payment to vendor for “no shows” or “dry runs.” If vendor does not provide “out-of-county” services, please note that in the proposal. Not providing “out-of-county” services will NOT disqualify you from consideration.
3. Written verification demonstrating qualifications and experience to provide reliable and safe transportation.

III FUNDING

Funding for this program comes from the Ohio Department of Job & Family Services to the SCDJFS, and all program costs are reimbursed through cost-reimbursement contract invoices.

We request that proposers submit budget information based on anticipated costs to operate this project. Final awards will be based on the ability to negotiate a successful contract between the provider and the Scioto County Department of Job and Family Services.

IV ELIGIBLE SERVICE PROVIDERS

Public, private non-profit, and private for-profit entities, and community-based organizations are eligible to submit proposals. Successful applicant(s) will demonstrate the following:

- Compliance with this entire RFP packet/process and submission of a complete proposal package.
- Possession of a fleet of vehicles adequate to handle the demand of eligible consumers, and liability coverage for such vehicles and usage. State required limits of liability insurance.
- Certification of criminal background checks for direct service employees.
- Certification of drivers’ including, state-issued licenses and CDL licensure, if applicable.

- Specialized vehicles for the provision of transportation of persons with special needs.
- Experience in customer service with special needs populations.
- Past records of performance based on references from previous and current contracts.
- Submission of cost variables based on a per unit cost of one-way trip rates.
- Sufficient cash to conduct business on a cost reimbursable basis with invoices fully processed typically within 60 days.
- Demonstrated ability to coordinate and deliver services in a timely manner.

V REQUEST FOR PROPOSAL PROCESS

All proposals which conform to the enclosed instructions and eligibility criteria will be reviewed. This RFP does not commit the Board of Scioto County Commissioners or the Scioto County Department of Job and Family Services to award a contract or to pay for costs incurred in the preparation of the proposal, or to otherwise procure services or supplies. The Board of Scioto County Commissioners and the Scioto County Department of Job and Family Services reserve the right to accept or reject any and all proposals in whole or in part and limit the number of contracts awarded to no more than five (5) providers.

Proposals will be reviewed for accuracy, consistency, and completeness. The Scioto County Department of Job and Family Services may request additional information to aid in review and selection. The proposals, including attachments, will become part of the contract.

Proposers should read the entire contents of this RFP package since the provisions contained herein may affect their organization's decision to submit a proposal. All questions should be answered completely and honestly to the best of your organization's ability. All directions should be followed. Proposals should not include brochures or other materials which are not requested.

- Proposal Submission
Sealed Proposals must be submitted to:
Tammy Moore Morton, Director
Scioto County Department of Job and Family Services
710 Court Street
Portsmouth, OH 45662

Proposals must be received by the Scioto County Department of Job and Family Services no later than **4:30 P.M. on Monday, May 26, 2025**. Failure to meet this deadline will result in the proposal being deemed nonresponsive. Postmarks will not be considered equivalent to "received". Packets placed in the drop box after 4:30 P.M. on Monday, May 26, 2025, will also be deemed nonresponsive.

- Proposal Format

Each proposal must be submitted in the following format:

Proposal must be typewritten (including budget sheets) and single-spaced.

Documents should be placed in the Proposal in the order in which they appear in the Additional Documents section.

One (1) proposal with original signatures and one (1) copy should be submitted.

Incomplete proposals shall be found non-responsive and eliminated from further consideration.

Proposers are advised that conditions or factors affecting the terms of this RFP may be amended due to changes in policy at the local, state, or federal level, with changes becoming effective prior to the projected start date of the services solicited. Any proposal approved for funding as a result of this solicitation may require alteration to comply with policy changes. The Scioto County Department of Job and Family Services and the Board of Scioto County Commissioners will cooperate with every approved provider to ensure that all services operated are in line with all applicable policies and regulations.

- Review of Proposals

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed “Qualified”. Those proposals which do not will be deemed “Non-Qualified”. Non-Qualified proposals will be placed in the procurement file. Partial submission or proposals submitted after designated deadline will be determined to be non-responsive and will be “non-Qualified”.

“Qualified” proposals will be reviewed in Stage 2 in accordance with the review process.

Each “Qualified” proposal shall be reviewed and evaluated based on the quality of the services proposed, cost effectiveness, organizational capabilities, history of transporting customers safely and on time, promptness of billing and timely submission of reports and required documents. Proposers are strongly encouraged to review the Proposal Scoring System prior to submitting proposals.

Proposals will be reviewed by a team comprised of members of the Scioto County Department of Job and Family Services management staff. Programs that best meet the needs of the targeted populations are the ones most likely to be funded. Any and all contracts resulting from this process, and their negotiated budgets, must be approved by the Board of Scioto County Commissioners.

Though it is hoped that the eventual providers will be selected from the Stage 2 group, the Scioto County Department of Job and Family Services reserves the right to discontinue the selection process at any time and begin the entire RFP process anew.

- Selection Announcement

Selection of the provider to be funded should be made within thirty (30) days after the proposal submission date. Proposers will be notified in writing and/or email of the final disposition of their proposals.

A copy of the proposal selected for contracting will be available for perusal at the Scioto County Department of Job and Family Services office after selection notices have been mailed. Perusal of the proposal will be arranged on an appointment basis only.

- Contracts

Contracts will be made to responsible vendors whose proposal is most advantageous to SCDJFS with price and other factors considered. All contracts awarded as a result of this solicitation will be based on a **UNIT RATE** calculated as a result of completing the required budget forms. The cost reimbursement agreement reimburses the contractor for approved actual costs and involves the processing of invoices with complete documentation. Claims made to the SCDJFS for reimbursement shall not duplicate claims made by the contractor to other sources for the same service. Contract performance will be monitored throughout the year.

- Billing

The provider awarded a contract will be expected to bill for services on a monthly basis, unless other arrangements are made. Bills must be received no later than ten (10) days after the end of the service month. Bills received after ninety (90) days will not be paid.

VI POLICIES AND SPECIAL CONDITIONS

Failed Contracts

Any contract entered into with a contractor as a result of this RFP whereby the contractor fails to meet the minimum criteria or condition specified in the contract may be considered a “failed” contract. Under the terms of the contract, Scioto County Department of Job and Family Services may be entitled to terminate funds within the contract or to a refund of all or a portion thereof of any federal, state, or local funds paid the contractor under the contract. The contractor may be barred from receiving any further contracts from the Scioto County Department of Job and Family Services for a minimum period of one (1) year.

Contract Extensions

The Scioto County Department of Job and Family Services reserves the right

to extend contract(s) for two (2) additional program cycles, not to exceed three (3) program years, the funding of programs and services which have demonstrated satisfactory performance during their initial contract periods, without the contractor having to respond to a new Request for Proposal solicitation. A letter from the Scioto County Department of Job and Family Services stating that the service provider's contract has been extended will be sent as verification that the provider will not have to submit a proposal for the next solicitation.

- Contract Modifications

The Scioto County Department of Job and Family Services reserves the option to modify initial contract amounts as necessary.

- Conflict of Interest

1. No Scioto County Department of Job and Family Services employee or authorized agent of the same may participate in the review, selection, or award of any contract with whom that party or any member of his/her family, employer, company, organization, or agency has a financial interest or other interest in the entity selected for the award. Participation includes discussions, lobbying, and rating, scoring, recommending, or assisting in the design or approval of the procurement process. Participation also includes negotiation of any contract on behalf of the organization that he or she represents.
2. No Scioto County Department of Job and Family Services employee, or agent of the Scioto County Department of Job and Family Services, will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors.
3. All proposers, as a part of the RFP process, must disclose any family or business relationship with any Scioto County Department of Job and Family Services employee, or authorized agent of the same.
4. If a conflict, real or apparent, does exist, it must be declared, and the individual(s) concerned must exclude themselves from participation in the procurement process.
5. No funds will be paid to any proposer or contractor who influences, or attempts to influence a Scioto County Department of Job and Family Services employee, or authorized agent of the same in connection with the awarding of any contract for services, to include extension, continuation, renewal, amendment or modification of the same.
6. With the exception of those individuals named in the RFP, no Scioto County Department of Job and Family Services employee, or authorized agent of the same, shall solicit or receive any written or oral communication from any potential contractor regarding any proposal under consideration. Potential contractors who attempt to improperly influence the process will be disqualified.
7. All staff positions funded in whole or in part with local, state, or federal funds will be filled solely based on merit, qualifications, and experience. All hiring practices are to be conducted in accordance with local, state, and federal standards.

- Non-Discrimination

The proposer certifies it is an equal opportunity employer and shall remain in compliance with state and federal civil rights and nondiscrimination laws and regulations including, but not limited to Title VI, and Title VII of the Civil Rights Act of 1964 as amended, the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act, as amended, and the Ohio Civil Rights law.

PROGRAM NARRATIVE

Briefly address each of the following items separately and in order. If an item or part of an item is not applicable or no effort is planned for a particular section, identify the item, and indicate “N/A”. Please reference the items below in your proposal and make sure you respond to each one. Program Narrative should be no longer than three (3) pages. (Limit of three pages does not include the additional documents found in the appendices.)

A SUMMARY

Provide a summary (one page maximum) of the transportation services to be provided. Please include hours of operation and service availability.

B ORGANIZATION AND PURPOSE

1. Please provide a brief description of your organization.
2. Please provide evidence of experience in serving the target populations.
3. Please describe any partnership and/or collaborations with other organizations proposer brings to this program. Also include any other available resources that may be available.

C MONITORING/REPORTING/BILLING

1. Please describe how your organization will monitor and bill for services as required.
2. Please describe how ridership data will be collected and reported

D STAFFING

Briefly describe the number of staff needed for this project. Will existing staff be used, or will additional staff need to be hired to operate this project. Also include qualifications and experience of staff, including any contracted staff.

ADDITIONAL DOCUMENTS

The proposer is required to submit the following additional documents (forms attached) to be considered for funding by the Scioto County Department of Job and Family Services:

- A. Certification Letter from Signatory Authority
- B. Service Provider Conditions and Requirement
- C. Management Assurances
- D. Other Funds Available Disclosure Form
- E. Certification Regarding Debarment and Suspension

When preparing for submission the proposal and documents should appear in the following order:

- 1. Program Narrative**
- 2. Organizational Information Cover Sheet**
- 3. Certification Letter of Signatory Authority**
- 4. Service Provider Conditions and Requirements**
- 5. Management Assurances**
- 6. Budget**
- 7. Other Funds Available Disclosure Form**
- 8. Certification Regarding Debarment and Suspension**
- 9. Vendor Code of Conduct**

ORGANIZATIONAL INFORMATION SHEET

Proposer Organization Name:
Address:
Contact Person (Name & Title) Authorized to Represent the Proposer:
Phone Number:
E-mail Address:
Proposed Number of One-Way Trips (can estimate based on historic data)
Total Funds Requested: \$ (Unit cost from budget sheet multiplied by proposed number of one-way trips)
Organization status: <input type="checkbox"/> Public Non-Profit <input type="checkbox"/> Corporation <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Private For-Profit <input type="checkbox"/> Government <input type="checkbox"/> Other _____
Number of Years in Operation and total number of staff:
Tax, Tax Exempt, or Non-Profit ID number: Federal ID Number: Corporation Number:
Name and Signature of Person Authorized to bind the organization to all commitments made in the proposal: Name: _____ Signature: _____ Date: _____

CERTIFICATION LETTER FROM SIGNATORY AUTHORITY

CERTIFICATION: The information contained in this proposal fairly represents the organization and its proposed operating plans and budget for this program. I acknowledge that I have read and understand the requirements and provisions of the RFP and that the organization is prepared to implement the project/program as specified in this proposal.

I further certify that all information contained in this proposal is true and correct and shall be open to verification should the Scioto County Department of Job and Family Services desire to do so. I certify that all costs contained in the proposal are real, allowable, necessary, non-defective, and allocable to this program and are not of allocable credits, refunds, and rebates, and are not a duplication of funds already available or which will be available from other funding sources.

I agree that should this program be funded, our organization will abide by the regulations, state, and local policies applicable to the law, regulations and plans for administration.

I certify that I am authorized to sign the attached proposal and to commit this organization to the provision of services contained therein.

Finally, I do hereby certify that this organization is not currently in any stage of formal bankruptcy proceedings.

Authorizing Official's Name and Title

Organizational ID Number (if applicable)

Authorizing Official's Signature

Date

SERVICE PROVIDER CONDITIONS AND REQUIREMENTS

In submitting this proposal, the service provider agrees to the following conditions and requirements of the request for proposal and any subsequent contracts awarded as a result of the same:

1. Proposers are to follow the guidelines contained in this document when preparing their response to the proposal.
2. Proposals must be prepared in accordance with applicable federal, state, and local laws and regulations governing the NET and PRS programs.
3. All proposals submitted will be subject to the following procedures:
 - a. Proposals that fully comply with the RFP will be reviewed by a team of raters consisting of staff from the Scioto County Department of Job and Family Services.
 - b. Proposers will be notified, in writing, as to the final disposition of their proposal(s) within thirty (30) days of the proposal due date.
 - c. Proposers who are approved for funding must enter into a formal contract for services.
 - d. Budget/contract negotiations will be conducted by the Scioto County Department of Job and Family Services.
 - e. All contracts for services must be approved by the Board of Scioto County Commissioners.
 - f. When determined in the best interest of the Scioto County Department of Job and Family Services, contracts will be awarded to the proposer(s), whose proposal, including amendments to the proposal developed through negotiation, is most advantageous to the Scioto County Department of Job and Family Services and the Board of Scioto County Commissioners. While cost is always a factor, it may not be the controlling or most significant factor. The proposer(s) that is awarded a contract must be responsive to the RFP and must also be determined to be responsible.
4. The Request for Proposal (RFP) does not commit the Scioto County Department of Job and Family Services to award a contract, or to pay any cost incurred in the preparation of a proposal, or to procure or contract for services prior to the issuance of signed contract. The Scioto County Department of Job and Family Services and the Board of Scioto County Commissioners reserve the right to accept or reject any and all proposals received, in full or in part, to negotiate

services, service mix and costs with proposers, and to cancel in part or in entirety this RFP. The Scioto County Department of Job and Family Services will review each proposal with respect to price, providers administrative program capabilities, and conformance to the RFP criteria.

5. The contents of proposals submitted by successful proposers will become part of the contract awarded to the proposers and funding will be contingent upon their agreement to the provisions included herein and the formal contract.
6. Contractors will be prohibited from disseminating products developed under contract with the Scioto County Department of Job and Family Services without the prior written consent of the Scioto County Department of Job and Family Services.
7. All press releases, brochures, flyers, print ads, posters, public service announcements, reports and newsletters related to services under this contract shall recognize the Scioto County Department of Job and Family Services as a funding source.
8. Contractors must participate in program evaluation and monitoring conducted by the Scioto County Department of Job and Family Services. This may include the disclosure of information defined as a proprietary by the contractor in the event such information is required by state/federal auditors and reviewers.
9. The contractor shall operate and comply with the program described in the curriculum of this proposal which will be included as a part of the contract. Any deviation from the curriculum and staffing as defined in the proposal must be approved, in writing, by the Scioto County Department of Job and Family Services and these changes will then be made a part of the contract. The Scioto County Department of Job and Family Services reserves the right to impose sanctions, up to and including termination of the contract, in the event of a breach of contract.
10. Any expenditures or performance which exceed the amount agreed upon are the Contractor's sole responsibility and shall not entitle the contractor to additional payments or benefits under the contract.
11. The contractor shall inform the Scioto County Department of Job and Family Services, in writing, regarding the receipt of additional funding which will have an effect upon the quality or cost of providing services under the contract. The Scioto County Department of Job and Family Services, upon receipt of this information, maintains the right to disapprove or negotiate costs.
12. If a contract is determined disallowed after payment has occurred, the contractor shall repay the amount of the disallowance to the Scioto County Department of Job and Family Services within 30 calendar days from the date of notice, or on a

written alternative schedule determined by the Scioto County Department of Job and Family Services. If the contractor violates or permits violation of contract terms or conditions, the contractor shall repay to the Scioto County Department of Job and Family Services the amount of funds directly related to the violation.

13. The Vendor shall include a copy of the most recently completed audit with this RFP.
14. Contractors must comply in accordance with 5160-15-14 and 5160-43-09 of the Ohio Administrative Code, all private transportation vendors are required to conduct criminal background checks on each direct-service employee or applicant. The result of the criminal background check must substantiate that no direct-service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to an offense listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Ohio Revised Code. In addition, the Scioto CDJFS must confirm that a search of the following databases for each owner/manager and each direct-service employee or applicant substantiates that none of the entities for which the search is performed is currently listed in any of the databases as sanctioned or excluded:

* The system for award management (SAM) maintained by the United States general services administration;

* The list of excluded individuals and entities maintained by the office of inspector general in the United States department of health and human services.

Authorized Representative's Signature

Date

MANAGEMENT ASSURANCES

The SCDJFS will enter into contracts only with organizations which provide reasonable assurance in their applications that they are capable of managing, operating, monitoring, and reporting according to federal and state guidelines, and standards of usual and customary business practices. This shall include:

1. Sufficient organizational and financial capability to operate the program.
2. Making available for review and monitoring the names and qualifications of their officers, directors, and managing personnel who have operational or fiscal responsibilities for the contracted services.
3. Assurance that internal policies meet state and federal guidelines regarding Equal Employment Opportunity and provide for fair and reasonable employment practices.
4. Assurance that no person with responsibility in the operation of the program will discriminate with respect to any participant or applicant because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, political affiliation, genetic information.
5. Assurance that internal policies prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. Assurance that appropriate standards for health and safety in work and training situations will be maintained.
7. Assurance that the SCDJFS may not be held responsible for payment of funds if some of those same funds have not been received by the State.
8. Assurance that the vendor recognizes its responsibility for and agrees to assume full financial liability for any subsequent questioned or disallowed cost.
9. Assurance that the vendor has sufficient income from non-NET sources or cash reserve to provide a minimum of 60 days cash flow, as this is a cost-reimbursement vendor contract.
10. Assurance that private transportation vendors as defined in Ohio Administrative Code 5160-15-14 (A) will meet the conditions and disclosure requirements outlined in Ohio Administrative Code 5160-15-14 (B) and (C) regarding criminal background checks and database reviews for all existing and applicant direct-service employees.

The authorized representative must assure and certify that he/she possesses the legal authority to enter into a contract.

Authorized Representative's Signature

Date

OTHER FUNDS AVAILABLE DISCLOSURE FORM

Identify any other funds which may be used to pay for services proposed in this project. Indicate the **TOTAL COST OF SERVICES** and the impact of the other funds on the cost to the Scioto County Department of Job and Family Services. If there are no other funds available, then the proposer should check the box below. (Other grants include state and federal grants).

☐ No other funds are available that can be used to support the services proposed in this proposal.

Authorized Representative's Signature

Date

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

The vendor certifies the following:

- 1) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, or otherwise ineligible or excluded from participation in federal assistance programs under executive orders 12549 and 12689, "Debarment and Suspension", and other applicable regulations and statutes, including 2 C.F.R. parts 180, 200, and 417, 29 C.F.R. part 98, and 45 C.F.R. part 75.
- 2) The prospective vendor certifies that neither it nor its principals have a finding for recovery issued by the Auditor of State on and after January 1, 2001, if the finding for recovery is unresolved.

Printed Name & Title of Signatory Authority for Proposing Agency

Signature

Date

VENDOR CODE OF CONDUCT

Maintaining the integrity of public procurement is crucial in preventing fraud and abuse of public funds. No contractor, individual, company or organization seeking a contract or seeking to sell goods or services to SCDJFS will promise or give to any agency officer, employee, or agent anything of value, including employment or promise of employment within the scope of his or her job duties. No contractor or individual, company or organization seeking a contract or grant or seeking to sell goods or services to SCDJFS will ask an officer, employee, or agent of the agency to violate any of the code of standards of conduct requirements. Contractors acting on behalf of SCDJFS will refrain from activities which could result in violations of this rule.

All SCDJFS contracts shall contain provisions requiring the contractor to refrain from promising or giving to any agency officer, employee, or agent anything of value that is of such a character as to manifest a substantial and improper influence upon the officer, employee, or agent with respect to the officer's, employee's, or agent's duties, to agree that it will not solicit agency officers, employees, or agents to violate the agency's code of standards of conduct or Sections 102.03, 102.04, 2921.42, or 2921.43 of the Ohio Revised Code and will refrain from conflicts of interest, whether direct or indirect.

Contracts of the SCDJFS shall include a certification by the contractor that it is in compliance with and will maintain compliance with the requirements listed in the paragraph above. The contractor will promptly notify the SCDJFS of any newly arising conflicts of interest or potential violations of state ethics laws.

Contractors in violation of these laws may be prosecuted for criminal violations. Any contractor who violates the requirements of this code of conduct or related C.F.R. and Revised Code is subject to having the related contract terminated or having the SCDJFS refuse to enter into a contract along with penalties and sanctions.

I have read the above information and understand that I am subject to this policy and law. I confirm to the best of my knowledge and belief that I am in compliance with this policy and law and that no conflict of interest exists, as defined within this information, except for the following matters:

_____ None

_____ I hereby acknowledge that a potential conflict of interest could arise as a result of my position.

Description:

Name & Title: _____

Signature: _____

Date: _____

PROPOSAL SCORING SYSTEM STAGE 1 REVIEW FORM

Qualified proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP no later than Monday, May 26, 2025, at 4:30 P.M. and according to instructions. Proposals mailed but not received at the designated location by the specified date or placed in the drop box after 4:30 P.M. on May 26, 2025, will be deemed “non-Qualified” and will not be considered.

The proposal was received on or before the designated date and time specified in the RFP. YES _____ NO _____

2. Proposer provided one (1) original and one (1) copy of the proposal.
YES _____ NO _____

3. Completeness of submission - proposal submission must include at a minimum:

A. Program Narrative	YES _____	NO _____
B. Organizational Information Cover Sheet	YES _____	NO _____
C. Certification Letter of Signatory Authority	YES _____	NO _____
D. Service Provider Conditions and Requirements	YES _____	NO _____
E. Management Assurances	YES _____	NO _____
F. NET Transportation Budget	YES _____	NO _____
G. Other Funds Available Disclosure Form	YES _____	NO _____
H. Certification Regarding Debarment and Suspension	YES _____	NO _____

PROPOSALS WHICH DO NOT MEET ALL OF THE ABOVE FIRST STAGE REVIEW SUBMISSION REQUIREMENTS WILL BE DEEMED AS NON-QUALIFIED AND WILL NOT BE REVIEWED FOR STAGE 2.

PROPOSAL SCORING SYSTEM

STAGE 2 REVIEW FORM

POINTS	APPLICANT RESPONSE	COMMENTS
Max = 20	Clear and concise description of transportation services to be provided including ability to provide coordinated services and organizational capabilities.	
Max = 20	Proposal completed and addressed all parts of Program Narrative and Additional Documents.	
Max = 10	Evidence, experience, and success in serving target population.	
Max = 10	Proposal describes qualifications and experience of staff.	
Max = 10	Budget: Individual cost sections complete and accurate. Program service costs deemed appropriate and reasonable. Sound fiscal system to capture and report information.	
Max = 10	Proposal describes fleet and certifications and trainings of drivers.	
Max = 10	Proposal discusses competent organization's monitoring, billing, and data collection systems.	
Max = 10	Proposal describes how ridership data will be collected and reported.	
Max = 100	TOTAL POINTS	

Proposer's Name:_____

Rater's Name:_____

Please complete all applicable sections of the budget.

A. Administrative Staff Costs

- | | |
|----------------|----------|
| 1. Salaries | \$ _____ |
| 2. Fringes | \$ _____ |
| 3. Other _____ | \$ _____ |

Total Staff Costs: \$ _____

B. Operational Costs

- | | |
|------------------------------|----------|
| 1. Admin. Supplies/Materials | \$ _____ |
| 2. Printing/Postage | \$ _____ |
| 3. Phones | \$ _____ |
| 4. Bonding/Insurance | \$ _____ |
| 5. Other _____ | \$ _____ |

Total Operational Costs \$ _____

C. Space & Facilities

- | | |
|----------------|----------|
| 1. Rent | \$ _____ |
| 2. Utilities | \$ _____ |
| 3. Other _____ | \$ _____ |

Total Space/Facilities Costs \$ _____

D. Direct Services Costs

- | | |
|----------------------------|----------|
| 1. Direct Service Salaries | \$ _____ |
| 2. Direct Service Fringes | \$ _____ |
| 3. Direct Service Training | \$ _____ |
| 4. Fuel Costs | \$ _____ |
| 5. Fleet Maintenance Costs | \$ _____ |
| 6. Vehicle Insurance | \$ _____ |
| 7. Other _____ | \$ _____ |

Total Direct Services Costs \$ _____

TOTAL NET TRANSPORTATION BUDGET: \$ _____

NET TRIPS

Calculation of the Per 'Loaded' Mile Rate

Total annual one-way NET trips: _____

Budget divided by number of one-way trips: \$ _____ per one-way trip (unit cost)

Unit Cost = Per 'loaded' Mile rate