



REQUEST FOR PROPOSALS FOR  
DISASTER RECOVERY SERVICES  
FOR  
Hocking, Ross and Vinton Counties

Local Workforce Area 20  
Fairfield County ▪ Hocking County ▪ Pickaway County  
Ross County ▪ Vinton County

Email Q&A Send to [area20rfp@co.fairfield.oh.us](mailto:area20rfp@co.fairfield.oh.us)

Release Date for Request for Proposal: June 13, 2019

Q&A Dates: June 13, 2019 – June 28, 2019

Deadline for Notice of Intent to Propose: June 28, 2019 @ 4 PM EST

Deadline for Proposal Submission: July 5, 2019 @ noon EST

Tentative Operation Start Date Pending Funding: August 1, 2019

# 1. Requirements and Specifications

## 1.1. Disaster Recovery Services Request for Proposal Overview

Under the auspices of the Workforce Innovation and Opportunity Act (WIOA), the Area 20 Workforce Development Board (“WDB” or “Board”) of Fairfield, Hocking, Pickaway, Ross, and Vinton Counties works in partnership with the Chief Elected Officials (CEOs) of those counties to set the workforce policies for the region. Each county has a CEO that comprises the five-person CEO Consortium. Per the Intergovernmental Agreement of the Area 20 WDB, the Fairfield County Economic and Workforce Development Department serves as the Administrative and Fiscal Agent for the WDB. In its fiscal capacity the state recognizes these five counties as Area 21 while it is commonly referred to its administrative designation of Area 20. For purposes of this RFP the area will be referred to as Area 20.

Disaster National Dislocated Worker Grants (NDWG) are discretionary awarded funds issued by the Department of Labor (DOL) that creates temporary employment to assist states in recovering from significant events such as floods and natural disasters. Counties in parts of Ohio sustained heavy damage from severe storms, flooding and landslides that occurred from February 5, 2019 through February 13, 2019. Roadways were blocked with fallen trees and debris was left clogging streams and rivers, creating the potential for additional flooding. Buildings sustained damage due to the storms and flooding. The Federal Emergency Management Agency (FEMA) surveyed the damage and approved the affected counties for assistance.

In March 2019, the ODJFS submitted the initial application for counties that were among the disaster declaration. NDWG funds can be requested for up to 12 months for the cleanup. The awarded funds will be utilized to enable clean-up and debris removal in the affected counties. The initial award is used to cover the first several months of operation for WIOA Area 20. The grant will enable the approved counties to hire crews of temporary workers to conduct clean-up activities including removal of flood debris from public lands and waterways, as well as to assist with cleaning, repair, demolition, renovation and reconstruction of damaged public structures and facilities.

There are only two exceptions as to where this specific NDWG will allow clean-up activities on private property. Workers that are from local government are authorized to conduct work and are performing the work which will help prevent health and safety issues. Otherwise, this grant strictly forbids any kind of work or cleanup on private property.

Hocking, Ross and Vinton Counties (heretofore referenced as The Counties) were determined eligible to receive NDWG funds. An estimated 60 temporary jobs will be created within The Counties that will receive assistance through the NDWG. The temporary workers hired using NDWG funds must be dislocated workers, long-term unemployed individuals and displaced homemakers who meet the WIOA eligibility determination criteria (WIOA 3(15)). Veterans have a priority over non-Vets within each category for Dislocated Workers and Long Term Unemployed. An individual that is determined eligible may work on grant-related activities for up to 12 months or 2,080 hours, whichever is longer. The NDWG funding is for damage sustained as a result of the severe storms, floods and landslides that occurred between February 5 and February 13, 2019.

The operator must be able to physically service The Counties. The Area 20 WDB will accept and

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consider proposals from for-profit entities and non-profit organizations, including but not limited to governmental entities, community agencies, educational institutions (excluding **traditional** elementary and secondary schools), and faith-based organizations. A consortium of organizations may also bid as long as the proposal clearly delineates the lead organization and the roles and functions it will provide. Service providers must have a proven record of accomplishment in providing the types of services solicited through this proposal and experience in working with disaster relief projects.

Organizations may bid on each county individually or all three counties in their entirety. The workers per county may vary based on actual number of work sites determined by county. But the estimated workers per county was determined based on percentage of square miles by county as follow:

Hocking County	27.5% of size	16 workers
Ross County	55% of size	28 workers
Vinton County	27.5% of size	16 workers

The Area 20 WDB may decide not to fund part or all of a proposal even though it is found to be in the competitive range, if in the opinion of the Board, the services proposed are not needed or the costs are higher than the WDB finds reasonable in relation to the overall funds available. The Area 20 WDB may choose not to award a contract to the respondent(s) with lowest cost or highest rating when taking into account other factors in balancing services to customers or The County.

The Area 20 WDB and South Central Ohio Job and Family Services will serve in an advisory role with the provider of Disaster Services Recovery. It will provide direction to the provider with the expectation that the provider will fulfill assigned responsibilities and make decisions on day-to-day activities.

Included in this packet are the evaluation criteria to be used in rating proposals. We strongly urge those interested in applying to review them prior to completion of the proposal in order to understand how the contracts will be scored and awarded.

**1.2. Funding**

**1.2.1. Funding Overview**

All state and federal WIOA funds designated for Area 20 will be allocated and distributed to the Area 20 Fiscal Agent. The Department of Labor (DOL) administers WIOA and funds all services in Ohio through the Ohio Department of Job and Family Service (ODJFS). The ODJFS allocates DOL monies to Area 20 for each county and forwards these funds, in the case of conventional work areas, directly to the Fiscal Agent. ODJFS provides the fiscal agent an automated financial reporting system (CFIS) to report its financial transactions to the state. For WIOA programs, the financial reporting and reconciliations are on an accrual basis. Participants will be reported and tracked through CLT in the CFIS system.

Total estimated funding available for the program is \$1,856,763. The funding by county is estimated based on the number of workers needed by county, as illustrated early in this RFP. The workers per county, and therefore funding per county, may vary based on actual number of work

sites determined by county. This will be finalized in any contract awarded to the winning bidder(s).

Hocking County	\$510,610
Ross County	\$835,543
Vinton County	\$510,610

Administrative costs will be limited to 10% of total expenditures and may be incurred by the fiscal agent and South Central Ohio Job and Family Services. Administrative costs are defined in 20 CFR 683.215 and include costs such as accounting, cash management, procurement, personnel management, payroll, and similar activities. Proposers should treat the available funding as an estimate only. Actual contract amount is contingent upon the winning proposal, final negotiated cost, and the availability of funds.

The initial award amount is \$618,921.00, which will also be divided by county: 27.5% Hocking; 45% Ross; 27.5% Vinton. The initial funding request is for one year. ODJFS will submit a modification requesting additional funding, extending duration of the grant period, or if formula funds are lacking in order to provide employment and training services for the NDWG participants. The modification is dependent on DOL approval. Additional grant fund increments can be requested but only after 70% of the total funding is expended, not obligated. Timing of funding will vary based on when rewards are allocated.

### 1.2.2. Budget Period and Amount

The total project expenses of the respondent's line item budget for the first year of services beginning August 1, 2019 must be less than or equal to the estimated total funding available for this RFP as outlined in Section 1.2. A budget should be included as **Attachment A**.

### 1.2.3. Administrative and Program Costs

The selected operator will be responsible for tracking and reporting costs per WIOA regulations. Administrative costs include the following:

- General administrative functions such as accounting, financial and cash management, procurement, property management, personnel management, and payroll;
- Audit functions and those duties associated with coordinating the resolution of findings originating from audits, monitoring, incident reports, or other investigations;
- General legal services;
- Oversight and monitoring of administrative functions;
- Goods and services used for administrative functions;
- Developing systems, including information systems, related to administrative functions; and
- The costs of awards made to subrecipient or vendor organizations for administrative services of the awarding agency (for example, a payroll service for staff or participants).

Please note that the maximum amount to be used for administrative costs is 10%.

#### **1.2.4. Indirect Costs**

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. Any indirect costs projected to be used by your organization should be noted in the budget and be in accordance with the Federal Uniform Guidance. An approved Indirect Cost Rate letter should be included.

#### **1.2.5. Profit/Management Fee**

Only commercial for-profit organizations may incorporate profit or a management fee into their budget. Profit must be contained in a single line item on the budget. The maximum allowable profit (NIBT) is 6% of the total funding requested.

#### **1.2.6. Common Project Costs**

NDWG funds may be used to cover intake costs such as physical exams, drug tests and safety training. The funds may also be used to provide participants with safety items, protective clothing, and immunizations. The following list contains examples of common items needed for participants to be adequately equipped to clean worksites:

- Orange vests
- Ear protection
- Tetanus shots
- Hepatitis shots
- Work boots
- Rain suits
- Gloves
- Waders
- Helmet liners
- Work shirts and pants
- Lifting belts
- Safety glasses

Safety Training includes:

- OSHA Safety Training
- Chainsaw Safety
- CPR/First Aid
- Drug Free Workplace Training

Other operating equipment includes:

- Supplies
- Equipment and debris disposal
- Intake costs
  - Physical exams
  - Drug screening
  - Safety training

Disposal of Debris:

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- Renting of a dumpster
- Lease of a wood splitter or chipper
- Hauling fees
- Towing fees
- Dumping fees
- Contracted Excavator

As defined in 2 CFR Part 200.94: Supplies are all tangible personal property other than “equipment”. “Equipment” is an item where costs exceeds more than \$5,000 with a useful life over one year. Supplies are allowed to be used and kept for a period of the federal funding only. The maintenance and repair costs of supplies and equipment are allowable under the supply category.

NDWG funds may also be used to purchase the supplies that will be needed to clean the worksites. Examples of supplies include, but not limited to:

- Small trailer
- Generator
- Hand saws
- 2-way radios
- Air compressor
- First Aid kits
- Chain saws
- Shovels
- Axes
- Weed whacker
- Bar & chain
- Rakes & pitchforks
- Orange cones
- Jon boat
- Pole saws
- Pry bars
- Trailer hitches
- Diesel fuel tank
- Trolling motor
- Battery charger
- Office supplies
- Coffee maker
- Water bottles

Equipment includes anything “tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.” Prior approval must be received from ODJFS and DOL before a purchase of any equipment. Inventory records must be kept and updated. Examples of equipment include but are not limited to:

- Chipper – disposing of branches
- Logging winches – pull logs and branches
- ATV, Four Wheeler, Gator – mobile vehicle in rough terrain or hard accessible areas

- Dump truck, Pick-up truck

\*Note: An adjustment may be done if the County JFS' are able to purchase any part of the equipment for the use with this specific grant. If the purchase is done by JFS, the equipment will remain county property at the end of the grant period.

\*The County JFS will outline the process used for disposition. Items could be retained, sold or transferred to another federal project or program that may use the remaining supplies.

Leasing of equipment is allowable with NDWG funds. Heavy equipment leases such as trucks can be limited under the NDWG funds. You may need to utilize other local or state options if necessary. Reasonable repair costs of used equipment are allowable to make the equipment functional. If the bidder wishes to purchase equipment or to lease equipment, you must provide written justification as to why this is an appropriate use of funds. This includes a condition and price of the item, written explanation of critical need, cost comparison between leasing versus purchasing as well as documentation that other sources have been exhausted.

### **1.3. Scope of Services**

#### **1.3.1. Disaster Recovery Services Overview**

Area 20 is seeking proposals from qualified organizations with experience developing and operating disaster recovery programs.

The following is a list of services that organizations should be capable of providing:

- Removal of debris from roads, creeks, streams and other water-ways that pose a threat to public safety. [Debris may include but is not limited to trees, tree branches, metal, trash, or other obstructions as discovered. The streams and other water-ways shall be cleaned to allow for unobstructed or free water flow];
- Demolition or reconstruction of damaged public structures, facilities, or land;
- Repair or cleaning of damaged public structures, facilities or land;
- Placing an emphasis on temporarily employing displaced or long-term unemployed individuals;
- The use of dated still photographs will be required to capture the pre-existing condition of each work site and the condition of the site at the end of the cleanup. The photographs will need to be with detailed documentation of the site such as distance, location (address and township), assessment of damage and needs; and
- Ability to issue payroll, monitor worksites and supervise crews;

\*The work shall not cause harm to natural resources, living trees and/or endangered species. You will need to coordinate with the U.S. Fish & Wildlife Service.

There is an estimated 100 potential worksites that will need to be cleaned and the number of NDWG participants needed to clean the sites is estimated at 60. Each eligible participant (crew member) can work up to twelve months or no more than 2,080 hours, whichever is longer. Under WIOA, there is no maximum for participant wages. Minimum wage paid must be higher of Federal, state or local minimum wage. Per WIOA Section 181 (a)(1)(A), the participants shall receive comparable rate of pay that other employed individuals employed in similar occupations

with similar training, experience and skill set. The contractor or employer of record will employ the participants (qualified through South Central Ohio JFS) to include the hourly rate of pay and all payroll related expenses.

The NDWG participants should also receive the same benefits as similar workers in the organization. For purposes of determining fringe benefits, the employer-of-record's current personnel policies will be followed. Worker's Compensation provisions must also be in place for NDWG participants. WIOA participants are not eligible for Unemployment Compensation as per Ohio Revised Code (ORC) 4141.01(B) (3)(c) (iv). This may apply to crew supervisors as well as the participant crew members. The contractor will be required to accept referrals from the County JFS OhioMeansJobs Center.

### **1.3.2 Reporting**

Disaster Program operators are required to report bi-weekly, monthly and quarterly regarding the program expenditures as well as the number of workers recruited, trained and employed. The participants and services must be reported in WCMS in the assigned Special Grant Office. Accruals, obligations and expenditures must be reported in CFIS on a bi-weekly basis. All expenditures must be supported with acceptable documentation including such things as timesheets signed by a supervisor for payroll costs. A monthly narrative of the clean-up activities must be submitted to the OWD grant manager. A Plan-to-Actual report will be issued on a quarterly basis and will require local response.

County JFS will have the authority to require additional monitoring and meetings as they feel necessary when awarding the contract. A monthly meeting may be required to update the County JFS with the project needs, progress, and any additional information necessary to monitor the grant. The contractor/provider must be prepared to meet the needs when requested. In addition to the local monitoring, there will be Federal and State monitoring conducted of each project.

### **1.4. Civil Rights Compliance**

All respondents must ensure equal opportunity to all individuals. No individual in Area 20 shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

All respondents must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act. All grievances arising out of WIOA or this RFP must be filed according to the Board's established grievance procedures.

### **1.5. Confidentiality and Security**

Any selected Provider or subcontractor engaging in any service for Area 20 WDB requiring them to come into contact with confidential information will be required to hold confidential such data.

## **1.6. Financial Requirements**

The selected provider shall comply with the Administrative Rules and Costs Limitations of the Federal Register, Department of Labor and WIOA upon release of the Final Rules. Provider will be required to have an A133 audit completed annually, pursuant to WIOA rules and regulations.

## **1.7. Availability of Funds**

This RFP is conditioned upon the availability of federal, state, or local funds which are appropriated or allocated for payment of the proposed services. If, during any stage of this RFP and resulting contracting process, funds are not allocated and available for the proposed services as projected here within, the contract will terminate concurrent with the notice of reduction/termination of funding. The Area 20 WDB will notify the respondents at the earliest possible time if this occurs.

If additional funding becomes available during the term of the contract, and at the Board's discretion, a selected provider's contract may be revised to increase the contract value.

## **1.8. Policy Changes**

This RFP is conditioned upon federal, state, and/or local policy and regulation. If, during any stage of this RFP and resulting contracting process, policy changes occur that would impact how and which services are provided, the Area 20 WDB reserves the right to terminate the agreement concurrent with the notice of the policy change. The WDB will notify the respondents at the earliest possible time if this occurs.

# **2. Provider Proposal**

## **2.1. Narrative Proposal**

**Attachment C** includes an outline of the proposal. Respondents can request the attachment as a Word Document to complete or respondent can submit separately.

### **Overview**

- 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 for services.
- 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.

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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, 2019. 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.

### **2.2. System and Fiscal Administration Components**

#### **2.2.1. Insurance Certification**

The respondent must provide a current certificate of professional insurance and commercial general liability insurance with limits of not less than \$1 million.

Prior to the effective date of the contract, selected Provider shall give the County and the Board the certificate(s) of insurance completed by Provider's duly authorized insurance representative, with effective dates of coverage at, or prior to, the effective date of the contract, certifying that at least the minimum coverage required is in effect; specifying the form that the liability coverages are written by endorsement or through issuance of other policy or policies of issuance without

thirty (30) days advance written notice. Waiver of subrogation shall be maintained by Provider for all insurance policies applicable to this contract, as required by ORC 2744.05.

During the contract and for such additional time as may be required, the selected Provider(s) shall provide, pay for, and maintain in full force and effect the insurance specified in the contract, for coverage at not less than the prescribed minimum limits covering Provider's activities, those activities of any and all subcontractors or those activities anyone directly or indirectly employed by Provider or subcontractor or by anyone for whose acts any of them may be liable.

### **2.2.2. Audits**

In order to demonstrate fiscal integrity the respondent must include copies of its two (2) most recent independent annual audit reports as well as a statement of cash flow for the 2018 calendar year. For a sole proprietor or for-profit entities, include copies of the two (2) most recent year's federal income tax returns and the most recent year-end balance sheet and income statement.

If no audited statements are available, respondent must supply equivalent financial statements certified by Provider to fairly and accurately reflect the respondent's financial status. Respondent's failure to provide these documents may result in rejection of the proposal and subsequently a contract will not be awarded. Any confidential information such as Tax ID Numbers should be redacted.

### **2.2.3. Insurance Certification**

The respondent shall agree to the items listed in **Attachment D** of this RFP – Assurances and Certifications. This Assurances and Certifications document shall be signed and dated and attached to the respondent's proposal.

### **2.2.4. Indirect Cost Plan**

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. Any indirect costs projected to be used by your organization should be noted in the budget and be in accordance with the Federal Uniform Guidance. An approved Indirect Cost Rate letter should be included.

### **2.2.5. Subcontracting or Consortium Arrangements**

The hiring or use of outside services, subcontractors, or consultants; or the use of consortium arrangements in connection with the work presented within this RFP shall be specifically described in the response. Each entity's roles and responsibilities must be clearly listed. The lead organization must be identified.

### 2.2.6. Annual Expenditure and Obligation Requirements

Timely investment of funds in the local area is of key importance to the Board. Therefore, the selected respondents will be required to comply with the following guidelines regarding obligation of funds. If these obligation goals are not achieved the Fiscal Agent for the Area 20 WDB has the discretion to shift funds to another use. These guidelines may be adjusted based on Area 20's fiscal policy.

### 2.3. Cost Proposal

1. Use the budget forms included in this RFP as **Attachment A** to provide a cost proposal for the services proposed in the narrative proposal. Once a respondent notifies the Area 20 WDB of intent to submit a proposal the budget forms will be provided as spreadsheets to assist with completion of the bid (?).
2. Please include a narrative which describes each line item included in the budget. Include a description of how the costs were calculated.
3. Discuss you or your organization's primary funding sources and how cash flow is sufficient to operate the program on a cost reimbursement basis. Discuss the adequacy of the primary funding so that the organization is not dependent on WIOA funds alone for ongoing operations.
4. Describe what internal controls are in place to compare actual expenditures with the contract budget and to ensure required expenditure levels are met.
5. Describe how your organization will account for costs that may be disallowed.
6. Describe how WIOA funds will not supplant other state or federal funds.

### 3. Proposal Guidelines

#### 3.1. Timeline

RFP Event	Date
RFP is issued	June 13, 2019
Q&A period	June 13, 2019 - June 28, 2019
Deadline for receiving RFP questions	June 28, 2019 at 4 p.m.
Deadline for notice of intent to propose	June 28, 2019 at 4 p.m.
Deadline for proposals received	July 5, 2019 at noon
RFP evaluation	July 5 – July 12, 2019
Selection of provider	July 17, 2019
Start date of contract	August 1, 2019

#### 3.2. RFP Contact

Inquiries should be emailed to [AREA20RFP@co.fairfield.oh.us](mailto:AREA20RFP@co.fairfield.oh.us). This email inbox will be reviewed daily by administrative staff. If you do not receive a response within 24 hours, Monday through Friday, please contact us at 740-681-7160.

#### 3.3. Notice of Intent to Propose

Respondents must email their written notice of intent to propose to [AREA20RFP@co.fairfield.oh.us](mailto:AREA20RFP@co.fairfield.oh.us) no later than noon on July 5<sup>th</sup>, 2019. Please include the company name, contact name, contact title, company address, telephone number, and email address. Please call 740-652-7160 to verify that your notice of your intent to propose was received.

#### 3.4. RFP Questions

Any prospective respondent desiring an explanation or interpretation of the RFP or its specifications must email their questions to [AREA20RFP@co.fairfield.oh.us](mailto:AREA20RFP@co.fairfield.oh.us). Each question should include a reference to the applicable page number and section of the RFP. The deadline for questions is June 28<sup>th</sup>, 2019 and all responses will be shared with respondents that have given intent to propose their services. Answers to all questions will be posted on the South Central Ohio Workforce Partnership website at [www.SCOWorkforcePartnership.org](http://www.SCOWorkforcePartnership.org) by noon on July 1, 2019.

#### 3.5. Addenda to RFP

During the proposal process the Area 20 WDB may modify this RFP by the issuance of one or more addendum(s), up to ten (10) business days preceding the proposal due date. Any modification or amendment will be issued as an addendum to the RFP and will become a part of the contract document. Any addenda issued for this RFP will be posted before noon on July 3<sup>rd</sup>, 2019 at [www.SCOWorkforcePartnership.org](http://www.SCOWorkforcePartnership.org). All respondents that have submitted an intent to propose will also be notified via email of any addenda.

### **3.6. Proposal Withdrawal**

Respondents may withdraw their proposal(s) at any time before the Area 20 WDB makes its selection of provider(s) by providing written notice to the Board. Withdrawal of a proposal after the selection exposes a respondent to legal liability for sanctions, including costs for re-procurement, or may result in a contract being awarded to the next selected respondent.

### **3.7. Prohibited Contacts**

The integrity of the RFP process is very important to the Board and The County. Behavior by respondents, which violates or attempts to manipulate the RFP process in any way, is taken very seriously. Neither respondent nor their representatives should discuss the RFP with individuals associated with the RFP process except as noted above. If the respondent attempts any unauthorized communication regarding the RFP the respondent's proposal is subject to rejection.

Individuals associated with this program include, but are not limited to the following:

1. Public officials; including but not limited to the Commissioners of Fairfield, Hocking, Pickaway, Ross, and Vinton Counties;
2. Area 20 WDB members and employees.

### **3.8. Existing or Pending Legal Action Disclosures**

Respondent must disclose any existing or pending or threatened court actions and/or claims against the respondent, parent company, or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may be cause to reject the proposal and/or contract.

## **4. Submission of Proposal**

### **4.1. Proposal Submission**

By submitting a proposal, the respondent certifies the proposal and pricing will remain in effect for 180 calendar days after the proposal submission date. Additionally, the respondent will be held accountable to know the specifications and conditions under which the resulting contract will be accomplished, including, but not limited to the contents of all proposal documents, regulations, and applicable laws.

Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to ORC 149.43. Any portion of the proposal to be held confidential should be marked "**proprietary**" in the upper right corner and will not be considered public record if it clearly falls within an exemption enumerated in ORC 149.43. Cost proposal pages of the document shall be considered public information.

**4.2. Preparation and Number of Copies**

1. Hard Copy Requirements:

Respondents must submit one (1) original proposal and three (3) exact copies of the original proposal. The original proposal must be marked “original” on the cover and must bear the actual original signature(s) of the person(s) authorized to sign the proposal. Only one copy of the respondent’s audited financial statements is required. This copy should be attached to the original proposal.

Print all narratives on 8 ½” x 11” plain white paper with margins of 1” on each side. All narratives must be printed in single space with Times New Roman (or similar) font, 12-point type. Emphasis should be concentrated in conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content.

Each page of the proposal must be numbered sequentially at the bottom of the page. Any narrative must contain a heading which clearly indicates the subject matter. Respondents may use only paper clips or other removable fasteners to secure their proposal. Do not use staples or binding that cannot be removed.

If choosing to use the Word and Excel templates provided, do not change formatting.

2. Electronic Requirements:

Original proposal should be supplied on a flash drive in a PDF format with files clearly identified and the pages must be numbered at the bottom of the page.

**4.3. Proposal Content**

Microsoft Word and Microsoft Excel Templates may be provided for completion of the narrative and budget portion of the proposal. The proposal must be organized in the following manner:

<b>Cover Page</b>	Cover Page form is provided as <b>Attachment B</b> . Must be signed and dated. It may be requested as a Word Document.
<b>Table of Contents</b>	Description of the information contained in proposal and the related page number.
<b>Proposal Narrative</b>	Responses to the items in <b>Section 2</b> .
<b>Required Attachments</b>	<p>Please include the following, as detailed in Section 2.1.</p> <ul style="list-style-type: none"> <li>• Organizational charts</li> <li>• Resumes of key personnel</li> <li>• Job descriptions</li> <li>• List of three references</li> </ul> <p>Please include the following, as detailed in Section 2.2.</p> <ul style="list-style-type: none"> <li>• Insurance requirements</li> <li>• Assurances and certifications <b>Attachment D</b></li> <li>• Indirect cost plan, as applicable</li> <li>• Copies of previous two year’s Audits if applicable</li> </ul>
<b>Budget</b>	Complete a budget per as listed in <b>Section 2</b> and include as <b>Attachment A</b> .

#### **4.4. Cost of Developing Proposal**

No costs will be paid to the respondent to cover the cost of preparing a proposal or procuring a contract for services or supplies pursuant to this RFP. All materials submitted in response to the RFP will become the property of the Area 20 WDB and may be returned only at the Board's option and at the respondent's expense.

#### **4.5. False or Misleading Statements**

If, in the opinion of the Area 20 WDB, information included within respondent's proposal was intended to mislead the Board in its evaluation of the proposal, the proposal will be rejected.

#### **4.6. Deadline for Submittal**

In order to be considered valid, the entire proposal must be received at the Area 20 WDB staff office by noon on July 5<sup>th</sup>, 2019. The address (both mailing and physical) is as follows:

**Fairfield County Economic and Workforce Development  
Attn. Mrs. Angel Conrad  
210 E. Main St., Ste. 407  
Lancaster, OH 43130**

Proposal packets are to be sealed and each shall bear the name and address of the respondent. Timely submission is the sole responsibility of the respondent. Late proposals will not be considered for contract award. No e-mail, fax, or telephone proposals will be accepted. If mailed, it is the respondent's responsibility to ensure that the proposal was received by the Area 20 staff before the deadline.

It is essential that the respondent carefully review all elements in its final proposal. Once received, proposals cannot be altered; however, the Area 20 WDB reserves the right to request additional information or clarification as may be required.

#### **4.7. Acceptance and Rejection of Proposals**

The decision by the full WDB shall be final. Waiver of an immaterial defect in the proposal shall in no way modify the RFP documents or excuse the respondent from full compliance with its specifications if respondent is awarded the contract.

#### **4.8. Proposal Evaluation**

After the WDB staff reviews the initial submissions to ensure all required documents have been included a committee comprised of members of the Area 20 WDB and staff will review the responses. All bidders will be notified, in writing, of the results of the technical evaluation. Respondents whose bids have been rejected have the right to protest the decision.

Copies of the proposals will be given to the review committee for review and scoring. The scoring sheet can be found as **Attachment E**. Review committee members will determine if additional information is required to complete the evaluation process. Questions will be submitted in writing to the respondent between June 13, 2019 - June 28, 2019. Please make sure a contact for this time period is available for questions. Respondents are asked to reply to any additional questions within 24 hours and supply necessary information within 48 hours or other agreeable term determined by the committee.

A respondent must achieve a minimum score of 75 to be awarded a contract.

The review committee will make a recommendation to the Board and selections will be made at the Board's third quarter meeting, currently scheduled for July 17<sup>th</sup>, 2019.

#### **4.9. Proposal Selection**

Proposal selection does not guarantee that a contract for services will be awarded. The selection process includes:

1. All respondents will be notified within two (2) days of selection.
2. The Area 20 WDB Administrative Agent will work with the selected Provider(s) to finalize the details of the contract to be executed between the WDB and Provider.
3. If the WDB and selected Provider(s) are able to successfully agree with the contract terms, the WDB Administrative Agent has final authority to approve and award contracts.
4. If the WDB and selected Provider(s) are unable to come to terms regarding the contract in a timely manner as determined by the WDB, then the WDB will terminate the contract discussions with the Provider(s). In such an event, the WDB reserves the right to (1) select another Provider(s) from the RFP process, (2) cancel the RFP altogether, or (3) reissue the RFP as deemed necessary.