

# **REQUEST FOR SMALL PURCHASE QUOTES/PROPOSALS**

**Geauga County Job and Family Services (GCJFS)  
OhioMeansJobs-Geauga County (OMJ - Geauga)  
Career Center (Resource Room) Services**

**January 1st, 2024 to December 31st, 2026**

**The length of the contract will be one year,  
with a maximum of two – one-year renewals.**

**ISSUED: October 27, 2023**

**Deadline for Submission: November 22, 2023**

## **GEAUGA COUNTY JOB AND FAMILY SERVICES**

**Geauga County Job and Family Services  
12611 Ravenwood Drive  
Chardon OH 44024**

**440-285-9141**

**Mr. Craig Swenson, J.D., Executive Director  
Ms. Margo Reda, OhioMeansJobs - Geauga County, Director**

**Published October 27, 2023**

*Geauga Job and Family Services reserves the right to modify any of the enclosed specifications.*

**REQUEST FOR PROPOSAL**  
**Geauga County Job and Family Services (GCJFS)**  
**OhioMeansJobs-Geauga County (OMJ - Geauga)**  
**Career Center (Resource Room) Services**

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Attachment 1: Career Center Services Evaluation sheet and narrative

## **Section I. OHIOMEANSJOBS GEAUGA COUNTY (OMJ Geauga) EMPLOYMENT SERVICES SERVICE PLAN**

### **A. Statement of Purpose**

The mission of OhioMeansJobs - Geauga County Job and Family Services is to provide job search assistance, and employment and training services to Geauga County residents. Services include assistance in job search, training, career information counseling, resume writing, referral services, supportive services, basic skill improvement, and implementation of the ODJFS RESEA program. OMJ Geauga also provides services to businesses, including recruitment and training assistance.

### **Gauga County Job and Family Services (GCJFS) Program Standards**

**Program Components:** The service provider must incorporate the following WIOA standards: Basic Career Services, Individualized Career Services, Follow-up Services components as well as other GCJFS requirements into the service delivery system:

1. Outreach, intake, and orientation to the information and other services available through the OhioMeansJobs delivery system.
2. Initial assessment of skill levels, aptitudes, ability and supportive service needs.
3. Job search and placement assistance, and where appropriate, career counseling.
4. Execution of the ODJFS RESEA Program Delivery system.
5. Provision of employment statistics information.
6. Provision of performance and program cost information on providers of training.
7. Provision of accurate information relating to the availability of Supportive Services.
8. Assistance in establishing eligibility for OhioMeansJobs partner programs, if available.
9. Assistance in identifying training and education opportunities.
10. Assistance with Individualized Career Services.
11. Assistance with Follow-up services.
12. Assistance with Business Services (example: Job Orders and Job Descriptions).
13. Create, conduct and/or assist with seminars and workshops.
14. Create, conduct and/or assist with Special Projects.
15. Data entry into multiple systems and databases.

16. Perform other related functions as required or needed.

- **OhioMeansJobs Geauga County services Geauga County residents and businesses.**
- **The services hours to be provided are between 56 and 100 hours per week.**
- **The unit of compensation for such services will be an hourly rate.**
- **The length of the contract will be one year, with a maximum of two – one-year renewals.**

## **B. Narrative Requirements for Proposals**

The following should be included in submitted proposals:

1. A written statement of the organization/entity/individual's philosophy, goals and objectives specific to the client's needs through OhioMeansJobs Geauga County.
2. A description of the process that will be used to evaluate the effectiveness of the program and how the client's progress will be reported to OhioMeansJobs Geauga County staff.
3. A description of how the OhioMeansJobs Geauga Career Center will be administered.
4. A description of any services that will be offered or provided in addition to those required in the program.

## **C. Budget Requirements for Proposals**

The following should be included in all submitted budget proposals:

1. Service unit cost based on hourly rate and a detailed explanation of how that cost is determined, what is included in the unit cost and what percentage of the cost is administrative.
2. A projection of the total number of service units to be provided and total costs of the program.
3. Personnel: Include number of staff, breakdown of salaries and benefits, indicate direct services or support, list personnel who will provide service for this program, include credentials and educational background.
4. Equipment – list any equipment that may be purchased to support the program.
5. Supplies – list consumable goods that may be used to support the program that would be in addition to those provided by GCJFS.

6. Travel – list cost per mile and projected mileage.
7. Space/Telephone – list cost to support the program, in addition to what is provided by GCJFS, and how it is determined.
8. Other – list specific items and costs.
9. Licensure fees for staff.
10. Forms –Forms 1-4 should be completed and included with the proposal.

## **Section II. REQUIREMENTS FOR ENTITY PROPOSAL**

### **A. Guidelines for Filing Proposals**

1. Rules and Policies: all information submitted with the proposal will become part of the Entity Contract. Services provided under this contract will be in accordance with the following:
  - a. Ohio Revised Code and Administrative Codes.
  - b. Federal laws and regulations which are applicable including those concerning non-discrimination in employment and the provision of service.
  - c. Professional standards, rules and regulations established by the Ohio Department of Mental Health, the Ohio Department of Human Services, and/or the Ohio Department of Alcohol and Drug Addiction Services.
  - d. The requirements of all applicable licensing authorities.
  - e. Requirements of all applicable funding sources.
  - f. The Articles of Incorporation, By-Laws, Policies and Procedures of the Bidding Entity.
  - g. The terms of the “Request for Proposals” bid proposals and subsequent contract specifications.
2. Proposer’s Organization Description:
  - a. The proposer shall describe the structure of the proposing organization (i.e. private, partnership, incorporated not for profit, incorporated for profit.) Describe the organization’s board structure, or if it does not have a board, describe any advisory council or committee that relates to the proposer’s operations. Include a list of current board members with their current addresses and the Board’s By-Laws. Indicate the person(s) with legal authority for this Entity and his/her position.

- b. Include a table of organization that describes all of the programmatic and administrative positions and the functioning of your entity.
  - c. Include a copy of the entity's most recent financial audit.
- 3. Affiliation Agreements: Each Entity shall describe their current relationship with Geauga County education, health and social service agencies. Describe any plans for expansion of these affiliations in the near future.
- 4. Additional Information for all Proposers: Any entity requesting to provide services shall submit the following as part of the Entity Proposal Package: Written verification of liability insurance coverage shall be provided within 30 days of signing the contract (See #6 and #7 under B. General Terms for Contracting).
- 5. Special Considerations for Determining Unit Costs: The submitter should take the following into consideration in the determination of unit costs:
  - a. Staff coverage and qualifications for all programs must meet State and local requirements.
  - b. Staff coverage must be sufficient to meet documentation and reporting Requirements.
  - c. Transportation costs and staff licensure fees are to be incorporated into service costs.
  - d. All staff training, education, and attendance at seminars are to be incorporated into service costs.

## **B. General Terms for Contracting**

- 1. Professional Ethics: It is required that each Entity adheres to professional ethics as specified in State law and through the Ohio Ethics Commission.
- 2. Bookkeeping: The Entity will keep regular books of accounts, utilizing generally accepted account principles and in such a form as to facilitate GCJFS, Federal, State, and County reporting and audit requirements. All GCJFS funds shall be separately tracked.
- 3. Data Provision: Each Entity receiving GCJFS funds shall provide program data as required by GCJFS and the State.
- 4. Entity Timeline for Reporting: The Entity will submit monthly service updates using the GCJFS billing format by the 10<sup>th</sup> day of each month. These must include a brief description of services provided, and to whom, total amount of services provided, dates of

service provision and total cost of services rendered. Vouchers not in compliance will be returned. All billed units will be subject to verification and amount of service rendered.

5. Property and Insurance: The Entity shall take reasonable precautions to protect persons and/or property from injury and/or damage as a result of its provision of services pursuant to the Contract. The Entity's duty in this regard shall include, but not be limited to; protecting persons from injury on the premises used by the Entity and preventing damage to the premises itself.

The Entity shall at all times during the performance of the Contract maintain insurance against damage and/or loss to Entity personal property upon the premises at which the Entity is providing services. Any damage and/or loss to personal and/or real property of GCJFS or its clients in which GCJFS has an interest pursuant to the Contract shall be the responsibility of the Entity.

The Entity shall maintain "All Risk" insurance on such property. If the property is neither repaired or replaced if damaged or destroyed, GCJFS shall be included in any insurance recovery where their interest may appear. The Entity shall, at all times during the performance of the Contract, maintain insurance coverage to protect the Entity and GCJFS from claims for personal injury, including death, or claims for property damage resulting from the Entity's operation under the Contract. Said policies shall be in the following amounts:

- **Bodily Injury \$1,000,000 Minimum Limit**
- **Property Damage \$1,000,000 Minimum Limit**
- **Proof of Insurance shall be filed with GCENTITY upon execution of the Contract**

6. Liabilities: The Entity will be solely responsible for and will keep, save, and hold GCJFS harmless for all claims, loss, liability, expense of damage resulting from all mental and physical disabilities, including death, to employees of the Entity or any other persons, or from any damage to any property or services that results from any acts or omissions, including negligence or malpractice.

Certificate of insurance shall include a thirty (30) day Cancellation clause.

Liability under the Contract will continue after the termination of the contact with respect to any liability, loss, expense, or damage resulting from acts occurring prior to termination.

7. Official Communication: All official communication with GCJFS regarding contractual arrangements shall be through the OMJ Geauga Director.
8. Complaint Procedure: If a complaint regarding services is received from a client, person, or entity, the Entity shall respond to the complaint and work toward a resolution of the issue involved. When the complaint is received by GCJFS, the complaint will be referred

to the respective Entity for resolution. If a complaint is not resolved, GCJFS shall investigate the complaint and take action if deemed necessary.

9. **Confidentiality:** The Entity must agree that the use or disclosure of any information relative to program participants for any purpose not directly connected to the delivery of purchased services is prohibited except upon written consent of the participant or his responsible parents(s) or guardian(s).
  10. **Provisions Separable:** The provisions of the Contract are separable, and in the event one or more provisions are found to be invalid, the remaining provisions shall continue in full force and effect.
  11. **Termination Procedures:** In the event of the termination of the Contract, the following requirements shall be fulfilled by the entity and no final payment to the Entity may be made until requirements have been fulfilled:
    - a. A letter informing clients for whom services were purchased in part or in whole by GCJFS that the services are being discontinued and where continued services may be obtained. This notice shall be approved by GCJFS and shall be mailed by certified mail to each active client, with the return receipt of the certified mail addressed to GCJFS.
    - b. A roster of active clients for whom services were purchased by GCJFS in part or in whole shall be submitted to GCJFS.
    - c. Arrangements shall be made with GCJFS regarding the placement of the records for which services have been purchased.
    - d. GCJFS may require a financial audit of the books and records by an accountant licensed or certified by the State of Ohio and a copy of the audit shall be submitted to GCJFS at the same time that a copy of the audit is submitted to the Entity. Any funds due to the Entity shall be retained until all necessary audits are approved by GCJFS.
    - e. GCJFS may also conduct a final compliance and financial audit of the Entity's books and records, with the cost of the audit paid by GCJFS.
- C. Compliance with Various Codes and Regulations** As a condition of entering into a contract with GCJFS, the vendor/sub-recipient agrees to comply with the following requirements by signing the Representations, Assurances, and Certifications: (attachment 1).
1. **Health Insurance Portability and Accessibility Act (HIPAA)** 42 U.S.C. Sections 1320d through 132d-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 vendor/sub-recipient from or on behalf of



GCJFS that meets the definition PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health and Human Services, specifically 45 CFR 154.50 1 and any amendments thereto.

2. **Accessibility of Program to Handicapped** section 504 of the Rehabilitation Act of 1973, as amended (29 V.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.
3. **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 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) Provision of 1966 (IEP) and subsequent amendments. It is further agreed that the Vendor/sub-recipient 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.
4. **Standard Code of Conduct:** No vendor/sub-recipient, individual, company or organization seeking a contract shall promise to, or give to, and GCJFS 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.
5. No vendor/sub-recipient, individual, company or organization seeking a contract shall solicit any GCJFS employee to violate any of the conduct requirements for employees.
6. Any vendor/sub-recipient acting on behalf of GCJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any vendor/sub-recipient or potential vendor/sub-recipient who violates the requirements and prohibitions define here, or of Section 102.4 of the Ohio revised Code is subject to termination of the contract or refusal by GCJFS to enter into a contract. GCJFS employees and vendor/sub-recipients that violate sections 1052.03, 102.04, or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.
7. **Equal Employment Opportunity:** Executive Order 11246 of September 24, 1965, entitles "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, and as supplemented in department of Labor regulations (41 C.F.R. chapters 60.) (All construction contracts awarded in excess of ten thousand dollars by grantee and their vendor/sub-recipients or sub-grantees.)

8. **Copeland “Anti-Kickback” Act:** 18 U.S.C. 874 as supplemented in department of labor regulations (29 E.F.R. Part 3).
9. **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).
10. **Debarment and Suspension:** any proposer who is debarred or suspended or is otherwise ineligible for participation in a federal assistance program under Executive Order 12549, 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 GCJFS.
11. **Drug Free Work Place:** pursuant to the Drug Free Workplace Act of 1988, and its implementing regulations codified as 29 CFR 98, Subpart F.
12. Several codes are mentioned in the RFP and attachments. To view the entire code, please go to the following websites:
  - a. Ohio Revised Code (O.R.C.) [codes.ohio.gov](http://codes.ohio.gov).
  - b. Code of Federal Regulations (C.F.R.) [www.gpo.gov](http://www.gpo.gov).
  - c. Contact the GCJFS person listed on the cover sheet of this RFP if you have difficulty finding the needed information.

#### **D. Submission of Reports to GCJFS**

1. Reporting Requirements: GCJFS will require the Entity to submit reports as required by County and State programs and fiscal guidelines.
2. Quality Assurance:
  - a. The Entity shall conduct an annual review of Q&A activities and shall submit the report to GCJFS at its completion.
  - b. Incident reports shall be forwarded to GCJFS on a quarterly basis in order to detect specific patterns and trends. Any major unusual incident(s) must be reported to GCJFS within 24 hours of the incident. An annual report reflecting Client Grievances must be submitted to GCJFS. If the Entity does not have any client grievances to report for a year, written notification of such is still required.
3. Service Evaluation: Each entity shall have an evaluation plan that covers the contract period and describes the specific methodologies that will be used by the entity to ensure that the goals and objectives of the program are being met. This plan should be submitted with the proposal and an annual summary will be required at the end of the contract period.

#### **E. Evaluation and Monitoring**

1. Examination of Records: The Entity shall permit appropriate local, state, and federal agencies, GCJFS, or their specified members to visit the office(s) of the Entity during normal office hours. All records relevant to services provided under the Contract must be available.
2. Quality Assurance Review: The Entity shall have a policy in place for the ongoing examination of the quality and appropriateness of services, identification of deficiencies and improvements in that service. The Entity shall have a plan which addresses continuous quality of service issues.
3. Audits: Types
  - a. Financial and Compliance Audit – Per State requirements, the Entity shall have a current annual audit or financial review of the Entity’s books and records for the previous contract entity fiscal year. The audit shall be by an accountant certified or licensed by the State of Ohio and performed according to guidelines of the State Auditor’s Office. A copy of the audit shall be provided for GCJFS at the same time the audit is submitted to the Entity. The cost of the audit shall be paid by the Entity.
  - b. GCJFS may conduct additional audits as deemed necessary or as may be required by federal, state and county agencies.
  - c. Program and Contract Compliance Audit – GCJFS will do an ongoing evaluation of services to determine to what extent the Entity is in compliance with the contract. The purpose of the audit is to:
    1. Verify that what has been billed has actually been delivered.
    2. Verify that what has been delivered was within the terms of the contract.
    3. Verify accomplishment of outcome evaluation.
4. Documentation: GCJFS may use Entity records to document service delivery against monthly billings. The Entity will be required to make all client records available to GCJFS.
5. Contract Enforcement: GCJFS will be responsible for reviewing all contract deficiencies and making recommendations for necessary action.

### **Section III. PROCESS FOR FILING PROPOSALS/CONTRACTING**

#### **A. Process for Awarding Proposals**

1. Compliance with Instructions: Failure to comply with any of these instructions may result in the rejection of a proposal or the refusal of GCJFS to enter into a contract with a proposer.

OMJ Geauga currently anticipates the following timetable for moving forward on the requests for proposal.

EVENT	DATE/TIME
RFQ/P Release	October 27, 2023
Deadline for Submitting Questions	November 15, 2023 2:00 p.m.
Deadline for Submitting Quote/Proposal	November 22, 2023 2:00 p.m.

**A. Inquiries, Questions and Updates to the Proposal**

All updates, questions and/or modifications to the Proposal Requirements will be posted at:  
<https://www.geaugajfs.org/omj-geauga-county>

All questions regarding this RFQ/P should be emailed to:  
[Mandy.Vacik@jfs.ohio.gov](mailto:Mandy.Vacik@jfs.ohio.gov)

Questions are generally answered within two (2) business days or sooner if possible. OMJ Geauga will not respond individually to questions or send out updates on an individual basis. It is proposer's responsibility to visit the <https://www.geaugajfs.org/omj-geauga-county> website to access this information.

Proposal must be submitted electronically via email to [Mandy.Vacik@jfs.ohio.gov](mailto:Mandy.Vacik@jfs.ohio.gov), on or before 2:00 pm, November 22, 2023; after this date, OMJ Geauga will not accept additional proposal responses. Quotes/proposals may also be mailed or delivered, so long as an electronic copy is also submitted along with the written copy by the deadline at the offices of OhioMeansJobs Geauga County Job and Family Services \* 12611 Ravenwood Drive \* Chardon, Ohio 44024.

**The subject line for all submissions should be marked:  
 "Response: Staffing OMJ Geauga Career Center"**

**B. Guidelines for Contracting (Evaluation Sheet)**

**1. Process for Awarding Proposals:**

- a. CONSIDERATION: The following criteria will be used:
  - i) Capability of the entity to deliver the service.
  - ii) The quality and responsiveness of the services.
  - iii) The qualifications and experience of the staff/individual.
  - iv) The total cost to Geauga County Job and Family Services.
  - v) The budgeted administrative cost.
  - vi) Accessibility of service to clients.
  - vii) Demonstrated success in providing past services.

- viii) Merits of the proposal to accomplish GCJFS goals and objectives.
- ix) Submission of proposal in compliance with instructions.
- x) Ability of entity/individual to work cooperatively with local service providers.

DECISION OF GCJFS FINAL: All decisions of GCJFS regarding the awarding of this contract shall be final. GCJFS reserves the right to reject a proposal for any reason. GCJFS shall not be bound to accept the lowest unit cost or lowest overall bid.

f. Rules Regarding Contract Changes:

- a. MODIFICATION shall be in writing. Notification to GCJFS action regarding the requests for modification shall also be in writing.
- b. CANCELLATION: Non-renewal and modification of contracts between GCJFS and Entity/Individual shall be outlined in the Contract.
- c. ASSIGNMENT: The Entity/Individual shall not have the right to assign this agreement or sub-contract with another Entity/Individual for the provision of services purchased in this contract without written consent of GCJFS.
- d. DECREASING OR INCREASING UNITS OF SERVICE: GCJFS reserves the right to renegotiate the number of units according to the needs, and available funding, as defined by GCJFS.

**C. Additional Terms and Conditions**

Questions concerning this GCJFS must be submitted via e-mail no later than **November 15, 2023** 2:00 PM EST to [Mandy.Vacik@jfs.ohio.gov](mailto:Mandy.Vacik@jfs.ohio.gov). GCJFS will not accept and cannot respond to questions received via any other method.

- 1. Those submitting a proposal will be notified in writing of the decision of the GCJFS to accept or reject their proposal.
- 2. Upon approval a contract will be negotiated and signed before the provision of services may begin or financial obligation incurred. The submitted RFP is not a contract and does not obligate GCJFS to pay costs incurred prior to the execution of a written contract.
- 3. Those submitting a proposal are advised that as a program provider they are performing a limited service, and this service must conform to policies established by GCJFS. Contractors will abide by the ruling of GCJFS regarding the provision of services according to state and federal rules, regulations, and directives.

4. GCJFS may change the provisions of this RFP at any time before execution of a contract if GCJFS decides that changes are in its best interest.
5. The funding of any proposal is contingent upon receipt of funds from the State of Ohio and the Federal Government.
6. Those submitting a proposal shall fully comply with all Federal and State rules and regulations, policies and procedures implementing Employment and Training services, and all other applicable Federal, State, and local laws, rules, policies, and procedures.
7. All costs must be advanced by the entity or individual submitting the proposal and will be recovered on a cost reimbursement basis.
8. No upfront or startup costs will be paid by GCJFS.
9. All payments by GCJFS to the contractor for work performed must be based upon what is proposed in the RFP and in the negotiated contract.

## FORM 1 - DELIVERABLES

SERVICE ACTIVITY	WILL PROVIDE DIRECTLY (A)	PROVIDE VIA COOPERATIVE. AGREEMENT (B)	PROVIDE VIA PURCHASE (C)
1-Outreach, Intake, and orientation to the information and other services available through the OhioMeansJobs delivery system.			
2-Initial assessment of skill levels, aptitudes, ability and supportive service needs.			
3-Job Search and placement assistance, and where appropriate, career counseling.			
4-Provision of employment statistics information.			
5-Provision of performance and program cost information on providers of training.			
6-Provision of accurate information relating to the availability of Supportive Services.			
7-Assistance in establishing eligibility for OhioMeansJobs Partner programs, if available.			
8-Assistance in identifying training and education opportunities.			
9-Assistance with Individualized Career Services.			
10-Assistance with Follow-Up Services.			
11-Assistance with Business Services, example create Job Orders and Job Descriptions.			
12-Create, conduct and/or assist with seminars and workshops.			
13-Create, conduct and/or assist with Special Projects.			
14-Data Entry into multiple systems and databases.			
15-Performs other related functions as required.			

**Column A - Bidder proposes to directly provide this service.** Items so marked must be included in the proposed program Budget. [FORM 2]

**Column B - Bidder proposes to access this service/activity via cooperative agreement.** Cooperative Agreements may be non-financial or financial in nature. Items so marked must be described in detail, and included in the proposed program Budget, if a financial agreement is anticipated.

**Column C - Bidder proposes to access these services via purchase.** Items so marked must be described detail and included in the proposed purchase Budget. The cost of purchases being proposed must be included in the proposal Budget. A narrative showing the number and type of purchases should be included as a budget attachment.

**FORM 2**

**PROJECT LINE ITEM BUDGET**

**BUDGET BY CATAGORIES**

Item Description	Administration	Direct Service Staff	Total
<b>1. Personnel *</b>			
<b>2. Staff Fringe Benefits _____ % of Salaries</b>			
<b>3. Staff Travel</b> <b>-Project Area: _____ %</b> <b>-Other: _____ %**</b>			
<b>4. Communications</b>			
<b>5. Rent</b>			
<b>6. Consumable Office Supplies</b>			
<b>7. Furniture and Equipment</b> <b>Use/Description:</b> <b>-Purchase: _____ ***</b> <b>-Lease: _____ ***</b>			
<b>8. Consumable Testing and Instructional Materials</b>			
<b>9. Indirect Cost *****</b>			
<b>10. Other *****</b>			
<b>TOTAL</b>			

\* Attach a list of staff positions with a description of 1) Salary/wage rate, 2) Percent of time charged to Project, 3) Administrative portion, 4) Program portion

\*\* Provide a description of out-of-pocket area staff travel and the rationale for such travel.

\*\*\* Attach a list of equipment/furniture items to be purchased or leased, and for purchased items a justification for purchase vs. lease or use charges.

\*\*\*\*\* Attach appropriate documentation for any costs on this item.

\*\*\*\*\* Attach a detailed description of the expenses and services included in this item.



## Form 3: Geauga County Job and Family Services Respondent Questionnaire

**INSTRUCTIONS: This is a mandatory form.** Submit this form with your proposal. Provide information to the extent information is available. If response is incomplete or requires further description, GCJFS may request additional information within a specified deadline, or may determine the missing information is immaterial to award.

<b>Respondent Information</b>	
Respondent's Legal Name	
"Doing Business Name" (dba) if applicable	
Mailing Address	
City, State and Zip Code	
Contact Person and Title	
Contact Person's Phone Number	
Contact Person's Fax Number	
Contact Person's E-Mail Address	
Dun and Bradstreet number (if available)	
Identify the City and State of your company headquarters	

<b>Ownership</b>	
Is your entity a sole proprietorship, partnership, corporation, limited liability company, subsidiary, parent, holding company, school, not for profit or affiliate of another entity? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, identify entity type and name of principal:	
What year was your entity, under the present ownership configuration, founded?	
How many years has your entity been in continuous operation without interruption?	
What year did your entity begin providing, on a continuous basis, the types of services or products that are required from this solicitation?	

<b>Financial Resources and Responsibility</b>	<b><i>Specify yes or no.</i></b>
Within the previous five years has your entity been the debtor in a bankruptcy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain:	
Is your entity in the process of or in negotiations toward being sold?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain:	
Within the previous five years has your entity been debarred from contracting with any local, state, or federal governmental agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain:	
Has your entity, or any part of your entity, ever been in noncompliance with contract provisions on a public project, to indicate a lack of responsibility to perform as a contractor, including	Yes <input type="checkbox"/> No <input type="checkbox"/>

deliberate failure, without good cause, to perform in accordance with specifications or time limits provided in a contract?	
If yes, explain:	
Within the previous five years has a governmental or private entity terminated your entity's contract prior to contract completion?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain:	
Within the previous five years has your entity used any sub consultant to perform work on a government contract when that sub consultant had been debarred by a governmental agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain:	

<b>Disputes</b>	<b>Specify yes or no.</b>
Within the previous five years has your entity been the defendant in court on a matter related to payment to sub consultants or contract work performance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain:	
Does your entity have outstanding judgments pending against it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain:	
Within the previous five years, was your entity assessed liquidated damages on a contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain:	
Is your entity presently involved in a dispute (including litigation) regarding its right to provide the product or service being requested by GCJFS for this contract, including but not limited to notice of and/or in litigation about patent infringement for the product and/or service that your entity is offering to GCJFS?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain:	

<b>Compliance</b>	<b>Specify yes or no.</b>
Within the previous five years, has your entity or any of its owners, partners, or officers, been assessed penalties or found to have violated any laws, rules, or regulations of a government entity? This does not include owners of stock in your entity if your entity is a publicly traded corporation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain:	
Within the past ten years, has any principal, officer or employee who will perform any of the work for GCJFS been convicted of a crime?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain:	
Is there any other information that GCJFS should be aware of regarding your history with financial, criminal or legal history that has bearing on the work that GCJFS is considering you to perform?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain:	

<b>Involvement by Current and Former GCJFS or Geauga County Employees</b>	<b>Specify yes or no.</b>
Are any of your company's principals, officers or employees who will perform work for the GCJFS, a current or former Geauga County employee? If yes, identify the employee name. Advise them of the duty to comply with Geauga County's Code of Ethics.	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, identify the employee name and advise them of the duty to comply with Geauga County's Code of Ethics:	
Does any principal, officer or employee who will perform work for GCJFS of your entity, have a business interest or a close family or domestic relationship with any Geauga County official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluation of the Respondent performance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain:	

<b>Business History</b>	<b><i>Specify yes or no.</i></b>
In the last five years, has your entity held contracts with any other public agency to provide services similar in size and scope to that required by GCJFS in this solicitation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If yes, provide and/or attach a list contracts your local entity held in the past five years, with sufficient detail for GCJFS to understand the depth and breadth of your experience, with a particular emphasis on contracts with public agencies. GCJFS may use this to assess your capability and experience at this particular type of product provision or service work. Specify the name/contact that can serve as a reference for each.</p> <ul style="list-style-type: none"> <li>• If you have many such contracts, you can provide a brief list.</li> <li>• If you are a subsidiary of a national entity, summarize the contracts that represent your local office.</li> </ul>	

<b>This form is submitted to the Geauga County Department of Job and Family Services by an officer or person eligible to represent the Respondent entity, and the submittal certifies:</b>	
Respondent is not debarred, suspended, proposed for debarment, or declared ineligible for award of contracts by any state, local, federal or other public agency.	
During the most recent three years, the Respondent has not been convicted of or had a civil judgment rendering against the entity for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government contract or subcontract; violation of federal or state antitrust or similar statutes, relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, and my entity is not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.	
Respondent has not had a governmental or private entity contract terminated prior to contract completion or debarred from submitting a contract proposal, within the last five years.	
Within the previous five years, Respondent has not used any sub consultant to perform work on a government contract when that sub consultant had been debarred by a governmental agency.	
Respondent's Offer is valid until the date GCJFS awards a contract or rejects all offers;	
Respondent has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of competitive pricing in the preparation and submission of its Offer;	
Respondent shall provide immediate written notice to GCJFS if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.	
Submittal of this Respondent Questionnaire with your proposal provides authority and certification for your entire submittal and is an attestation that the information in this Respondent Questionnaire and within your submittal proposal documents are true and valid.	

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

E-mail address \_\_\_\_\_

Title or position \_\_\_\_\_

Name of entity \_\_\_\_\_

**FORM 4**

**Checklist**

Each proposal must meet the following:

- \_\_\_\_\_ Typed, single spaced, 8 ½ x 11 paper, no binder
- \_\_\_\_\_ Email file or USPS/Drop off: Original and 2 copies of proposal
- \_\_\_\_\_ Program information/Narrative
- \_\_\_\_\_ Wage unit rate and details on how you arrived at that rate
- \_\_\_\_\_ List of project deliverables
- \_\_\_\_\_ Explanation of how services will be reported
- \_\_\_\_\_ Copy of most recent audit
- \_\_\_\_\_ Form 1 – Deliverables
- \_\_\_\_\_ Form 2 – Project Line Item Budget
- \_\_\_\_\_ Form 3 – Respondent Questionnaire
- \_\_\_\_\_ Form 4 – Checklist

**Attachment 1**  
**Career Center Services**  
**EVALUATION SHEET**

Evaluator: \_\_\_\_\_

Vendor name	i) Capability of the Entity to deliver the service.	ii) The quality and responsiveness of the services.	iii) The qualifications and experience of the staff/individual.	iv) The total cost to Geauga County Job and Family Services.	v) The budgeted administrative cost.	T O T A L S
Points	1-10	1-10	1-10	1-15	1-15	60
Vendor name	vi) Accessibility of service to clients.	vii) Demonstrated success in providing past services.	viii) Merits of the proposal to accomplish GCJFS goals and objectives.	ix) Submission of proposal in compliance with instructions.	x) Ability of Entity to work cooperatively with local service providers.	
Points	1-10	1-10	1-10	0-5	1-5	40
Total						100

**Narrative on Evaluation Sheet**

- i) Capability of the entity to deliver the service.
  - 1 pt. Demonstrates little capacity to deliver services
  - 5 pts. Demonstrates median capacity to deliver services
  - 10 pts. Demonstrates substantial capacity to deliver services
- ii) The quality and responsiveness of the services.
  - 1 pt. Provides little quality and responsiveness of services
  - 5 pts. Provides median quality and responsiveness of services
  - 10 pts. Provides substantial quality and responsiveness of services
- iii) The qualifications and experience of the staff/individual.
  - 1 pt. New program no qualifications and experience of the staff/individual
  - 5 pts. median experience of the staff/individual
  - 10 pts. Substantial qualifications and experience of the staff/individual
- iv) The total cost to Geauga County Job and Family Services.
  - 1 pt. Program costs are not favorable compared to other proposals
  - 5 pts. Somewhat favorable compared to other proposals

- 10 pts. Highly favorable program costs compared to other proposals
- 15 pts. Significantly favorable program costs compared to other proposals
  
- v) The budgeted administrative cost.
  - 1 pt. Administrative costs are not favorable compared to other proposals
  - 5 pts. Administrative costs somewhat favorable compared to other proposals
  - 10 pts. Administrative costs highly favorable program costs compared to other proposals
  - 15 pts. Administrative costs significantly favorable program costs compared to other proposals
  
- vi) Accessibility of service to clients.
  - 1 pt. Provides no accessibility compared to other proposals
  - 5 pts. Provides median accessibility compared to other proposals
  - 10 pts. Provides substantial accessibility compared to other proposals
  
- vii) Demonstrates success in providing past services.
  - 1 pt. New program no success in providing past services
  - 5 pts. Demonstrates median success in providing past services
  - 10 pts. Demonstrates substantial some success in providing past services
  
- viii) Merits of the proposal to accomplish GCJFS goals and objectives.
  - 1 pt. Proposal provides few merits to accomplish GCJFS goals and objectives
  - 5 pts. Proposal provides median merits to accomplish GCJFS goals and objectives
  - 10 pts. Proposal provides substantial merits to accomplish GCJFS goals and objectives
  
- ix) Submission of proposal in compliance with instructions.
  - 0 pt. Submission of proposal is not in compliance with instructions
  - 5 pt. Submission of proposal is in compliance with instructions
  
- x) Ability of Entity to work cooperatively with local service providers.
  - 1 pt. Provides some evidence to work cooperatively with local service providers
  - 5 pts. Provides substantial evidence to work cooperatively with local service