

RESOLUTION ORDERING PUBLICATION AND REQUESTS FOR PROPOSALS FOR INDEPENDENCE AND WELLNESS; HOME DELIVERED MEALS; PERSONAL CARE AND TRANSPORTATION FOR SENIOR SERVICE PROGRAMS, ACDJFS

WHEREAS, Patrick Arcaro, Director of the Ashtabula County Department of Job and Family Services, has submitted a request to this Board to solicit Requests for Proposals for the following programs:

Independence and Wellness, RFP #8-24:

The purpose of this program is to provide Independence and Wellness programs for the senior population of Ashtabula County. Such programs include Independence and Wellness, Adult Protective Services, Chore, and Homemaker and/or Companionship services. Eligible participants must: a) have a verified need for the service, b) be aged 60 or over, c) and reside in Ashtabula County

Proposal opening time is **August 2, 2023, at 2:00p.m.**; and

Home Delivered Meals, RFP #5-24:

The program consists of services or activities designed to prepare and deliver one or more meals a day to an individual's residence in order to prevent institutionalization, malnutrition, and isolation. This program serves Ashtabula County seniors aged 60 and over, with funding provided through the Ashtabula County Senior Services Levy.

Proposal opening time is **August 2, 2023, at 2:15p.m.**; and

Personal Care, RFP #6-24:

The purpose of the personal care program is to offer in-home services that would be an alternative to institutional care, where appropriate. Personal Care services are provided only in cases where neither the senior, nor anyone in the household, is capable of performing or financially providing for the services, and where no relative, caregiver, community/volunteer agency, or third party payer is capable or responsible for their provision. Eligible participants must: a) have a verified need for the service b) be aged 60 or over, c) and reside in Ashtabula County.

Proposal opening time is **August 2, 2023, at 2:30p.m.**; and

Transportation, RFP #7-24:

Provides for both Medical and Non-Medical transportation of Ashtabula County residents aged 60 and over. Medical transportation may include trips that are both within and outside of Ashtabula County. ACDJFS will determine participant eligibility or may assign the eligibility process to the Applicant. ACDJFS may facilitate the coordination of non-emergency transportation services among multiple Applicants and/or funding sources.

Proposal opening time is **August 2, 2023, at 3:00p.m.**; and

WHEREAS, Because the above requests will be in excess of \$50,000.00, it is necessary to advertise for proposals as required by Section 307.862 Ohio Revised Code; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that proposals will be received as outlined above, in accordance with specifications now on file in this office, and the Clerk of the Board is hereby ordered to advertise in the newspapers and post notice on the bulletin board as required by law.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2023-344

June 22, 2023

RESOLUTION ORDERING PUBLICATION AND REQUESTS FOR PROPOSALS FOR INDEPENDENCE AND WELLNESS; HOME DELIVERED MEALS; PERSONAL CARE AND TRANSPORTATION FOR SENIOR SERVICE PROGRAMS, ACDJFS

Upon the motion of J.P. Ducro IV, seconded by Casey R. Kozlowski.

VOTE:

Casey R. Kozlowski
Kathryn L. Whittington
J.P. Ducro IV

Aye
Aye
Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

REQUEST FOR PROPOSALS (RFP)

FOR

**SENIOR HOME DELIVERED MEAL
SERVICES**

Funded By
Ashtabula County Senior Services Levy

Issued by

ASHTABULA COUNTY JOB & FAMILY SERVICES
2924 DONAHOE DRIVE
ASHTABULA, OHIO 44004

Issue Date:

July 7, 2023

ACJFS RFP #5-24

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**Senior Services Programs
Funded by
Ashtabula County Senior Services Levy**

1. INTRODUCTION

The Ashtabula County Job & Family Services (ACJFS) is accepting proposals from qualified public or non-profit organizations for the provision of providing Senior Services Programs throughout Ashtabula County to those age 60 and over beginning January 1, 2024. Funding is provided through the Ashtabula County Senior Services Levy.

Home Delivered Meal Services

This program serves Ashtabula County seniors aged 60 and over. Funding is provided through the Ashtabula County Senior Services Levy. The program consists of services or activities designed to prepare and deliver one or more meals a day to an individual's residence to prevent institutionalization, malnutrition, and isolation. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria and who want to continue living at home and desire to preserve their independence.

It is the responsibility of the applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service. ACJFS seeks to provide services to residents throughout Ashtabula County. The services will commence January 1, 2024. Funding is provided through the Ashtabula County Senior Services Levy.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.

The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.

The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or Subgrant Agreement because of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS and the Senior Levy Advisory Board may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

2. RFP SCHEDULE AND SUBMISSION INFORMATION

RFP Release	Date: 07/7/23
RFP Question Period Begins	Date: 07/7/23
Pre-Proposal Conference	Date: 07/19/23 @ 9:45 a.m.
RFP Questions Deadline	Date: 07/19/23 @ 4:30 p.m.
Deadline for Proposals Received by County Commissioners	Date: 08/02/23 @ 2:15 p.m.
Pre-Selection Meeting	Date: 09/12/23 @ 10:00 a.m.
Project Start-Up	Date: 01/01/24

A **mandatory** pre-proposal conference will be held on **Wednesday, 7/19/23 at 9:45 a.m.** Attendance by the organization's Director/CEO or their designee at the pre-proposal conference is required. If you do not attend the conference the RFP will be **disqualified**. Please plan to attend:

**Ohio Means Jobs
2247 Lake Ave.
Ashtabula, Ohio 44004**

Contact Person

All questions pertaining to this RFP must be sent via email or fax prior to **4:30 p.m.** on **07/19/23**. Contact information:

**ATTN: Darcy Mosier, Social Program Specialist
Email: Darcy.Mosier@jfs.ohio.gov
Fax: 440-994-4253**

Proposal Delivery

Mail or deliver one (1) master copy and two (2) duplicates (three total) of the entire written proposal in a sealed envelope and in the required format to:

**The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092**

The envelope containing the proposal must be received **no later than 2:15 p.m. on 08/02/23** and clearly marked with the RFP number:

ACJFS RFP #5-24

Name and address of the applicant must be included on the outside of the envelope or package.

3. PROVIDER REQUIREMENTS

If awarded a contract or subgrant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
 - a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
 - b. Non-discrimination laws in the provision of services.
 - c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
 - d. All federal, state of Ohio, and local laws, rules, executive orders, and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
 - a. Reporting and documenting consumer incidents.
 - b. Obtaining written permission from consumers to share information and/or release information to anyone.
 - c. The content of consumer records, as well as the handling, storage, and retention of records.
 - d. Personnel matters, including:
 - Job descriptions for each position
 - The documentation of each employee's qualifications for the service(s) to be provided
 - Performance appraisals for all workers
 - Documentation of compliance with required staff orientation training
 - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Workplace Act.
9. Maintain a confidential record for each participant. Each file shall include:
 - a. Participant's name, address, and phone number
 - b. Participant's date of birth and gender
 - c. Participant's township of residence
 - d. Date(s) of Service
 - e. Number of units of service received
 - f. Description of service provided

10. Be able to deliver services five days a week. Evidence of a back-up service delivery plan must be provided.
11. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
12. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.
13. Utilize an intake form that collects client name, address, phone number, date of birth, township of residence, time spent with client, and purpose of visit.
14. Provide service immediately to clients identified as a “Priority” by ACJFS Adult Protective Services. “Non-Priority” Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.
15. Not allow any exchange of money between the Senior Levy client and the Provider’s staff. Exceptions to this provision can be made by the Senior Services Levy Program Administrator through discussions with the Provider.
16. Not pick up or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this provision can be made by the Senior Services Levy Program Administrator through discussions with the Provider.
17. Submit a monthly report to ACJFS when a wait list exists. The report must include the number of participants on the wait list, the number added to the wait list since the previous, and those from the wait list that have had service initiated during the current month.
18. Have a Prioritization Policy. A prioritization of service policy and the procedure that is followed must be defined in the Provider’s program description. The prioritization system must distribute services equitably but ensure priority to those determined to be at greatest need. Wait list clients shall be served on basis of priority ranking and then chronologically as service becomes available.

In addition, Services requested through this RFP do not include or allow for the provision of transportation services to Senior Levy clients.

4. PROPOSAL SPECIFICATIONS AND FORMAT

Proposal Information

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS’ option and at the Applicant’s expense. To ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost

The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred because of the RFP process.

Proposal Communication

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the

submitted proposals. All verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. Any verbal questions will not be answered except at the pre-proposal conference.

Proposal Format (Please note: some requirements have changed from previous years)

To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and two (2) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (**Attachment C**), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) – A proposal cover page is required, including the Applicant’s name, the RFP title & RFP number. The cover page must clearly identify the proposal as a “Master” or “Copy”.

Proposal Checklist – (Attachment E) must be submitted with “Master” copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 – Applicant Information Page (Attachment A)

Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant’s organization.

Section 2 – Required Documents

Applicants shall submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding, and identifying each required document)

A. Financial Statement Requirement: (with Master copy only)

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve month period and be within the applicant’s most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant’s most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

B. Articles of Incorporation

- C. Proof of Liability Insurance/Other Required Insurance
- D. Equal Employment Opportunity – Affirmative Action Plan
- E. Professional or Operating licenses
- F. Documents used for monitoring goals and outcomes
- G. Employee Training Program description
- H. Affidavit of Delinquent Personal Property Tax ORC 5720.042
- I. Affidavit of Non-Collusion
- J. Non-Discrimination Agreement ORC 153.59
- K. Representations, Assurances and Certifications document
- L. Applicant Acknowledgement Form (Re: Client Donations)

Section 3 - Program Planning and Development

The Program Planning and Development section must include the following information for each program area.

A. Program description

1. Applicants shall include a narrative that describes their proposed service. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant’s service area and provide supporting evidence (how will this program benefit the Applicant’s service area).
3. Experience of Applicant in administering the proposed service.
4. Provide the units of service and number of unduplicated clients for the prior year and the same numbers for the proposed year.

Example:

Service Area Township, Village or City	Units Provided & Unduplicated Clients Served in past 12 months age 60-75	Proposed Number of Units & Unduplicated Clients to be Served age 60-75	Units Provided & Unduplicated Clients Served in past 12 months age 76+	Proposed Number of Units & Unduplicated Clients to be Served age 76+
Ashtabula Township	Units 300 Unduplicated Clients 10	Units 350 Unduplicated Clients 11	Units 500 Unduplicated Clients 14	Units 550 Unduplicated Clients 15

5. Days and hours program is available
6. Client Intake
 - a. Describe the method of client intake.
 - b. Explain in detail the intake process and any form of follow-up that would occur.
 - c. Submit client intake tool.
7. Provide source and amounts of any Federal, State, or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.
8. Describe your service collaboration/coordination with other community providers, programs and funding sources.
9. Describe how your organizations’ vision and mission align with the Senior Levy Mission

Statement, “Our mission is to provide superior service, promote well-being and self-sufficiency, alleviate conditions of poverty and improve health and safety.”

C. Organizational Structure:

1. State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

D. Provider/Staff Qualifications

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization’s employee training requirements.
3. Explain in what capacity volunteers (if any) will be used in delivery of the proposed service. Provide the number of active volunteers as well as the number of hours provided annually by volunteers. Provide the number of active volunteers as well as the number of hours provided annually by volunteers.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B)

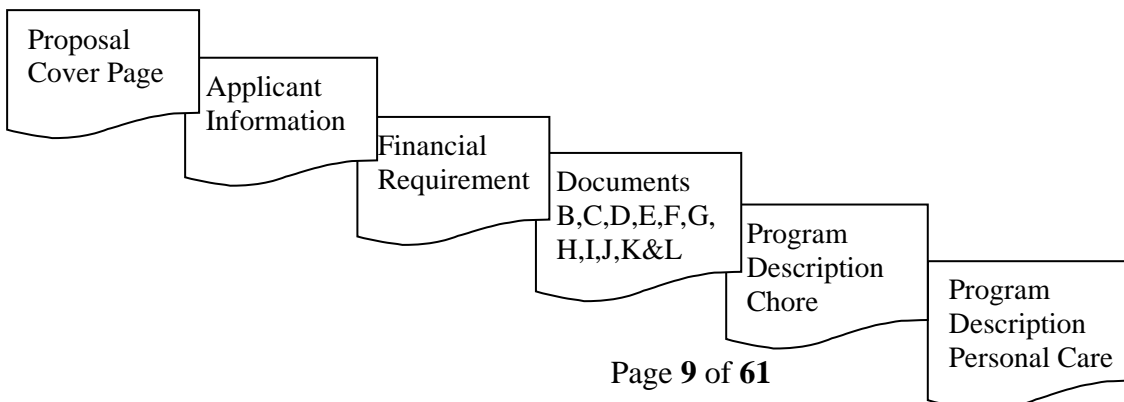
An electronic copy of the budget in EXCEL format is available upon request: older versions in WORD should not be used.

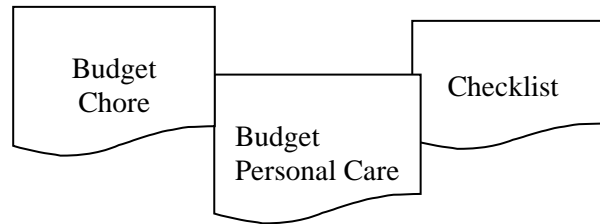
All Applicants are required to complete a separate budget which establishes the unit rate(s) for each of the proposed services(s).

A. Unit of service

1. The unit rate shall include all costs associated with program including administrative, training and record documentation.
2. Any and all anticipated costs related to implementation of the service should be include in the budget and reflected in the unit rate. The Applicant must take into consideration any adjustments in rate for any applicable cost in developing the program budget. Adjustments not projected during budget development may not be honored by ACJFS at a later request date at the discretion of ACJFS. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

Proposal format example:





5. EVALUATION AND SELECTION PROCESS

Proposal Evaluation

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed “Qualified”. Those which do not, will be deemed “non-Qualified”. “Qualified” proposals will then be reviewed in Stage 2.

Stage 1 Review

“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 by **08/02/23** and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed “non-Qualified” and will not be considered.
2. Completeness of Submission – proposal submission must include:
 - a. Required number of copies: Three (3); 1 master and 2 copies
 - b. Section 1 Applicant Information Page (Attachment A)
 - c. Section 2 Required Documents A, B, C, D, E, F, G, H, I, J, K, L
 - d. Section 3 Program Planning & Development
 - e. Section 4 Applicant Budget

Failure to meet these requirements may result in a rejected application. No application shall be rejected if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review

All “Qualified” proposals will be reviewed and evaluated; each program proposal will be evaluated individually. At any time during the review process ACJFS may request additional information from the Applicant.

The evaluation will include, but will not be limited to:

- Mandatory attendance at pre-proposal conference.
- Information from Program Planning and Development (section 3):
 - A.1 Applicant’s program description shows understanding of the services requested and provides a detailed description of how the service will be fulfilled.
 - A.2 Proposal thoroughly identified the service area and its need.
 - A.3 Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.

- A.4 Statistics provided support the need for the proposed service.
- A.5 Days and hours services is available.
- A.6 Proposal thoroughly explains the method of client intake.
- B & C Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of the proposed service from program budget (section 4)
 - The budget effectively defines the unit rate. The budget is inclusive of only necessary cost associated with the program.
- Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for an oral presentation, a conference call or Zoom meeting, if ACJFS determines further information is necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process. There is no need to attend the pre-selection meeting/SLAB meeting unless you are asked to do so.

Proposal Selection

Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions without cause. In this event, ACJFS reserves the right to select another Applicant from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary.

Acceptance and Rejection of Proposals

ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof without cause
- Select a proposal received based on individual items, or on the entire list of items
- Not award an agreement through this RFP process, based on the quality of the proposals submitted
- Not select any Applicant should ACJFS decide not to proceed
- Waive any informality in the proposals

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the Senior Services Levy allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting

The post-selection meeting may be utilized only by “Qualified” Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Darcy Mosier at the address given in the Contact Person section.

Caveat

ACJFS is under no obligation to award a contract/subgrant agreement because of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

6. AWARD OF CONTRACT/SUBGRANT AGREEMENT

Overview

The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant’s proposal and all other agreements that may be reached. ACJFS will design, develop, and implement the structure of the agreement. This RFP, the successful Applicant’s proposal and other applicable addenda will become part of the final agreement.

Availability of Funds

ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term

The term of the agreement shall be one (1) year with a tentative effective date of 01/01/24.

Invoicing

Provider(s) will be required to submit a detailed invoice to ACJFS monthly in an electronic format compatible with excel as well as a hard copy formatted as approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance & Monitoring

Providers are expected to track and submit with invoices monthly:

- a. Total number of non-duplicated clients served per month by township of residence.
- b. Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
- c. Monthly waiting list report relevant to the requirements of the RFP
- d. ACJFS may perform at least one on-site monitoring visit during the contract period

Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by ACJFS.

Client Database

Upon award of an agreement with ACJFS and implementation of services, Providers are required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. After the initial file is provided, the Provider will submit to ACJFS monthly included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS providers.

Confidentiality and Security

The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Senior Services Levy. Applicant assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules

Providers shall understand, agree with, and comply with the following:

1. American's with Disabilities Act of 2090
 2. Occupational Safety and Health Act of 2070
 3. Equal Employment Opportunity Act
 4. Any Federal, State and Local laws regarding the service
- If awarded an agreement which exceeds \$100,000.00 Service Providers shall understand, agree and comply with the following.*

5. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
6. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
7. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

Patent or Copyright Liabilities

The Applicant will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims has occurred, or is likely to occur, ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights

The ACJFS will have ownership rights in software, software modifications and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, software modifications and documentation for County, State and Federal Government purposes.

EXHIBIT I

Appendix I
ACJFS RFP #5-24
Ashtabula County Senior Services Levy
Home Delivered Meals
Program Description

Home Delivered Meals

Term: January 1, 2024 – December 31, 2024

Unit of Service: One (1) meal will be one unit of service.

Area to be served: Ashtabula County or portions thereof.

This program serves Ashtabula County seniors aged 60 and over. Funding is provided through the Ashtabula County Senior Services Levy. The program consists of services or activities designed to prepare and deliver one or more meals a day to an individual's residence to prevent institutionalization, malnutrition, and isolation. A meal must meet the standards established by the Older Americans Act and comply with the Dietary Guidelines for Americans published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture. ACJFS seeks to sustain home delivered meal services in the County to ensure that this service is available to residents who meet the eligibility criteria. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria; aged 60 and older, reside in their home and a resident of Ashtabula County. Applicant proposals must demonstrate ability and experience in providing the service.

Applicants must comply with the following sections of the Ohio Administrative Code: 173-4-02, 173-4-03, 173-4-04.1 (with the exclusion of item B-4), 173-39-02.14

Applicant must be in good standing with the local health department and/or United States Department of Agriculture, as documented by attaching a copy of the most recent Ohio Department of Agriculture/Ohio Department of Health Standard Inspection Report of each preparation site and a copy of a current Food Service License for preparation sites.

EXHIBIT II

Attachment A

Applicant Information Page

Applicant Information

AGENCY / ORGANIZATION NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: _____

EXECUTIVE DIRECTOR/DIRECTOR: _____

PROGRAM COORDINATOR: _____ EMAIL: _____

FISCAL CONTACT: _____ EMAIL: _____

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: _____ SIGNATURE: _____

(Note: original signature must be in blue ink)

TITLE: _____ DATE: _____

Attachment B Budget Template

**Applicant Budget
Summary**

Applicant:	
Date From:	To:

	Amount
I. Staff	
A. Salaries	\$ -
B. Payroll-Related Expenses	\$ -
Total Staff Costs	\$ -
II. Operations	
A. Travel and Short-Term Training	\$ -
B. Consumable Supplies	\$ -
C. Occupancy Costs	\$ -
D. Contract and Professional Services	\$ -
E. Other - Miscellaneous	\$ -
Total Operational Costs	\$ -
III. Equipment	
A. Equipment Depreciation	\$ -
B. Small Equipment Purchases	\$ -
C. Leased and Rented Equipment	\$ -
Total Equipment Costs	\$ -
Sub- Total of All Costs	\$ -
IV. Minus Other Program Resources	\$ -
Total Program Costs	\$ -

Budget Computation

Total Operating Expenses		\$	-
Divided by Total Operating Units		\$	-
	= Unit Rate	\$	-
		\$	-
	X number of units purchased	\$	-
	= Total Contract Amount	\$	-

Unit = 1 hour

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: \$ -	
Short-Term, Training	
Total Travel and Short-Term Training	\$ -

II. B. Consumable Supplies

Type	Amount
Office Supplies	
Cleaning Supplies	
Other (<i>identify</i>)	
Other (<i>identify</i>)	
Total Consumable Supplies	\$ -

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized	
Heat	
Electric	
Water	
Telephone	
Sewer	
Other (<i>identify</i>)	
Other (<i>identify</i>)	
Total Occupancy Costs	\$ -

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Amount
Total Contract & Services Costs	\$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Total Miscellaneous Costs	\$ -

III. Equipment
A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Depreciated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				\$ -	\$ -	\$ -		\$ -

III. B. Small Equipment Purchases (Equipment costing under \$25,000)

Item	Quantity	Amount
Total Small Equipment Purchases		\$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		\$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	\$ -

Attachment C
Cover Pages
Affidavit of Delinquent Personal Property Tax
Affidavit of Non-Collusion
Non-Discrimination Agreement
Representations, Assurances, and Certifications
Applicant Acknowledgement Form

Section 1
Applicant Information
Attachment A

Section 2
Required Documents

Section 2 (A)
Financial Statement Requirement

Section 2 (B)
Articles of Incorporation

Section 2 (C)
**Proof of Liability Insurance/
Other Required Insurance**

Section 2 (D)
Equal Employment Opportunity -
Affirmative Action Plan

Section 2 (E)
Professional or Operating licenses

Section 2 (F)
Documents used for monitoring

Section 2 (G)
Employee Training Program description

Section 2 (H)
Affidavit of Delinquent Personal Property Tax ORC 5720.042

Section 2 (I)
Affidavit of Non-Collusion

Section 2 (J)
Non-Discrimination Agreement O.R.C. 153.59

Section 2 (K)
Representations, Assurances, and Certifications Document

Section 2 (L)
Applicant Acknowledgement Form (Re: Client Donations)

Section 3
Program Planning and Development

Section 4
Applicant Budget
(Attachment B)

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT

(This Affidavit Must be Executed for the RFP to be Considered)

STATE OF OHIO)
)ss.
COUNTY OF _____)

I, _____, _____,
(name of party signing affidavit) (title)

having affirmed under oath that at the time of the RFP for Senior Home Delivered Meals

Services for the Ashtabula County Job & Family Services, to be opened

on 08/02/23 which Proposal was submitted on _____,
(date)

delinquent personal property taxes in the amount of

\$ _____ (_____ Dollars)

were due and unpaid to the County of Ashtabula, including interest in the amount of

\$ _____ (_____ Dollars)

and penalties in the amount of

\$ _____ (_____ Dollars).

This document when given to the County Auditor shall satisfy the requirements of ORC 5720.042.

(Name of Individual Company)

(Taxes Filed Under the Name of)

(Signature)

(Complete Address)

(Telephone)

Sworn to and subscribed before me this _____ day of _____,

NOTARY PUBLIC

SEAL

My Commission Expires _____

NON-COLLUSION AFFIDAVIT

(This affidavit must be executed for the Proposal to be considered)

STATE OF OHIO)
) ss.
COUNTY OF _____)

I, _____ being first duly sworn,
deposes and says that s/he is the _____ or authorized
representative of _____

or is the party submitting this Proposal; that such is genuine and not collusive or sham; that said Applicant has not colluded, conspired, connived, or agreed, directly or indirectly, with any other Applicant or person, to submit a sham Proposal, or refrain from submitting; has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Proposal price of affiant or any other Applicant; to fix the Proposal price of affiant or any other Applicant; to fix any overhead, profit or cost element of said Proposal price, or of that of any other Applicant; to secure any advantage against the County of Ashtabula or any person or persons interested in the proposed contract; that all statements contained in said Proposal are true, and that, such Applicant has not, directly or indirectly submitted this Proposal, or the contents thereof, or divulged information or data relative thereto to any other potential Applicant. Further, Affiant affirms that no county employee has any financial interest in this Applicant or the Proposal being submitted.

Affiant

Title

SWORN to before me and subscribed in my presence this _____ day of _____, 20____.

NOTARY PUBLIC

(SEAL)

My commission expires
_____, 20____.

NON-DISCRIMINATION AGREEMENT
(O.R.C. 153.59)

That _____ in the performance of the public contract agrees to abide by the provisions of Ohio Revised Code Section 153.59 as follows:

(A) That, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability or military status as defined in section [4112.01](#) of the Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates;

(B) That no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any manner, shall discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, sex, disability or military status as defined in section [4112.01](#) of the Revised Code, or color.

(Name/President of Corporation)

(Secretary of Corporation)

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: _____

Company Address: _____

Telephone Number: _____ FAX: _____

The name and telephone number of the person(s) who has the authority to submit Proposal:

The name and telephone number of the person(s) who has the authority to sign contracts:

The legal status of the Applicant's organization _____

Date of establishment/incorporation: _____

Federal Employer Identification Number (FEIN): _____

Is the Company co-owned or controlled by a parent company? _____ Yes _____ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _____ Yes _____ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _____ Yes _____ No

If yes, has the company filed all required EEO reports to the necessary agencies? _____ Yes _____ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _____ Yes _____ No

Does the company have current or future for a buyout or sale? _____ Yes _____ No

The Applicant certifies that it will not enter contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _____ Yes _____ No

The Applicant certifies it is a drug-free workplace? _____ Yes _____ No

The Applicant certifies it is not delinquent on any Federal debt? _____ Yes _____ No

APPLICANT ACKNOWLEDGEMENT FORM

(Re: Client donations)

The Ashtabula County Senior Services Levy Advisory board does not allow customers to be solicited nor made to feel solicited, for donations toward any service received through Senior Services Levy programming, and

Understanding that certain programs may 'require' a request for donations, the Board further does not want this to come across as a 'solicitation' due to levy services being provided, and some separation must be attained.

If a Senior Services Levy applicant feels strongly that the senior citizens they are serving, truly and genuinely want to provide a donation toward the services they are receiving, the board must require that these donations be made **anonymously**. Therefore, a self-addressed stamped envelope (from the provider) will be left with the customer to be used at the customer's discretion. The envelope should be marked with a code on the front to indicate the service received when/if multiple services are being provided by a single Levy program provider (in order to differentiate to which, program the donation should go).

At no time should those who are providing direct service accept ANY money from a customer, nor should a customer be solicited/billed via US Postal mail or otherwise, for any such 'donations'.

By signing below, I acknowledge that I have read and will adhere to the contents of this notice.

Signature: _____

Printed name and Title: _____

Organization Name: _____

Date: _____

Attachment D

Sample Agreement

Subgrant Agreement

This Subgrant Agreement is entered into on the 1st day of January 2024 between the **Ashtabula County Job & Family Services and The Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as the “Grantor”) and the **Name of Subgrantee**, located at Address of Subgrantee (hereinafter referred to as the “Subgrantee”) to provide the **Name of Program** to individuals determined eligible for these services.

Therefore, in consideration of the mutual covenants contained in this Subgrant Agreement, the parties agree as follows:

RECITALS:

- a. This Subgrant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job and Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #, Name of Program Allocation, FAPM Rule: 5101:9-6-08.10.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

- A. “Grantor” means the Ashtabula County Job & Family Services.
- B. “Subgrantee” means the Name of Subgrantee.
- C. “Financial assistance” means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. “Federal, state and local laws” include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) circulars that a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state, and local laws also include any Governor’s Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state, and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I. PURPOSE OF THE SUBGRANT/SUBGRANT DUTIES

The purpose of the Subgrant and this Subgrant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Subgrant Agreement.

ARTICLE II. RESPONSIBILITIES OF GRANTOR

Grantor agrees to:

- A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and Federal, state, and local laws.
- B. Monitor Subgrantee to ensure the Subgrant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.
- D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.
- F. Perform those responsibilities as defined in Section 3 attachment (Program Planning and Development).

ARTICLE III. RESPONSIBILITIES OF SUBGRANTEE

Subgrantee agrees to:

- A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements, and restrictions of federal, state and local laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state, or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit, and investigation.
- F. Perform those responsibilities as defined in Section 3 attachment (Program Planning and Development), attached hereto.

ARTICLE IV. EFFECTIVE DATE OF THE SUBGRANT

- A. This Subgrant Agreement will be in effect from (Date) through (Date) unless this Subgrant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.
- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Subgrant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor's obligation or, in the case of a continuing Subgrant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Subgrant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V. AMOUNT OF GRANT/PAYMENTS

- A. This grant is in the total amount of.
- B. Payment will be made to Subgrantee on a cost-reimbursement basis. The total estimated cost shall be in accordance with the budget attached as Attachment B and shall not exceed the amount provided in Article V-A, above. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice.

Grantor will make payment on all invoices submitted in accordance with the terms of this Subgrant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Subgrant Agreement. The final invoice shall include certification to the effect that "Payment of this invoice constitutes complete satisfaction of all of Grantor's obligations under the reference Subgrant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Subgrant Agreement upon payment of this final invoice."

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Subgrant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) A spreadsheet (Excel or another approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Date of Service
- Participant last name
- Participant first name
- Other information as deemed necessary by Grantor.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Attachment B.

- C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state, or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Subgrant Agreement, this Subgrant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.
- D. As a subrecipient of federal funds, SUBGRANTEE hereby specifically acknowledges its obligations relative to the funds provided under this Subgrant Agreement pursuant to OMB Circulars A-110 (2 CFR 215), A-21 (2 CFR 220), A-122 (2 CFR 230), A-87 (2 CFR 225), A-102, as applicable under federal, state and local laws, and A-133, as well as 45 CFR 74 and 45 CFR 92, as applicable to Subgrantee under federal, state and local laws, including, but not limited to:
1. Standards for financial management systems: SUBGRANTEE and its subgrantee(s) will comply with the requirements of 45 CFR 74.21 and 45 CFR 92.20, including, but not limited to:
 - a. Fiscal and accounting procedures;
 - b. Accounting records;
 - c. Internal control over cash, real and personal property, and other assets;
 - d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
 - e. Source documentation; and
 - f. Cash management.
 2. Period of Availability of Funds: Pursuant to 45 CFR 74.28 and 45 CFR 92.23, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Subgrant Agreement and for the term specified in Article IV of this Subgrant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than ninety (90) days after the end of the funding period, pursuant to federal law.
 3. Matching or Cost Sharing: Pursuant to 45 CFR 74.23 and 45 CFR 92.24, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by

allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state, and local laws.

4. Program Income: Program income must be used and accounted for as specified in 45 CFR 92.25.
5. Real Property: If SUBGRANTEE is authorized to use Subgrant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45 CFR 92.31.
6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Subgrant funds, will be governed by the provisions of 45 CFR 74.34 and 45 CFR 92.32, as applicable.
7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Subgrant funds will be governed by the provisions of 45 CFR 74.35. 92.33 and 7 CFR 3016.33, as applicable.

ARTICLE VI. RECORDS

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.
- C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant for a period of six (6) years.

ARTICLE VII. AUDITS OF SUBGRANTEE

- A. Subgrantee agrees to provide for timely audits as required by OMB Circular A-133 unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 74.26 and 45 CFR 92.26, as applicable, and OMB Circular A-133, Subgrantee must ensure that it has an audit with a scope as provided in OMB Circular A-133, Subpart E, § **.500**, that covers funds received under this agreement. Subgrantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Subgrantee's receipt of any such audit report.

- B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII. SUSPENSION AND TERMINATION, BREACH AND DEFAULT

- A. This Subgrant Agreement may be terminated in accordance with any of the following:
1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 3. Grantor may immediately terminate this Subgrant Agreement if there is a loss of federal or state funds, a disapproval of the Subgrant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Subgrant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Subgrant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Subgrant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 2. Disallow all or part of the cost of the Subgrant activity or action not in compliance;
 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Subgrant activity;
 4. Withhold further awards for the Subgrant activity; or
 5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Subgrant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Subgrant Agreement;

2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Subgrant activities.
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Subgrant activities and includes details of all Subgrant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Subgrant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Subgrant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX. NOTICES

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Subgrant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning all matters regarding this Subgrant Agreement will be sent to Name, Contact Person and address of Subgrantee.
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X. AMENDMENT

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI, below, only a document signed by both parties may amend this Subgrant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Subgrant Agreement without the necessity for executing written amendments. Any written amendment to this Subgrant Agreement will be prospective in nature.

ARTICLE XI. ADDENDUM

Grantor may elect to provide information concerning this Subgrant Agreement in an addendum hereto. Any addenda to this Subgrant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII. SUBGRANTS

- A. Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state, and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 2. Debarment and Suspension: As provided in 45 CFR 74.13 and 45 CFR 92.35, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR 92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Monitoring: Subgrantee must manage and monitor the routine operations of subgrant supported activities, including each project, program, subgrant, and function supported by Subgrantee's subgrant, to ensure compliance with all applicable federal requirements, including 45 CFR 92.40. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state, and local laws, Subgrantee must take action to recover such funding.
 5. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state, and local laws as a sub-recipient of Subgrantee under this Subgrant Agreement and as a pass-through entity of any awards of subgrants to other entities.

ARTICLE XIII. MISCELLANEOUS PROVISIONS

- A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of

Sample Subgrant Agreement
statute or by administrative or judicial decision, the remaining portions of this Subgrant Agreement will not be affected if the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Subgrant Agreement impossible.

- C. Nothing in this Subgrant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Subgrant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

Therefore, the below listed parties enter this Subgrant Agreement

SIGNATURES:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

Date

Subgrantee

Date

Ashtabula County Board of Commissioners

Date

Attachment E

Checklist

RFP Proposal Checklist

The purpose of this form is to guide the applicant with the organization of the proposal and ensure that all required proposal information is included, thereby expediting its review and processing. Please submit this form with the “master” copy of your proposal. **If an applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page**

Applicant Name:	
------------------------	--

Proposal Delivery	Included (✓)
RFP Delivered in a sealed envelope	
RFP #, applicant name and address clearly marked on outside of envelope	
Required # of copies – 1 master and 2 copies	

Proposal Cover Page	
Must include the applicants name, the RFP title and number. Identification of proposals as either a “master” or “copy”.	

*Please be sure that the following documents include a cover page.	Cover Page	Document
Applicant Information Page:		
Attachment A		

Required Documents (section 2)		
A. Financial Statement Requirement		
B. Articles of Incorporation		
C. Proof of Liability Insurance/other required insurance		
D. EEO/Affirmative Action		
E. Professional or Operating Licenses		
F. Monitoring Documents		
G. Employee Training description		
H. Affidavit of Delinquent Personal Property Tax ORC 5720.042		
I. Affidavit of Non-Collusion		
J. Non-Discrimination Agreement O.R.C. 153.59		
K. Representation, Assurances, and Certifications document		
L. Applicant Acknowledgement Form		

Program Planning & Development (section 3)		
Program Description		
Organizational Structure		
Provider/Staff Qualifications		

Applicant Budget (section 4)		
Program Budget		

REQUEST FOR PROPOSALS (RFP)

FOR

SENIOR PERSONAL CARE SERVICES

Funded By
Ashtabula County Senior Services Levy

Issued by

ASHTABULA COUNTY JOB & FAMILY SERVICES
2924 DONAHOE DRIVE
ASHTABULA, OHIO 44004

Issue Date:

July 7, 2023

ACJFS RFP #6-24

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**Senior Services Programs
Funded by
Ashtabula County Senior Services Levy**

1. INTRODUCTION

The Ashtabula County Job & Family Services (ACJFS) is accepting proposals for the following Personal Care Services:

Personal Care Services

Provides for personal care services of Ashtabula County residents aged 60 and over. The personal care program provides basic health maintenance and/or personal hygiene assistance to individuals in their homes. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria. Eligible participants must: a) have a verified need for the service b) be age 60 or over, c) and reside in Ashtabula County.

It is the responsibility of the applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service. ACJFS seeks to provide services to residents throughout Ashtabula County. The services will commence January 1, 2024. Funding is provided through the Ashtabula County Senior Services Levy.

The term “Applicant” as used in this RFP refers to the individual or entity submitting a proposal.

The term “Program” as used in this RFP refers to the service(s) the applicant is proposing to provide.

The term “Agreement” as used in this RFP refers to either a contract or sub-grant agreement award.

The term “Provider” as used in this RFP refers to an “Applicant” who is selected to receive a contract or Subgrant Agreement because of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS and the Senior Levy Advisory Board may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

2. RFP SCHEDULE AND SUBMISSION INFORMATION

RFP Release	Date: 07/7/23
--------------------	----------------------

RFP Question Period Begins	Date: 07/7/23
Pre-Proposal Conference	Date: 07/19/23 @ 10:15 a.m.
RFP Questions Deadline	Date: 07/19/23 @ 4:30 p.m.
Deadline for Proposals Received by County Commissioners	Date: 8/02/23 @ 2:30 p.m.
Pre-Selection Meeting	Date: 9/20/23 @ 10:00 a.m.
Project Start-Up	Date: 01/01/24

A **mandatory** pre-proposal conference will be held on **Wednesday, July 19, 2023, at 10:15 a.m.** Attendance by the organization's Director/CEO or their designee at the pre-proposal conference is required. If you do not attend this meeting your RFP will be **disqualified**. Please plan to attend:

Ohio Means Jobs
2247 Lake Ave.
Ashtabula, Ohio 44004

Contact Person

All questions pertaining to this RFP must be sent via email or fax prior to **4:30 p.m.** on **07/19/23**. Contact information:

ATTN: Darcy Mosier, Social Program Specialist
Email: Darcy.Mosier@jfs.ohio.gov
Fax: 440-994-4253

Proposal Delivery

Mail or deliver one (1) master copy and two (2) duplicates (three total) of the entire written proposal in a sealed envelope and in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The envelope containing the proposal must be received no later than **2:30 p.m.** on **08/02/23** and clearly marked with the RFP number:

ACJFS RFP #6-24

Name and address of the applicant must be included on the outside of the envelope or package.

3. PROVIDER REQUIREMENTS

If awarded a contract or subgrant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
 - a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
 - b. Non-discrimination laws in the provision of services.
 - c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
 - d. All federal, state of Ohio, and local laws, rules, executive orders, and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
 - a. Reporting and documenting consumer incidents.
 - b. Obtaining written permission from consumers to share information and/or release information to anyone.
 - c. The content of consumer records, as well as the handling, storage, and retention of records.
 - d. Personnel matters, including:
 - Job descriptions for each position
 - The documentation of each employee's qualifications for the service(s) to be provided
 - Performance appraisals for all workers
 - Documentation of compliance with required staff orientation training
 - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Work Place Act.
9. Maintain a confidential record for each participant. Each file shall include:
 - a. Participant's name, address, and phone number
 - b. Participant's date of birth and gender
 - c. Participant's township of residence
 - d. Date(s) of Service
 - e. Number of units of service received
 - f. Description of service provided
10. Be able to deliver services five days a week. Evidence of a back-up service delivery plan must be provided.
11. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
12. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.
13. Utilize an intake form that collects client name, address, phone number, date of birth, township of residence, time spent with client, and purpose of visit.

14. Provide service immediately to clients identified as a “Priority” by ACJFS Adult Protective Services. “Non-Priority” Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.
15. Not allow any exchange of money between the Senior Levy client and the Provider’s staff. Exceptions to this provision can be made by the Senior Services Levy Program Administrator through discussions with the Provider.
16. Not pick up or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this provision can be made by the Senior Services Levy Program Administrator through discussions with the Provider.
17. Submit a monthly report to ACJFS when a wait list exists. The report must include the number of participants on the wait list, the number added to the wait list since the previous, and those from the wait list that have had service initiated during the current month.
18. Have a Prioritization Policy. A prioritization of service policy and the procedure that is followed must be defined in the Provider’s program description. The prioritization system must distribute services equitably but ensure priority to those determined to be at greatest need. Wait list clients shall be served on basis of priority ranking and then chronologically as service becomes available.

In addition, Services requested through this RFP do not include or allow for the provision of transportation services to Senior Levy clients.

4. PROPOSAL SPECIFICATIONS AND FORMAT

Proposal Information

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS’ option and at the Applicant’s expense. To ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost

The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred because of the RFP process.

Proposal Communication

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. Any verbal questions will not be answered except at the pre-proposal conference.

Proposal Format (Please note: some requirements have changed from previous years)

To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and two (2) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (**Attachment C**), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) – A proposal cover page is required, including the Applicant’s name, the RFP title & RFP number. The cover page must clearly identify the proposal as a “Master” or “Copy”.

Proposal Checklist – (Attachment E) must be submitted with “Master” copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 – Applicant Information Page (Attachment A)

Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant’s organization.

Section 2 – Required Documents

Applicants shall submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding, and identifying each required document)

A. Financial Statement Requirement: (with Master copy only)

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve month period and be within the applicant’s most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant’s most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

- B. Articles of Incorporation
- C. Proof of Liability Insurance/Other Required Insurance
- D. Equal Employment Opportunity – Affirmative Action Plan
- E. Professional or Operating licenses
- F. Documents used for monitoring goals and outcomes
- G. Employee Training Program description
- H. Affidavit of Delinquent Personal Property Tax ORC 5720.042
- I. Affidavit of Non-Collusion
- J. Non-Discrimination Agreement ORC 153.59
- K. Representations, Assurances and Certifications document
- L. Applicant Acknowledgement Form (Re: Client Donations)

Section 3 - Program Planning and Development

The Program Planning and Development section must include the following information for each program area.

A. Program description

1. Applicants shall include a narrative that describes their proposed service. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant’s service area and provide supporting evidence (how will this program benefit the Applicant’s service area).
3. Experience of Applicant in administering the proposed service.
4. Provide the units of service and number of unduplicated clients for the prior year and the same numbers for the proposed year.

Example:

Service Area Township, Village or City	Units Provided & Unduplicated Clients Served in past 12 months age 60-75	Proposed Number of Units & Unduplicated Clients to be Served age 60-75	Units Provided & Unduplicated Clients Served in past 12 months age 76+	Proposed Number of Units & Unduplicated Clients to be Served age 76+
Ashtabula Township	Units 300 Unduplicated Clients 10	Units 350 Unduplicated Clients 11	Units 500 Unduplicated Clients 14	Units 550 Unduplicated Clients 15

5. Days and hours program is available
6. Client Intake
 - a. Describe the method of client intake.
 - b. Explain in detail the intake process and any form of follow-up that would occur.
 - c. Submit client intake tool.
7. Provide source and amounts of any Federal, State, or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.
8. Describe your service collaboration/coordination with other community providers, programs and funding sources.
9. Describe how your organization’s vision and mission align with the Senior Levy Mission Statement, “Our mission is to provide superior service, promote well-being and self-sufficiency, alleviate conditions of poverty and improve health and safety.”

C. Organizational Structure:

1. State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

D. Provider/Staff Qualifications

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget (non-profit only) to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization’s employee training requirements.
3. Explain in what capacity volunteers (if any) will be used in delivery of the proposed service. Provide the number of active volunteers as well as the number of hours provided annually by volunteers. Provide the number of active volunteers as well as the number of hours provided annually by volunteers.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B)

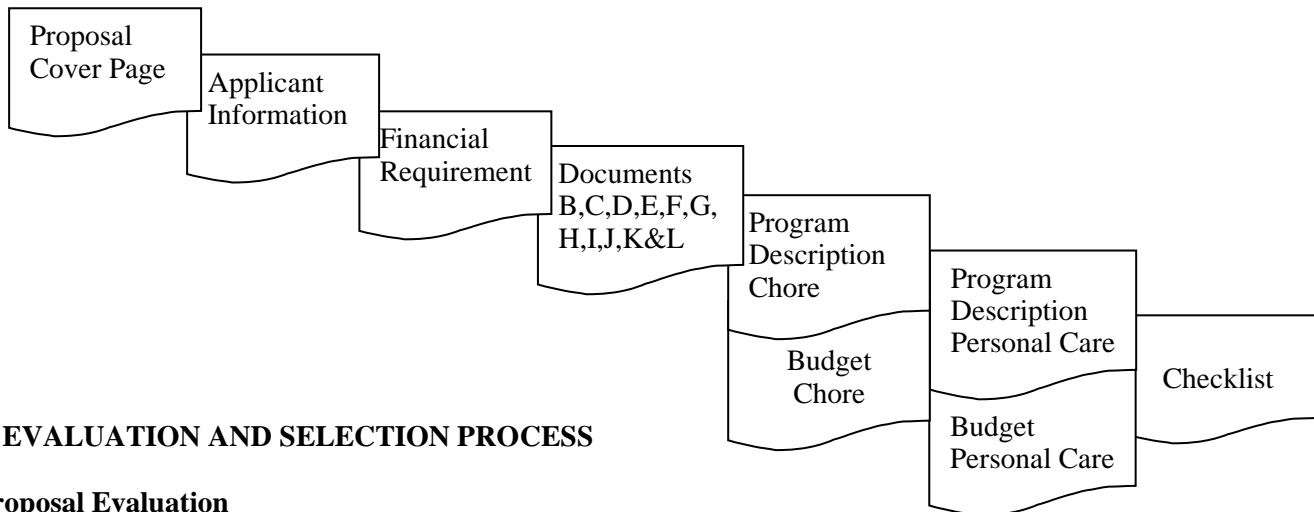
An electronic copy of the budget in EXCEL format is available upon request: older versions in WORD should not be used.

All non-profit applicants are required to complete a separate budget which establishes the unit rate(s) for each of the proposed services(s). Commercial or proprietary for-profit businesses are required to provide a published unit rate not more than the rate charged to the public.

A. Unit of service

1. The unit rate shall include all costs associated with program including administrative, training and record documentation.
2. Any and all anticipated costs related to implementation of the service should be include in the budget and reflected in the unit rate. The Applicant must take into consideration any adjustments in rate for any applicable cost in developing the program budget. Adjustments not projected during budget development may not be honored by ACJFS at a later request date at the discretion of ACJFS. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

Proposal format example:



5. EVALUATION AND SELECTION PROCESS

Proposal Evaluation

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed “Qualified”. Those which do not, will be deemed “non-Qualified”. “Qualified” proposals will then be reviewed in Stage 2.

Stage 1 Review

“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 by **08/02/23** and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed “non-Qualified” and will not be considered.

2. Completeness of Submission – proposal submission must include:
 - a. Required number of copies: Three (3); 1 master and 2 copies
 - b. Section 1 Applicant Information Page (Attachment A)
 - c. Section 2 Required Documents A, B, C, D, E, F, G, H, I, J, K, L
 - d. Section 3 Program Planning & Development
 - e. Section 4 Applicant Budget (non-profit only)

Failure to meet these requirements may result in a rejected application. No application shall be rejected if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review

All “Qualified” proposals will be reviewed and evaluated; each program proposal will be evaluated individually. At any time during the review process ACJFS may request additional information from the Applicant.

The evaluation will include, but will not be limited to:

- Mandatory attendance at pre-proposal conference.
- Information from Program Planning and Development (section 3):
 - A.1 Applicant’s program description shows understanding of the services requested and provides a detailed description of how the service will be fulfilled.
 - A.2 Proposal thoroughly identified the service area and its need.
 - A.3 Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
 - A.4 Statistics provided support the need for the proposed service.
 - A.5 Days and hours services is available.
 - A.6 Proposal thoroughly explains the method of client intake.
 - B & C Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of the proposed service from program budget (section 4) If Applicable
 - The budget effectively defines the unit rate. The budget is inclusive of only necessary cost associated with the program.
- Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for an oral presentation, a conference call or Zoom meeting, if ACJFS determines further information is necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process. There is no need to attend the pre-selection meeting/SLAB meeting unless you are asked to do so.

Proposal Selection

Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions without cause. In this event, ACJFS reserves the right to select another Applicant from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary.

Acceptance and Rejection of Proposals

ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof without cause
- Select a proposal received based on individual items, or on the entire list of items
- Not award an agreement through this RFP process, based on the quality of the proposals submitted
- Not select any Applicant should ACJFS decide not to proceed
- Waive any informality in the proposals

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the Senior Services Levy allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting

The post-selection meeting may be utilized only by “Qualified” Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Darcy Mosier at the address given in the Contact Person section.

Caveat

ACJFS is under no obligation to award a contract/subgrant agreement because of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

6. AWARD OF CONTRACT/SUBGRANT AGREEMENT

Overview

The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant’s proposal and all other agreements that may be reached. ACJFS will design, develop, and implement the structure of the agreement. This RFP, the successful Applicant’s proposal and other applicable addenda will become part of the final agreement.

Availability of Funds

ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term

The term of the agreement shall be one (1) year with a tentative effective date of 01/01/24.

Invoicing

Provider(s) will be required to submit a detailed invoice with a signed covered sheet to ACJFS monthly in an electronic format compatible with excel. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance & Monitoring

Providers are expected to track and submit with invoices monthly:

- a. Total number of non-duplicated clients served per month by township of residence.
- b. Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
- c. Monthly waiting list report relevant to the requirements of the RFP
- d. ACJFS may perform at least one on-site monitoring visit during the contract period

Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by ACJFS.

Client Database

Upon award of an agreement with ACJFS and implementation of services, Providers are required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. After the initial file is provided, the Provider will submit to ACJFS monthly included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS providers.

Confidentiality and Security

The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Senior Services Levy. Applicant assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules

Providers shall understand, agree with, and comply with the following:

1. American's with Disabilities Act of 2090
 2. Occupational Safety and Health Act of 2070
 3. Equal Employment Opportunity Act
 4. Any Federal, State and Local laws regarding the service
- If awarded an agreement which exceeds \$100,000.00 Service Providers shall understand, agree and comply with the following.*
5. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
 6. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 7. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding

debarment, suspension, and other responsible matters.

Patent or Copyright Liabilities

The Applicant will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims has occurred, or is likely to occur, ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights

The ACJFS will have ownership rights in software, software modifications and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, software modifications and documentation for County, State and Federal Government purposes.

EXHIBIT I

Appendix I
ACJFS RFP #6-24
Ashtabula County Senior Services Levy
Personal Care
Program Description

Personal Care for Seniors

Term: January 1, 2024 – December 31, 2024

Unit of Service: One (1) Hour of service.

Area to be served: Ashtabula County or portions thereof.

Personal Care for Seniors

The purpose of the personal care program is to offer in-home services that would be an alternative to institutional care, where appropriate. Personal Care services are provided only in cases where neither the senior, nor anyone in the household, can perform or financially providing for the services, and where no relative, caregiver, community/volunteer agency, or third-party payer is capable or responsible for their provision. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria. Eligible participants must: a) have a verified need for the service b) be age 60 or over, c) and reside in Ashtabula County.

The personal care program provides basic health maintenance and/or personal hygiene assistance to individuals in their homes. Care received will assist seniors in their Activities of Daily Living (ADL's) and Instrumental Activities of Daily Living (IADL's) but not at the level provided in a nursing home. This program may include but not be limited to trained paramedical care, bedside nursing care therapy (i.e., occupational, physical, or speech), and personal hygiene which may include using the bed, tub, shower, and partial bath techniques. Personal hygiene can also include providing nail and skin care and oral hygiene. The administration of prescribed medications may also be included under medical supervision. In emergency situations, personal care services may also be used to provide respite for a participant's caregiver. Services must be provided in the participant's residence. It is the clients' responsibility to provide all necessary consumable supplies.

A provider representative will personally interview all persons who are referred to the services by a physician or other referral source, to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person is totally independent, capable of self-care, or has decided to receive the necessary support from another source or has moved into an institution.

EXHIBIT II

Attachment A

Applicant Information Page

Applicant Information

AGENCY / ORGANIZATION NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: _____

EXECUTIVE DIRECTOR/DIRECTOR: _____

PROGRAM COORDINATOR: _____ EMAIL: _____

FISCAL CONTACT: _____ EMAIL: _____

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted because of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued based on the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: _____ SIGNATURE: _____

(Note: original signature must be in blue ink)

TITLE: _____ DATE: _____

Attachment B Budget Template

**Applicant Budget
 Summary**

Applicant:	
Date From:	To:

	Amount
I. Staff	
A. Salaries	\$ -
B. Payroll-Related Expenses	\$ -
Total Staff Costs	\$ -
II. Operations	
A. Travel and Short-Term Training	\$ -
B. Consumable Supplies	\$ -
C. Occupancy Costs	\$ -
D. Contract and Professional Services	\$ -
E. Other - Miscellaneous	\$ -
Total Operational Costs	\$ -
III. Equipment	
A. Equipment Depreciation	\$ -
B. Small Equipment Purchases	\$ -
C. Leased and Rented Equipment	\$ -
Total Equipment Costs	\$ -
Sub- Total of All Costs	\$ -
IV. Minus Other Program Resources	\$ -
Total Program Costs	\$ -

Budget Computation

Total Operating Expenses	\$	-
Divided by Total Operating Units	\$	-
= Unit Rate	\$	-
Unit Rate	\$	-
X number of units purchased		
= Total Contract Amount	\$	-

Unit = 1 hour

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Total Salaries				\$ -

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	
Worker's Compensation	
Unemployment Insurance	
Retirement Expenses	
Hospitalization	
Other (<i>identify</i>)	
Other (<i>identify</i>)	
Other (<i>identify</i>)	
Total Payroll-Related Expenses	\$ -

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Amount
Total Contract & Services Costs	\$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Total Miscellaneous Costs	\$ -

III. Equipment
A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Depreciated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				\$ -	\$ -	\$ -		\$ -

III. B. Small Equipment Purchases (Equipment costing under \$25,000)

Item	Quantity	Amount
Total Small Equipment Purchases		\$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		\$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	\$ -

Attachment C
Cover Pages
Affidavit of Delinquent Personal Property Tax
Affidavit of Non-Collusion
Non-Discrimination Agreement
Representations, Assurances, and Certifications
Applicant Acknowledgement Form

Section 1
Applicant Information
Attachment A

Section 2

Required Documents

**Section 2 (A)
Financial Statement Requirement**

Section 2 (B)
Articles of Incorporation

Section 2 (C)
**Proof of Liability Insurance/
Other Required Insurance**

Section 2 (D)
Equal Employment Opportunity -
Affirmative Action Plan

Section 2 (E)
Professional or Operating licenses

Section 2 (F)
Documents used for monitoring

Section 2 (G)
Employee Training Program description

Section 2 (H)
Affidavit of Delinquent Personal Property Tax ORC 5720.042

Section 2 (I)
Affidavit of Non-Collusion

Section 2 (J)
Non-Discrimination Agreement O.R.C. 153.59

Section 2 (K)
Representations, Assurances, and Certifications Document

Section 2 (L)
Applicant Acknowledgement Form (Re: Client Donations)

Section 3
Program Planning and Development

Section 4
Applicant Budget
(Attachment B)

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT

(This Affidavit Must be Executed for the RFP to be Considered)

STATE OF OHIO)
)ss.
COUNTY OF _____)

I, _____, _____,
(name of party signing affidavit) (title)

having affirmed under oath that at the time of the RFP for Senior Personal Care

Services for the Ashtabula County Job & Family Services, to be opened

on 08/02/23 which Proposal was submitted on _____,
(date)

delinquent personal property taxes in the amount of
\$ _____ (_____ Dollars)
were due and unpaid to the County of Ashtabula, including interest in the amount of

\$ _____ (_____ Dollars)
and penalties in the amount of

\$ _____ (_____ Dollars).

This document when given to the County Auditor shall satisfy the requirements of ORC 5720.042.

(Name of Individual Company)

(Taxes Filed Under the Name of)

(Signature)

(Complete Address)

(Telephone)

Sworn to and subscribed before me this _____ day of _____,

NOTARY PUBLIC

SEAL

My Commission Expires _____

NON-COLLUSION AFFIDAVIT

(This affidavit must be executed for the Proposal to be considered)

STATE OF OHIO)
) ss.
COUNTY OF _____)

I, _____ being first duly sworn,
deposes and says that s/he is the _____ or authorized
representative of _____

or is the party submitting this Proposal; that such is genuine and not collusive or sham; that said Applicant has not colluded, conspired, connived, or agreed, directly or indirectly, with any other Applicant or person, to submit a sham Proposal, or refrain from submitting; has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Proposal price of affiant or any other Applicant; to fix the Proposal price of affiant or any other Applicant; to fix any overhead, profit or cost element of said Proposal price, or of that of any other Applicant; to secure any advantage against the County of Ashtabula or any person or persons interested in the proposed contract; that all statements contained in said Proposal are true, and that, such Applicant has not, directly or indirectly submitted this Proposal, or the contents thereof, or divulged information or data relative thereto to any other potential Applicant. Further, Affiant affirms that no county employee has any financial interest in this Applicant, or the Proposal being submitted.

Affiant

Title

SWORN to before me and subscribed in my presence this ____ day of _____, 20____.

NOTARY PUBLIC

(SEAL)

My commission expires

_____, 20____.

NON-DISCRIMINATION AGREEMENT
(O.R.C. 153.59)

That _____ in the performance of the public contract agrees to abide by the provisions of Ohio Revised Code Section 153.59 as follows:

(A) That, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability or military status as defined in section [4112.01](#) of the Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates;

(B) That no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any manner, shall discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, sex, disability or military status as defined in section [4112.01](#) of the Revised Code, or color.

(Name/President of Corporation)

(Secretary of Corporation)

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: _____

Company Address: _____

Telephone Number: _____ FAX: _____

The name and telephone number of the person(s) who has the authority to submit Proposal:

The name and telephone number of the person(s) who has the authority to sign contracts:

The legal status of the Applicant's organization _____

Date of establishment/incorporation: _____

Federal Employer Identification Number (FEIN): _____

Is the Company co-owned or controlled by a parent company? _____ Yes _____ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _____ Yes _____ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _____ Yes _____ No

If yes, has the company filed all required EEO reports to the necessary agencies? _____ Yes _____ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _____ Yes _____ No

Does the company have current or future for a buyout or sale? _____ Yes _____ No

The Applicant certifies that it will not enter contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _____ Yes _____ No

The Applicant certifies it is a drug-free workplace? _____ Yes _____ No

The Applicant certifies it is not delinquent on any Federal debt? _____ Yes _____ No

APPLICANT ACKNOWLEDGEMENT FORM

(Re: Client donations)

The Ashtabula County Senior Services Levy Advisory board does not allow customers to be solicited nor made to feel solicited, for donations toward any service received through Senior Services Levy programming, and

Understanding that certain programs may 'require' a request for donations, the Board further does not want this to come across as a 'solicitation' due to levy services being provided, and some separation must be attained.

If a Senior Services Levy applicant feels strongly that the senior citizens they are serving, truly and genuinely want to provide a donation toward the services they are receiving, the board must require that these donations be made **anonymously**. Therefore, a self-addressed stamped envelope (from the provider) will be left with the customer to be used at the customer's discretion. The envelope should be marked with a code on the front to indicate the service received when/if multiple services are being provided by a single Levy program provider (to differentiate to which, program the donation should go).

At no time should those who are providing direct service accept ANY money from a customer, nor should a customer be solicited/billed via US Postal mail or otherwise, for any such 'donations'.

By signing below, I acknowledge that I have read and will adhere to the contents of this notice.

Signature: _____

Printed name and Title: _____

Organization Name: _____

Date: _____

Attachment D Sample Agreement

Subgrant Agreement

This Subgrant Agreement is entered into on the 1st day of January 2024 between the **Ashtabula County Job & Family Services and The Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as the “Grantor”) and the **Name of Subgrantee**, located at Address of Subgrantee (hereinafter referred to as the “Subgrantee”) to provide the **Name of Program** to individuals determined eligible for these services.

Therefore, in consideration of the mutual covenants contained in this Subgrant Agreement, the parties agree as follows:

RECITALS:

- a. This Subgrant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job and Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #, Name of Program Allocation, FAPM Rule: 5101:9-6-08.10.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

- A. “Grantor” means the Ashtabula County Job & Family Services.
- B. “Subgrantee” means the Name of Subgrantee.
- C. “Financial assistance” means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. “Federal, state and local laws” include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) circulars that a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state, and local laws also include any Governor’s Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state, and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I. PURPOSE OF THE SUBGRANT/SUBGRANT DUTIES

The purpose of the Subgrant and this Subgrant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Subgrant Agreement.

ARTICLE II. RESPONSIBILITIES OF GRANTOR

Grantor agrees to:

- A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and Federal, state, and local laws.
- B. Monitor Subgrantee to ensure the Subgrant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.
- D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.
- F. Perform those responsibilities as defined in Section 3 attachment (Program Planning and Development).

ARTICLE III. RESPONSIBILITIES OF SUBGRANTEE

Subgrantee agrees to:

- A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements, and restrictions of federal, state and local laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state, or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit, and investigation.
- F. Perform those responsibilities as defined in Section 3 attachment (Program Planning and Development), attached hereto.

ARTICLE IV. EFFECTIVE DATE OF THE SUBGRANT

- A. This Subgrant Agreement will be in effect from (Date) through (Date) unless this Subgrant Agreement is suspended or terminated pursuant to AR 2 or to the above termination date.

- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Subgrant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor's obligation or, in the case of a continuing Subgrant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Subgrant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V. AMOUNT OF GRANT/PAYMENTS

- A. This grant is in the total amount of.
- B. Payment will be made to Subgrantee on a cost-reimbursement basis. The total estimated cost shall be in accordance with the budget attached as Attachment B and shall not exceed the amount provided in Article V-A, above. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice.

Grantor will make payment on all invoices submitted in accordance with the terms of this Subgrant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Subgrant Agreement. The final invoice shall include certification to the effect that "Payment of this invoice constitutes complete satisfaction of all of Grantor's obligations under the reference Subgrant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Subgrant Agreement upon payment of this final invoice."

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Subgrant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) A spreadsheet (Excel or another approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Date of Service
- Participant last name
- Participant first name
- Other information as deemed necessary by Grantor.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Attachment B.

- C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state, or local funding is insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial

assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Subgrant Agreement, this Subgrant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, SUBGRANTEE hereby specifically acknowledges its obligations relative to the funds provided under this Subgrant Agreement pursuant to OMB Circulars A-110 (2 CFR 215), A-21 (2 CFR 220), A-122 (2 CFR 230), A-87 (2 CFR 225), A-102, as applicable under federal, state and local laws, and A-133, as well as 45 CFR 74 and 45 CFR 92, as applicable to Subgrantee under federal, state and local laws, including, but not limited to:

1. Standards for financial management systems: SUBGRANTEE and its subgrantee(s) will comply with the requirements of 45 CFR 74.21 and 45 CFR 92.20, including, but not limited to:
 - a. Fiscal and accounting procedures;
 - b. Accounting records;
 - c. Internal control over cash, real and personal property, and other assets;
 - d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
 - e. Source documentation; and
 - f. Cash management.
2. Period of Availability of Funds: Pursuant to 45 CFR 74.28 and 45 CFR 92.23, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Subgrant Agreement and for the term specified in Article IV of this Subgrant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than ninety (90) days after the end of the funding period, pursuant to federal law.
3. Matching or Cost Sharing: Pursuant to 45 CFR 74.23 and 45 CFR 92.24, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state, and local laws.
4. Program Income: Program income must be used and accounted for as specified in 45 CFR 92.25.
5. Real Property: If SUBGRANTEE 4 to use Subgrant funds for the acquisition of real property, title, use, and dispositive 4 property will be governed by the provisions of 45 CFR 92.31.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Subgrant funds, will be governed by the provisions of 45 CFR 74.34 and 45 CFR 92.32, as applicable.
7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Subgrant funds will be governed by the provisions of 45 CFR 74.35, 92.33 and 7 CFR 3016.33, as applicable.

ARTICLE VI. RECORDS

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.
- C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant for a period of six (6) years.

ARTICLE VII. AUDITS OF SUBGRANTEE

- A. Subgrantee agrees to provide for timely audits as required by OMB Circular A-133 unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 74.26 and 45 CFR 92.26, as applicable, and OMB Circular A-133, Subgrantee must ensure that it has an audit with a scope as provided in OMB Circular A-133, Subpart E, § **.500**, that covers funds received under this agreement. Subgrantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Subgrantee's receipt of any such audit report.
- B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII. SUSPENSION AND TERMINATION, BREACH AND DEFAULT

- A. This Subgrant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 3. Grantor may immediately terminate this Subgrant Agreement if there is a loss of federal or state funds, a disapproval of the Subgrant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Subgrant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Subgrant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Subgrant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 2. Disallow all or part of the cost of the Subgrant activity or action not in compliance;
 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Subgrant activity;
 4. Withhold further awards for the Subgrant activity; or
 5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Subgrant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Subgrant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Subgrant activities
 3. Prepare and furnish a report to _____ of the date Subgrantee received the notice of termination or suspension, that describes the status of all Subgrant activities and includes details of all Subgrant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.

- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Subgrant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Subgrant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX. NOTICES

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Subgrant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning all matters regarding this Subgrant Agreement will be sent to Name, Contact Person and address of Subgrantee.
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X. AMENDMENT

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI, below, only a document signed by both parties may amend this Subgrant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Subgrant Agreement without the necessity for executing written amendments. Any written amendment to this Subgrant Agreement will be prospective in nature.

ARTICLE XI. ADDENDUM

Grantor may elect to provide information concerning this Subgrant Agreement in an addendum hereto. Any addenda to this Subgrant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII. SUBGRANTS

7

- A. Subgrantee must perform all duties contained in this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
 - 1. Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will

impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state, and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 45 CFR 74.13 and 45 CFR 92.35, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR 92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
4. Monitoring: Subgrantee must manage and monitor the routine operations of subgrant supported activities, including each project, program, subgrant, and function supported by Subgrantee's subgrant, to ensure compliance with all applicable federal requirements, including 45 CFR 92.40. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state, and local laws, Subgrantee must take action to recover such funding.
5. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state, and local laws as a sub-recipient of Subgrantee under this Subgrant Agreement and as a pass-through entity of any awards of subgrants to other entities.

ARTICLE XIII. MISCELLANEOUS PROVISIONS

- A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant Agreement will not be affected if the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Subgrant Agreement impossible.
- C. Nothing in this Subgrant Agreement is 8 as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Subgrant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

Therefore, the below listed parties enter this Subgrant Agreement

SIGNATURES:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

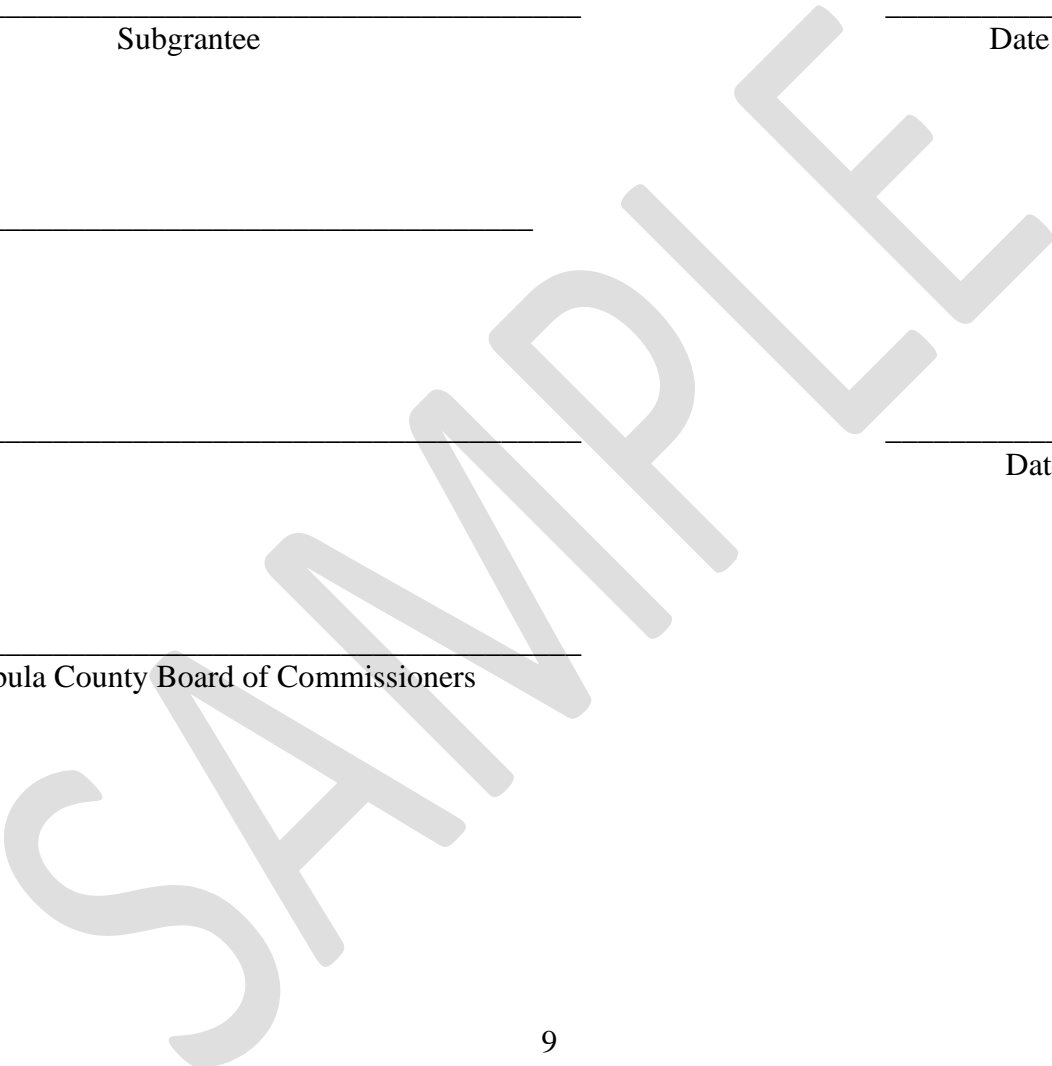
Date

Subgrantee

Date

Date

Ashtabula County Board of Commissioners



Attachment E Checklist

RFP Proposal Checklist

The purpose of this form is to guide the applicant with the organization of the proposal and ensure that all required proposal information is included, thereby expediting its review and processing. Please submit this form with the “master” copy of your proposal. **If an applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page**

Applicant Name:	
------------------------	--

Proposal Delivery	Included (✓)
RFP Delivered in a sealed envelope	
RFP #, applicant name and address clearly marked on outside of envelope	
Required # of copies – 1 master and 2 copies	

Proposal Cover Page	
Must include the applicants name, the RFP title and number. Identification of proposals as either a “master” or “copy”.	

*Please be sure that the following documents include a cover page.	Cover Page	Document
Applicant Information Page:		
Attachment A		

Required Documents	(section 2)	
A. Financial Statement Requirement		
B. Articles of Incorporation		
C. Proof of Liability Insurance/other required insurance		
D. EEO/Affirmative Action		
E. Professional or Operating Licenses		
F. Monitoring Documents		
G. Employee Training description		
H. Affidavit of Delinquent Personal Property Tax ORC 5720.042		
I. Affidavit of Non-Collusion		
J. Non-Discrimination Agreement O.R.C. 153.59		
K. Representation, Assurances, and Certifications document		
L. Applicant Acknowledgement Form		

Program Planning & Development	(section 3)	
Program Description		
Organizational Structure		
Provider/Staff Qualifications		

Applicant Budget	(section 4)	
Program Budget		

REQUEST FOR PROPOSALS (RFP)
FOR
SENIOR TRANSPORTATION SERVICES
&
VOLUNTEER SENIOR TRANSPORTATION SERVICES

Funded by:
Ashtabula County Senior Services Levy

Issued by:
ASHTABULA COUNTY JOB & FAMILY SERVICES
2924 DONAHOE DRIVE
ASHTABULA, OHIO 44004

Issue Date:
July 7, 2023

ACJFS RFP #7-24

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Senior Transportation Services funded by Ashtabula County Senior Services Levy

1. Introduction

The Ashtabula County Job & Family Services (ACJFS) is accepting proposals for the following Transportation Services:

Applicants may submit a proposal for either or both components of this Request for Proposal.

Senior Transportation Services

Provides for both Medical and Non-Medical transportation of Ashtabula County residents aged 60 and over. Medical transportation may include trips that are both within and outside of Ashtabula County. Transportation options need to provide the mobility that prevents isolation and promotes independence, enabling access to senior congregate settings, to health care and employment, to stores and entertainment venues, to civic and social activities, and to family and friends. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease.

Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria and who want to continue living at home and desire to preserve their independence.

ACJFS will determine participant eligibility or may assign the eligibility process to the Applicant. ACJFS may facilitate the coordination of non-emergency transportation services among multiple Applicants and/or funding sources.

Volunteer Senior Transportation Services

The service is inclusive of recruiting volunteer drivers, receiving phone calls from participants, scheduling rides, maintaining documentation of all ride requests, including, but not limited to, names and address of each passenger, date, times, address of each pick-up and destination, number of passengers. Volunteers will provide their own vehicle and be reimbursed for mileage. Applicants should have a developed orientation and training program that is inclusive of the safety of the individuals it serves. Transportation is provided for both Medical and Non-Medical trips. Medical transportation may include trips that are both within and outside of Ashtabula County. The service is for Ashtabula County residents aged 60 and over.

It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service. ACJFS seeks to provide services to residents throughout Ashtabula County. The services will commence January 1, 2024. Funding is provided through the Ashtabula County Senior Services Levy.

Terms

The term “Applicant” as used in this RFP refers to the individual or entity submitting a proposal.

The term “Agreement” as used in this RFP refers to either a contract or sub-grant agreement award.

The term “Provider” as used in this RFP refers to an “Applicant” who is selected to receive a contract or Subgrant Agreement because of this RFP process.

Ride Data

For the period of 01/01/22 - 12/31/22 approximately 186,450 miles of senior transportation were provided.

For the period of 01/01/22 - 12/31/22 approximately 0 miles of volunteer senior transportation were provided.

As a result of this RFP process and based on the quality of proposals received, ACJFS may proceed in any of the following manners including but not limited to:

1. Award an Agreement to one or more Applicants for the provision of senior transportation services.
2. Award an Agreement to one or more Applicants for the provision of volunteer senior transportation services.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation service delivery plan to best meet the needs of Ashtabula County.

Considering limited resources available, ACJFS and the Senior Levy Advisory Board may impose a limit on services provided to each client.

2. RFP Schedule & Submission Information

RFP Schedule

RFP Release	Date: 07/7/23
RFP Question Period Begins	Date: 07/7/23
Pre-Proposal Conference	Date: 07/19/23 @ 10:45 a.m.
RFP Questions Deadline	Date: 07/19/23 @ 4:30 p.m.
Deadline for Proposals Received by County Commissioners	Date: 08/02/23 @ 3:00 p.m.
Pre-Selection Meeting	Date: 9/20/23 @ 10:00 a.m.
Project Start-Up	Date: 01/01/24

A **mandatory** pre-proposal conference will be held on **Wednesday, July 19, 2023, at 10:45 a.m.** Attendance by the organization's Director/CEO or their designee at the pre-proposal conference is required. Please plan to attend:

**Ohio Means Jobs
2247 Lake Ave.
Ashtabula, Ohio 44004**

Contact Person

All questions pertaining to this RFP must be sent via email or fax prior to **4:30 p.m.** on **07/19/23**. Contact information:

**ATTN: Darcy Mosier, Social Program Specialist
Email: Darcy.Mosier@jfs.ohio.gov
Fax: 440-994-4253**

Proposal Delivery

Mail or deliver one (1) master copy and two (2) duplicates (three total) of the entire written proposal in a sealed envelope and in the required format to:

**The Board of Ashtabula County Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092**

The envelope containing the proposal must be received **no later than 3:00 p.m. on 08/02/2023** and clearly marked with the RFP number:

ACJFS RFP #7-24

Name and address of the applicant must be included on the outside of the envelope or package.

3. Provider Requirements

If awarded a contract or subgrant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
 - a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
 - b. Non-discrimination laws in the provision of services.
 - c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
 - d. All Federal, State of Ohio, and local laws, rules, executive orders, and other legal requirements as they apply to public transportation including drug abuse and alcohol misuse requirements as appropriate.
3. Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
 - a. Reporting and documenting consumer incidents.
 - b. Obtaining written permission from consumers to share information and/or release information to anyone.
 - c. The content of consumer records, as well as the handling, storage, and retention of records.
 - d. Personnel matters, including:
 - Job descriptions for each position
 - The documentation of each employee's qualifications for the service(s) to be provided
 - Performance appraisals for all workers
 - Documentation of compliance with required staff orientation training
 - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Comply with the Drug Free Work Place Act.
8. Be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
9. Document that all utilized vehicles have insurance in compliance with Ohio's financial liability law requirements. A copy of the certificate of insurance and vehicle registration shall be maintained in each vehicle.
10. Document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
11. Document that each vehicle operator has current/valid Ohio motor vehicle operator's license or a license appropriate to the vehicle (i.e., commercial driver's license) and have at least two years of licensed driving experience.
12. Document that an annual OBMV check on vehicle operators has been successfully completed. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
13. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
14. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.
15. Ensure that drivers are trained and knowledgeable in hands-on transfer techniques prior to transporting participants which will include but not be limited to observation for signs of difficulty, proper way to offer to assist participant, proper assistance techniques and that each operator has been trained and skill-tested in the proper use of the wheelchair lift and

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- securing mechanisms prior to transporting any wheelchair-bound participant.
16. Submit a monthly report to ACJFS when a wait list exists. The report must include the number of participants on the wait list, the number added to the wait list since the previous, and those from the wait list that have had service initiated during the current month.
 17. Prioritize clients referred by ACJFS' Adult Protective Services (APS). APS clients shall receive priority over all others when in need of service.
 18. Have a Prioritization Policy. A prioritization of service policy and the procedure that is followed must be defined in the Providers' program description. The prioritization system must distribute services equitably but ensure priority to those determined to be at greatest need. Wait list clients shall be served on basis of priority ranking and then chronologically as service becomes available.
 20. Comply with all transportation policies established by the Ashtabula County Senior Services Levy Advisory Board.

Inspections and compliances

The Provider is responsible for assuring the safety of each vehicle used to transport participants according to these standards:

1. The Provider shall have a written plan for regularly scheduled maintenance and safety inspection of vehicles used, and must document compliance with the plan.
2. Per O.R.C. 4766.04(A) any person who furnishes, operates, conducts, maintains, advertises, engages in, or proposes or professes to engage in the business or service of transporting people who are seriously ill, injured, or otherwise incapacitated or who require the use of a wheelchair or are confined to a wheelchair are required to be licensed by the Ohio Division of Emergency Medical Service.
3. All vehicles shall:
 - a. Be equipped with seat belts for everyone transported unless the vehicle is exempted by state law.
 - b. Have documentation that an annual safety inspection has been conducted through either the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Appendix I-A.
 - c. Vehicles designed for transporting five or more individuals shall be equipped with emergency equipment specified in Appendix I-A.
4. Vehicles equipped for transporting participants remaining in wheelchairs shall:
 - a. Be equipped with permanently installed floor wheelchair restraints for each wheelchair position used.
 - b. Have documentation of daily inspection and testing of the wheelchair lift prior to transporting any participant that day as outlined in Appendix I-B.

4. Proposal Specifications & Format**Proposal Information**

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. To ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final Agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the Agreement.

Proposal Cost

The costs of developing proposals are entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the applicant for any expenses incurred because of the RFP process.

Proposal Communication

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. Questions must be submitted in writing. Any verbal questions will not be

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answered except at the pre-proposal conference. Attempts to make prohibited communications by potential applicants may result in the disqualification of those applicants' proposals.

Proposal Format (Please note: some requirements have changed from previous years)

To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section.

Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point font, and not stapled (please use binder clips or paper clips, if possible.) The proposal, including one (1) master, and two (2) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided (**Attachment C**), and if possible, identification on each page explaining to which section it belongs.

Only information that is specifically requested in the RFP should be included.

Applicants may submit a proposal for either Senior Transportation Services, Volunteer Senior Transportation Services, or both. If submitting a proposal for both, Section 3 (Program Planning and Development) and Section 4 (Applicant Budget) are required for each.

The proposal must be organized in the following format:

Title Page (not provided) - A proposal title page is required, including the applicant's name, the RFP title & RFP number. The title page must clearly identify the proposal as a "master" or "copy".

Proposal Checklist – (Attachment E) must be submitted with "Master" copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 - Application Information (Attachment A)

Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original applicant information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the applicant contractually. The signature must indicate the title or position the individual holds in the applicant's organization. Unsigned proposals will be rejected.

Section 2 - Required Documents

Applicants shall submit the following with their proposal: (A cover page is provided with the RFP for each item and must be included with the proposal, preceding, and identifying each required document).

A. Financial Statement Requirement: (with master copy only)

1. Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the Applicant's most recent two fiscal years.

-or-

2. If the Applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the Applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

B. Articles of Incorporation

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- C. Proof of Liability Insurance/Other Required Insurance
- D. Equal Employment Opportunity - Affirmative Action Plan
- E. Professional or Operating licenses
- F. Documents used for monitoring
- G. Employee Training Program description
- H. If applicable: a copy of the license(s) to operate the taxicab company in each area of service
- I. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
- J. Affidavit of Delinquent Personal Property Tax ORC 5720.042
- K. Affidavit of Non-Collusion
- L. Non-Discrimination Agreement O.R.C. 153.59
- M. Representation, Assurances, and Certification's document

Section 3 - Program Planning and Development

The Program Planning and Development section must include the following information:

- A. Program description:
 - 1. Provide a description of how the program service specifications will be fulfilled. The description should demonstrate the applicant's understanding of the program as described in the RFP.
- B. Provide a summary of service and description for each of these areas:
 - 1. Days and hours service is available. (ACJFS seeks to provide services 24 hours a day, 7 days per week).
 - 2. The number of years the Applicant has been providing service(s) like the proposed service(s), resulting in relevant experience.
 - 3. Specifications (proposals should respond to either a, b, or both)
 - a. Senior Transportation Services
 - (1). A detailed description of the Applicant's method of calculating a trip charge. ACJFS reserves the right to negotiate with individual Applicants the method of charging trip mileage.
 - (2). Definition of a round trip ride.
 - (3). Describe the method of charging a "shared" trip.
 - (4). Define a "no go" charge.
 - (5). Number of vehicles used to provide service, passenger capacities and number of wheelchairs lift equipped vehicles.
 - b. Volunteer Senior Transportation Services
 - (1). Number of volunteers used to provide service.
 - (2). Applicants must explain their process for receiving calls, responding to trip requests, and assigning a volunteer.
 - (3). Explain the methodology of how volunteers will be reimbursed for services i.e., mileage reimbursement.
 - (4). Explain how you accommodate last minute requests.
 - (5). Provide a detailed description of the method of calculating a shared trip charge. ACJFS reserves the right to negotiate with individual Applicants the method of charging trip mileage.
- C. Geographic service areas
 - 1. Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
- D. Organizational structure
 - 1. State the history of the applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.
- E. Applicant/Staff Qualifications
 - 1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.

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When completing sections 2 and 3, if an applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 - Applicant Budget (Attachment B)

An electronic copy of the Applicant budget is available upon request.

All applicants are required to submit an Applicant Budget (Attachment B) which establishes a unit rate(s) for the proposed service. The unit rate shall include all costs associated with the program including administrative, training, and record documentation. All rates included in the proposal are subject to negotiation if an Applicant is awarded an Agreement.

Unit of Service

- a. A unit of service is equal to one mile.
- b. Proposals must include a standard all-inclusive rate per mile for all forms of transportation, all types of vehicles (standard passenger vehicle, van or mini-van, or wheelchair lift equipped vehicle). The standard rate must cover all trips either within Ashtabula County or Outside of Ashtabula County. The rate shall not include any type of “base” or “surcharge” fee.

5. Evaluation and Selection Process**Proposal Evaluation**

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements specified in the RFP. Proposals which adhere to the minimum requirements will be deemed “Qualified”. Those which do not, will be deemed “non-Qualified”. Partial submissions or proposals submitted after the designated deadline will be determined to be “non-Qualified”. “Qualified” proposals will then be reviewed in Stage 2, in accordance with the review process.

Stage 1 Review:

“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 by **08/02/23** and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed “non-Qualified” and will not be considered.
2. Completeness of Submission - proposal submission must include:
 - a. Required number of copies: 1 master and 2 copies (3 total)
 - b. Section 1 Applicant Information Page (Attachment A)
 - c. Section 2 Required Documents A, B, C, D,E,F,G,H,I,J,K,L,M
 - d. Section 3 Program Planning & Development (required for each service proposed)
 - e. Section 4 Applicant Budget (required for each service proposed)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review

All “Qualified” proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

- Attendance at the pre-proposal conference.
- Information obtained from Program Planning and Development (Section 3):
 - A. Applicant’s program description shows understanding of the services requested and provides a detailed description of how the service specifications will be fulfilled.

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- *B.1* Ability to adequately service clients according to hours of operation as stated in RFP.
- *B.2* Applicant demonstrates experience with this service or similar service. If experience is not available, Applicant shows they qualify to provide the services without prior experience.
- *B.3 a, b* Applicant meets the service specifications for either Senior Transportation Services items 1 – 5, Volunteer Senior Transportation Services 1 – 5, or both.
- *C.* Applicant demonstrates ability to meet the service area required by the RFP.
- *D. & E.* organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of proposed service from Applicant Budget (Section 4)
 - The budget effectively defines the unit rate. The budget is inclusive of only necessary costs associated with the program.

If submitting a proposal that would include both Senior Transportation Services and Volunteer Senior Transportation Services, each will be evaluated separately.

Following the Stage 2 Review,

- Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for an oral presentation, a conference call or Zoom meeting, if ACJFS determines further information is necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process. There is no need to attend the pre-selection meeting/SLAB meeting unless you are asked to do so.

Proposal Selection

Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an Agreement. Proposal selection does not guarantee an Agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding the Agreement, ACJFS reserves the right to terminate discussions without cause. In this event, ACJFS reserves the right to select another Applicant from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary.

Acceptance and Rejection of Proposals

ACJFS reserves the right to:

- reject any or all proposals, or any part thereof without cause
- select a proposal received based on individual items, or on the entire list of items
- not award an Agreement through this RFP process, based on the quality of the proposals submitted
- not select any applicant should ACJFS decide not to proceed
- waive any informality in the proposals

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an Agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the Senior Services Levy allocated for this service.

(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.

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(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting

The post-selection meeting may be utilized only by “Qualified” Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Darcy Mosier at the address given in the Contact Person section.

Caveat

ACJFS is under no obligation to award a contract/subgrant agreement because of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

6. Award of Contract/Subgrant Agreement**Overview**

The Agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant’s proposal, and all other agreements that may be reached. ACJFS will design, develop, and implement the structure of the Agreement. This RFP, the successful Applicant’s proposal, and other applicable addenda will become part of the final Agreement.

Availability of Funds

ACJFS reserves the right to not award an Agreement through this RFP process, based on available funding.

Term

The term of the agreement shall be one (1) year with a tentative effective date of 01/01/24.

Invoicing

Provider(s) will submit a detailed invoice to ACJFS monthly in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance & Monitoring

Providers are expected to track and report monthly:

- a. Total number of non-duplicated clients served per month by township of residence.
- b. Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+.
- c. Total number of one-way trips per month.
- d. Total number of one-way medical trips per month.
- e. Total number of one-way non-medical trips per month.
- f. Monthly waiting list report relevant to the requirements of the RFP.

ACJFS may perform at least one on-site monitoring visit during the agreement period.

Providers must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Client Database

Upon award of an agreement with ACJFS and implementation of services, Providers are required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include

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client name, address, phone number, township, and age. After the initial file is provided, the Provider will submit to ACJFS monthly included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

See **Attachment D** for a sample Provider Agreement for minimum contractual requirements of all ACJFS providers.

Confidentiality and Security

The Provider agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded by Ashtabula County Senior Services Levy. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules

Service Providers shall understand, agree with, and comply with the following:

1. American's with Disabilities Act of 2090
2. Occupational Safety and Health Act of 2070
3. Equal Employment Opportunity Act
4. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
5. Any Federal, State and Local laws regarding the service

If awarded an Agreement which exceeds \$100,000.00, Providers shall understand, agree, and comply with the following:

6. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
7. Certify that no funds appropriated by the Agreement will be used for lobbying as described in 31 USC 1352. The Provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
8. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

Patent or Copyright Liabilities

The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights

The ACJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, software modifications and documentation for County, State, and Federal government purposes (edited APM.4046. (5))

**Appendix I-A
Vehicle Requirements**

Required Annual Inspection Elements for Vehicles:

A. Seating

1. All seats must be securely fastened to the floor.
2. No broken tubing or protruding pieces of metal should be around seats.

B. Defrosters & Heaters

1. Must operate as designed.
2. Heater cores must be clean and free of leaks and obstructions to the flow of air.
3. Hoses must not have cracks or leaks and must otherwise be in good condition.
4. Fan guards must be metal or plastic.

C. Windshield Wipers/Washers

1. Must operate as designed.
2. Wiper blades in the vehicle operator's field of vision must be clean.
3. Wiper blades must not be brittle or badly worn.

D. The Floor Must Be Metal and Intact Without Holes

E. Mirrors

1. Must have at least one rear view interior mirror that is properly secured and in proper placement.
2. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
3. Prismatic lens must be properly installed.
4. All mirrors must enable vehicle operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

F. Emergency Equipment

1. Three red reflectors must be stored in the vehicle.
2. The vehicle must have a five-pound dry chemical fire extinguisher with the minimum rating outlined in section 20.b.c. of the Ohio fire code and based on section 10 of the National Fire Protection Association. The fire extinguishers must be securely mounted near the vehicle operator for easy access.
3. The vehicle must be equipped with a first aid kit.

G. Brakes

1. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
2. Tail exhaust pipes are properly secured to prevent dropping on brake lines.
3. Vehicles using vacuum-assisted brakes: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
4. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.

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5. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
6. All moisture ejection valves must be free of leaks and in proper working order.

H. Emergency Brake

1. The vehicle must have a functional emergency brake that can stop or holding the vehicle in an emergency or while parked. The emergency brake shall hold the vehicle on any grade and under all conditions of loading on a surface free of snow, ice, or loose material.
2. If the emergency brake is located on the drive shaft, the brakes shall:
 - a. Hold the vehicle in parked position.
 - b. Be properly mounted; and
 - c. Have cables that are properly lubricated and not hazardously worn.

I. Steering Gear

1. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
2. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
3. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
4. Tie rod ends must function properly.
5. Tires must not rub any chassis or body component in any position.

J. The Horn Must Operate As Designed**K. Windshield/Windows**

1. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
2. Plexiglas will not be used to replace safety glass.

L. Emergency Door (Applicable To Bus-Type Vehicles)

1. The door must be able to open to its maximum width without catching or binding.
2. All handles must be permanently installed.
3. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
4. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
5. The door must be free of temporary or permanent obstructions.
6. No padlocks or other added security devices are to be used to secure the door while the vehicle is in motion.

M. Springs/Shocks Must Be Intact and Properly Mounted**N. Tires**

1. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
2. Retread tires should not be located on the steering axle.
3. Must be free of irregular wear, cuts, bruises, and breaks.
4. Must be balanced and in proper alignment.
5. All lugs must be present and fitted tightly on tires.
6. All tread types must match mated tires.

O. Exhaust System

1. Must be intact and operating as designed.
2. All pipe and muffler joints must be properly welded or clamped.
3. Exhaust manifolds must be free of cracks and missing bolts.

P. Lights must operate as designed and meet ORC and OAC requirements for vehicle lighting.

Q. The vehicle body condition must be intact and free of broken parts that can cause injury.

R. Gas Tank Must

1. Be free of rust/damage and/or leaks.
2. Be securely mounted.

S. The seating area and aisle must be free of debris.

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements

For each day services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to these specifications:

1. Run the lift through one complete cycle to be sure that it is operable.
2. Check for any signs of seal leaking or binding of hardware.
3. Check for frayed or damaged lift cables, hydraulic hoses, or chains.
4. Check for physical damage and jerky operation.
5. Check for hazardous protrusions and exposed edges. Assure that all protrusions are adequately padded and protected.
6. Check all fasteners and assure that all bolts are snug.
7. Make sure the lift is properly secured to the vehicle when stored.
8. Clean the lift completely of dirt, mud, gravel, and corrosive elements such as salt.
9. Lubricate the lift in compliance with the manufacturer's requirements.
10. Providers shall not use the lift any time repairs are necessary.

Attachment A

Applicant Information

Applicant Information

AGENCY / ORGANIZATION NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: _____

EXECUTIVE DIRECTOR/DIRECTOR: _____

PROGRAM COORDINATOR: _____ EMAIL: _____

FISCAL CONTACT: _____ EMAIL: _____

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted because of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued based on the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: _____ SIGNATURE: _____

(Note: original signature must be in blue ink)

TITLE: _____ DATE: _____

Attachment B

Applicant Budget Template

**Applicant Budget
 Summary**

Applicant:	
Date From:	To:

	Amount
I. Staff	
A. Salaries	\$ -
B. Payroll-Related Expenses	\$ -
Total Staff Costs	\$ -
II. Operations	
A. Travel and Short-Term Training	\$ -
B. Consumable Supplies	\$ -
C. Occupancy Costs	\$ -
D. Contract and Professional Services	\$ -
E. Other - Miscellaneous	\$ -
Total Operational Costs	\$ -
III. Equipment	
A. Equipment Depreciation	\$ -
B. Small Equipment Purchases	\$ -
C. Leased and Rented Equipment	\$ -
Total Equipment Costs	\$ -
Sub- Total of All Costs	\$ -
IV. Minus Other Program Resources	\$ -
Total Program Costs	\$ -

Budget Computation

Total Operating Expenses	\$ -
Divided by Total Operating Units	\$ -
= Unit Rate	\$ -
Unit Rate	\$ -
X number of units purchased	
= Total Contract Amount	\$ -

Unit = 1 mile

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Total Salaries				\$ -

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	
Worker's Compensation	
Unemployment Insurance	
Retirement Expenses	
Hospitalization	
Other (<i>identify</i>)	
Other (<i>identify</i>)	
Other (<i>identify</i>)	
Total Payroll-Related Expenses	\$ -

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile:	\$ -
Short-Term, Training	
Total Travel and Short-Term Training	\$ -

II. B. Consumable Supplies

Type	Amount
Office Supplies	
Cleaning Supplies	
Other (<i>identify</i>)	
Other (<i>identify</i>)	
Total Consumable Supplies	\$ -

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized	
Heat	
Electric	
Water	
Telephone	
Sewer	
Other (<i>identify</i>)	
Other (<i>identify</i>)	
Total Occupancy Costs	\$ -

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Amount
Total Contract & Services Costs	\$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Total Miscellaneous Costs	\$ -

III. B. Small Equipment Purchases (Equipment costing under \$25,000)

Item	Quantity	Amount
Total Small Equipment Purchases		\$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		\$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	\$ -

Attachment C
Cover Pages
Affidavit of Delinquent Personal Property Tax
Affidavit of Non-Collusion
Non-Discrimination Agreement
Representations, Assurances, and Certifications

Section 1
Applicant Information
Attachment A

Section 2
Required Documents

Section 2 (A)

Financial Statement Requirement

Section 2 (B)
Articles of Incorporation

Section 2 (C)
**Proof of Liability Insurance/
Other Required Insurance**

Section 2 (D)
Equal Employment Opportunity -
Affirmative Action Plan

Section 2 (E)
Professional or Operating licenses

Section 2 (F)
Documents used for monitoring

Section 2 (G)
Employee Training Program description

Section 2 (H)

Copy of the license(s) to operate the taxicab company in each area of service

Section 2 (I)
Ohio Medical Transportation Board (OMTB) Certification

Section 2 (J)
Affidavit of Delinquent Personal Property Tax ORC 5720.042

Section 2 (K)
Affidavit of Non-Collusion

Section 2 (L)
Non-Discrimination Agreement O.R.C. 153.59

Section 2 (M)
Representations, Assurances, and Certifications Document

Section 3
Program Planning and Development

Section 4
Applicant Budget
(Attachment B)

NON-COLLUSION AFFIDAVIT

(This affidavit must be executed for the Proposal to be considered)

STATE OF OHIO)
) ss.
COUNTY OF _____)

I, _____ being first duly sworn,
deposes and says that s/he is the _____ or authorized
representative of _____

or is the party submitting this Proposal; that such is genuine and not collusive or sham; that said Applicant has not colluded, conspired, connived, or agreed, directly or indirectly, with any other Applicant or person, to submit a sham Proposal, or refrain from submitting; has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Proposal price of affiant or any other Applicant; to fix the Proposal price of affiant or any other Applicant; to fix any overhead, profit or cost element of said Proposal price, or of that of any other Applicant; to secure any advantage against the County of Ashtabula or any person or persons interested in the proposed contract; that all statements contained in said Proposal are true, and that, such Applicant has not, directly or indirectly submitted this Proposal, or the contents thereof, or divulged information or data relative thereto to any other potential Applicant. Further, Affiant affirms that no county employee has any financial interest in this Applicant, or the Proposal being submitted.

Affiant

Title

SWORN to before me and subscribed in my presence this _____ day of _____, 20____.

NOTARY PUBLIC

(SEAL)

My commission expires
_____, 20____.

**NON-DISCRIMINATION AGREEMENT
(O.R.C. 153.59)**

That _____ in the performance of the public contract agrees to abide by the provisions of Ohio Revised Code Section 153.59 as follows:

(A) That, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability or military status as defined in section [4112.01](#) of the Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates;

(B) That no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any manner, shall discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, sex, disability or military status as defined in section [4112.01](#) of the Revised Code, or color.

(Name/President of Corporation)

(Secretary of Corporation)

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: _____

Company Address: _____

Telephone Number: _____ FAX: _____

The name and telephone number of the person(s) who has the authority to submit Proposal:

The name and telephone number of the person(s) who has the authority to sign contracts:

The legal status of the Applicant's organization _____

Date of establishment/incorporation: _____

Federal Employer Identification Number (FEIN): _____

Is the Company co-owned or controlled by a parent company? _____ Yes _____ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _____ Yes _____ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _____ Yes _____ No

If yes, has the company filed all required EEO reports to the necessary agencies? _____ Yes _____ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _____ Yes _____ No

Does the company have current or future plans for a buyout or sale? _____ Yes _____ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _____ Yes _____ No

The Applicant certifies it is a drug-free work place? _____ Yes _____ No

The Applicant certifies it is not delinquent on any Federal debt? _____ Yes _____ No

Attachment D

Sample Agreement

Subgrant Agreement

This Subgrant Agreement is entered into on the 1st day of January 2024 between the **Ashtabula County Job & Family Services and The Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as the “Grantor”) and the **Name of Subgrantee**, located at Address of Subgrantee (hereinafter referred to as the “Subgrantee”) to provide the **Name of Program** to individuals determined eligible for these services.

Therefore, in consideration of the mutual covenants contained in this Subgrant Agreement, the parties agree as follows:

RECITALS:

- a. This Subgrant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job and Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #, Name of Program Allocation, FAPM Rule: 5101:9-6-08.10.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

- A. “Grantor” means the Ashtabula County Job & Family Services.
- B. “Subgrantee” means the Name of Subgrantee.
- C. “Financial assistance” means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. “Federal, state and local laws” include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) circulars that a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state, and local laws also include any Governor’s Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state, and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I. PURPOSE OF THE SUBGRANT/SUBGRANT DUTIES

The purpose of the Subgrant and this Subgrant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Subgrant Agreement.

ARTICLE II. RESPONSIBILITIES OF GRANTOR

Grantor agrees to:

- A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and Federal, state, and local laws.
- B. Monitor Subgrantee to ensure the Subgrant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.
- D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.
- F. Perform those responsibilities as defined in Section 3 attachment (Program Planning and Development).

ARTICLE III. RESPONSIBILITIES OF SUBGRANTEE

Subgrantee agrees to:

- A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements, and restrictions of federal, state, and local laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state, or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit, and investigation.
- F. Perform those responsibilities as defined in Section 3 attachment (Program Planning and Development), attached hereto.

ARTICLE IV. EFFECTIVE DATE OF THE SUBGRANT

- A. This Subgrant Agreement will be in effect from (Date) through (Date) unless this Subgrant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.
- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Subgrant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor’s obligation or, in the case of a continuing Subgrant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Subgrant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V. AMOUNT OF GRANT/PAYMENTS

- A. This grant is in the total amount of.
- B. Payment will be made to Subgrantee on a cost-reimbursement basis. The total estimated cost shall be in accordance with the budget attached as Attachment B and shall not exceed the amount provided in Article V-A, above. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice.

Grantor will make payment on all invoices submitted in accordance with the terms of this Subgrant Agreement. The final invoice clearly marked “Final,” must be submitted within 30 days of the expiration date of this Subgrant Agreement. The final invoice shall include certification to the effect that “Payment of this invoice constitutes complete satisfaction of all of Grantor’s obligations under the reference Subgrant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Subgrant Agreement upon payment of this final invoice.”

Invoice Format: Subgrantee’s invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Subgrant Agreement number
- Service month and year
- Subgrantee’s name, address, telephone number and billing contact person’s name
- Total amount invoiced for the month

(2) A spreadsheet (Excel or another approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Date of Service
- Participant last name
- Participant first name
- Other information as deemed necessary by Grantor.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Attachment B.

- C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state, or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Subgrant Agreement, this Subgrant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.
- D. As a subrecipient of federal funds, SUBGRANTEE hereby specifically acknowledges its obligations relative to the funds provided under this Subgrant Agreement pursuant to OMB Circulars A-110 (2 CFR 215), A-21 (2 CFR 220), A-122 (2 CFR 230), A-87 (2 CFR 225), A-102, as applicable under federal, state and local laws, and A-133, as well as 45 CFR 74 and 45 CFR 92, as applicable to Subgrantee under federal, state and local laws, including, but not limited to:
1. Standards for financial management systems: SUBGRANTEE and its subgrantee(s) will comply with the requirements of 45 CFR 74.21 and 45 CFR 92.20, including, but not limited to:
 - a. Fiscal and accounting procedures;
 - b. Accounting records;
 - c. Internal control over cash, real and personal property, and other assets;
 - d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
 - e. Source documentation; and
 - f. Cash management.
 2. Period of Availability of Funds: Pursuant to 45 CFR 74.28 and 45 CFR 92.23, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Subgrant Agreement and for the term specified in Article IV of this Subgrant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than ninety (90) days after the end of the funding period, pursuant to federal law.
 3. Matching or Cost Sharing: Pursuant to 45 CFR 74.23 and 45 CFR 92.24, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state, and local laws.
 4. Program Income: Program income must be used and accounted for as specified in 45 CFR 92.25.

5. Real Property: If SUBGRANTEE is authorized to use Subgrant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45 CFR 92.31.
6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Subgrant funds, will be governed by the provisions of 45 CFR 74.34 and 45 CFR 92.32, as applicable.
7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Subgrant funds will be governed by the provisions of 45 CFR 74.35, 92.33 and 7 CFR 3016.33, as applicable.

ARTICLE VI. RECORDS

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state, and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state, and local laws, and which substantiates compliance with all applicable federal, state, and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.
- C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant for a period of six (6) years.

ARTICLE VII. AUDITS OF SUBGRANTEE

- A. Subgrantee agrees to provide for timely audits as required by OMB Circular A-133 unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 74.26 and 45 CFR 92.26, as applicable, and OMB Circular A-133, Subgrantee must ensure that it has an audit with a scope as provided in OMB Circular A-133, Subpart E, § **.500**, that covers funds received under this agreement. Subgrantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Subgrantee's receipt of any such audit report.
- B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII. SUSPENSION AND TERMINATION, BREACH AND DEFAULT

- A. This Subgrant Agreement may be terminated in accordance with any of the following:
 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An

agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 3. Grantor may immediately terminate this Subgrant Agreement if there is a loss of federal or state funds, a disapproval of the Subgrant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Subgrant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Subgrant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Subgrant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 2. Disallow all or part of the cost of the Subgrant activity or action not in compliance;
 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Subgrant activity;
 4. Withhold further awards for the Subgrant activity; or
 5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Subgrant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Subgrant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Subgrant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Subgrant activities and includes details of all Subgrant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.

- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Subgrant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Subgrant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX. NOTICES

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Subgrant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning all matters regarding this Subgrant Agreement will be sent to Name, Contact Person, and address of Subgrantee.
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X. AMENDMENT

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI, below, only a document signed by both parties may amend this Subgrant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Subgrant Agreement without the necessity for executing written amendments. Any written amendment to this Subgrant Agreement will be prospective in nature.

ARTICLE XI. ADDENDUM

Grantor may elect to provide information concerning this Subgrant Agreement in an addendum hereto. Any addenda to this Subgrant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

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ARTICLE XII. SUBGRANTS

- A. Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
 - 1. Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will

impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state, and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. **Debarment and Suspension:** As provided in 45 CFR 74.13 and 45 CFR 92.35, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
3. **Procurement:** While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR 92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
4. **Monitoring:** Subgrantee must manage and monitor the routine operations of subgrant supported activities, including each project, program, subgrant, and function supported by Subgrantee's subgrant, to ensure compliance with all applicable federal requirements, including 45 CFR 92.40. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state, and local laws, Subgrantee must take action to recover such funding.
5. **Duties as Pass-through Entity:** Subgrantee must perform those functions required under federal, state, and local laws as a sub-recipient of Subgrantee under this Subgrant Agreement and as a pass-through entity of any awards of subgrants to other entities.

ARTICLE XIII. MISCELLANEOUS PROVISIONS

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant Agreement will not be affected if the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Subgrant Agreement impossible.
- C. Nothing in this Subgrant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Subgrant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

Therefore, the below listed parties enter this Subgrant Agreement

SIGNATURES:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

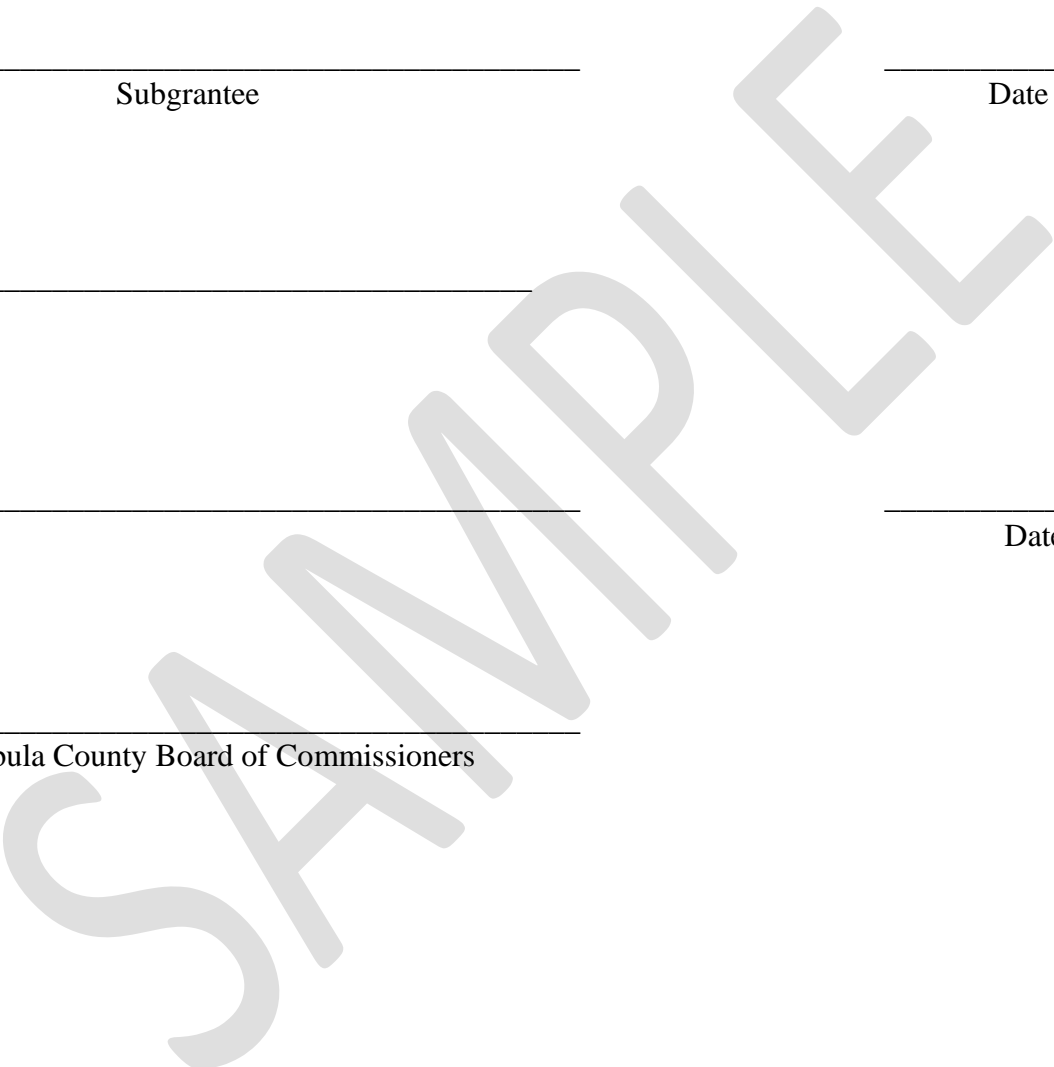
Date

Subgrantee

Date

Date

Ashtabula County Board of Commissioners



Attachment E

Checklist

RFP Proposal Checklist

The purpose of this form is to guide the applicant with the organization of the proposal and ensure that all required proposal information is included, thereby expediting its review and processing. Please submit this form with the “master” copy of your proposal. **If an applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page**

Applicant Name:	
------------------------	--

Proposal Delivery	Included (✓)
RFP Delivered in a sealed envelope	
RFP #, applicant name and address clearly marked on outside of envelope	
Required # of copies – 1 master and 2 copies	

Proposal Cover Page	
Must include the applicants name, the RFP title and number. Identification of proposals as either a “master” or “copy”.	

*Please be sure that the following documents include a cover page.	Cover Page	Document
Applicant Information Page:		
Attachment A		

Required Documents (section 2)		
A. Financial Statement Requirement		
B. Articles of Incorporation		
C. Proof of Liability Insurance/other required insurance		
D. EEO/Affirmative Action		
E. Professional or Operating Licenses		
F. Monitoring Documents		
G. Employee Training description		
H. Copy of the license(s) to operate the taxicab company in each area of service		
I. Ohio Medical Transportation Board (OMTB) certification, if applicable		
J. Affidavit of Delinquent Personal Property Tax ORC 5720.042		
K. Affidavit of Non-Collusion		
L. Non-Discrimination Agreement O.R.C. 153.59		
M. Representation, Assurances, and Certifications document		

Program Planning & Development (section 3)		
Program Description		
Organizational Structure		
Provider/Staff Qualifications		

Applicant Budget (section 4)		
Program Budget		

REQUEST FOR PROPOSALS (RFP)

FOR

SENIOR SERVICES PROGRAMS

- Independence and Wellness
- Senior Protective Services
- Chore Services
- Homemaker and/or Companionship Services

Funded By
Ashtabula County Senior Services Levy

Issued by
ASHTABULA COUNTY JOB & FAMILY SERVICES
2924 DONAHOE DRIVE
ASHTABULA, OHIO 44004

Issue Date:

July 7, 2023

ACJFS RFP #8-24

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**Senior Services Programs
Funded by
Ashtabula County Senior Services Levy**

1. INTRODUCTION

The Ashtabula County Job and Family Services (ACJFS) is accepting proposals from qualified public or non-profit organizations for the provision of providing Senior Services Programs throughout Ashtabula County to those age 60 and over beginning January 1, 2024. Funding is provided through the Ashtabula County Senior Services Levy.

Applicants may submit a proposal for one or more of the following programs:

Service Category
Independence and Wellness
Senior Protective Services
Chore Services
Homemaker and/or Companionship Services

Service Categories are explained in detail in Appendixes: I - Independence and Wellness, II – Senior Protective Services, III - Chore Services, IV – Homemaker and/or Companionship Services.

The term “Applicant” as used in this RFP refers to the individual or entity submitting a proposal.

The term “Program” as used in this RFP refers to the service(s) the applicant is proposing to provide.

The term “Agreement” as used in this RFP refers to either a contract or sub-grant agreement award.

The term “Provider” as used in this RFP refers to an “Applicant” who is selected to receive a contract or Subgrant Agreement because of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS and the Senior Levy Advisory Board may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

2. RFP SCHEDULE AND SUBMISSION INFORMATION

RFP Release	Date: 07/7/23
-------------	---------------

RFP Question Period Begins	Date: 07/7/23
Pre-Proposal Conference	Date: 07/19/23 @ 9:00 a.m.
RFP Questions Deadline	Date: 07/19/23 @ 4:30 p.m.
Deadline for Proposals Received by County Commissioners	Date: 08/2/23 @ 2:00 p.m.
Pre-Selection Meeting	Date: 09/20/23 @ 10:00 a.m.
Project Start-Up	Date: 01/01/24

A **mandatory** pre-proposal conference will be held on **Wednesday, 7/19/23 at 9:00 a.m.** Attendance by the organization's Director/CEO or their designee at the pre-proposal conference is required. If you do not attend this meeting your RFP will be **disqualified**. Please plan to attend:

Ohio Means Jobs
2247 Lake Ave.
Ashtabula, Ohio 44004

Contact Person

All questions pertaining to this RFP must be sent via email or fax prior to **4:30 p.m.** on **07/19/23**. Contact information:

ATTN: Darcy Mosier, Social Program Specialist
Email: Darcy.Mosier@jfs.ohio.gov
Fax: 440-994-4253

Proposal Delivery

Mail or deliver one (1) master copy and two (2) duplicates (three total) of the entire written proposal in a sealed envelope and in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The envelope containing the proposal must be received no later than **2:00 p.m.** on **08/02/23** and clearly marked with the RFP number:

ACJFS RFP #8-24

Name and address of the applicant must be included on the outside of the envelope or package.

3. PROVIDER REQUIREMENTS

If awarded a contract or subgrant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:

- a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
 - b. Non-discrimination laws in the provision of services.
 - c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
 - d. All federal, state of Ohio, and local laws, rules, executive orders, and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
 - a. Reporting and documenting consumer incidents.
 - b. Obtaining written permission from consumers to share information and/or release information to anyone.
 - c. The content of consumer records, as well as the handling, storage, and retention of records.
 - d. Personnel matters, including:
 - Job descriptions for each position
 - The documentation of each employee's qualifications for the service(s) to be provided
 - Performance appraisals for all workers
 - Documentation of compliance with required staff orientation training
 - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Work Place Act.
9. Maintain a confidential record for each participant. Each file shall include:
 - a. Participant's name, address, and phone number
 - b. Participant's date of birth and gender
 - c. Participant's township of residence
 - d. Date(s) of Service
 - e. Number of units of service received
 - f. Description of service provided
10. Be able to deliver services five days a week. Evidence of a back-up service delivery plan must be provided.
11. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
12. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.
13. Utilize an intake form that collects client name, address, phone number, date of birth, township of residence, time spent with client, and purpose of visit.
14. Provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

15. Not allow any exchange of money between the Senior Levy client and the Provider's staff. Exceptions to this provision can be made by the Senior Services Levy Program Administrator through discussions with the Provider.
16. Not pick up or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this provision can be made by the Senior Services Levy Program Administrator through discussions with the Provider.
17. Submit a monthly report to ACJFS when a wait list exists. The report must include the number of participants on the wait list, the number added to the wait list since the previous, and those from the wait list that have had service initiated during the current month.
18. Have a Prioritization Policy. A prioritization of service policy and the procedure that is followed must be defined in the Provider's program description. The prioritization system must distribute services equitably but ensure priority to those determined to be at greatest need. Wait list clients shall be served on basis of priority ranking and then chronologically as service becomes available.

In addition, Services requested through this RFP do not include or allow for the provision of transportation services to Senior Levy clients.

4. PROPOSAL SPECIFICATIONS AND FORMAT

Proposal Information

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the Applicant's expense. To ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost

The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred because of the RFP process.

Proposal Communication

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. Any verbal questions will not be answered except at the pre-proposal conference.

Proposal Format (Please note: some requirements have changed from previous years)

To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and two (2) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (**Attachment C**), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) – A proposal cover page is required, including the Applicant’s name, the RFP title & RFP number. The cover page must clearly identify the proposal as a “Master” or “Copy”.

Proposal Checklist – (Attachment E) must be submitted with “Master” copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 – Applicant Information Page (Attachment A)

Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant’s organization.

Section 2 – Required Documents

Applicants shall submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding, and identifying each required document)

A. Financial Statement Requirement: (with Master copy only)

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve month period and be within the applicant’s most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant’s most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

- B. Articles of Incorporation
- C. Proof of Liability Insurance/Other Required Insurance
- D. Equal Employment Opportunity – Affirmative Action Plan
- E. Professional or Operating licenses
- F. Documents used for monitoring goals and outcomes
- G. Employee Training Program description
- H. Affidavit of Delinquent Personal Property Tax ORC 5719.042
- I. Affidavit of Non-Collusion
- J. Non-Discrimination Agreement ORC 153.59
- K. Representations, Assurances and Certifications document
- L. Applicant Acknowledgement Form (Re: Client Donations)

Section 3 - Program Planning and Development

The Program Planning and Development section must include the following information for each program area.

A. Program description

1. Applicants shall include a narrative that describes their proposed service. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant’s service area and provide supporting evidence (how will this program benefit the Applicant’s service area).
3. Experience of Applicant in administering the proposed service.
4. Provide the units of service and number of unduplicated clients for the prior year and the same numbers for the proposed year.

Example:

Service Area Township, Village or City	Units Provided & Unduplicated Clients Served in past 12 months age 60-75	Proposed Number of Units & Unduplicated Clients to be Served age 60-75	Units Provided & Unduplicated Clients Served in past 12 months age 76+	Proposed Number of Units & Unduplicated Clients to be Served age 76+
Ashtabula Township	Units 300 Unduplicated Clients 10	Units 350 Unduplicated Clients 11	Units 500 Unduplicated Clients 14	Units 550 Unduplicated Clients 15

5. Days and hours program is available
6. Client Intake
 - a. Describe the method of client intake.
 - b. Explain in detail the intake process and any form of follow-up that would occur.
 - c. Submit client intake tool.
7. Provide source and amounts of any Federal, State, or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.
8. Describe your service collaboration/coordination with other community providers, programs and funding sources.
9. Describe how your organization’s vision and mission align with the Senior Levy Mission Statement, “Our mission is to provide superior service, promote well-being and self-sufficiency, alleviate conditions of poverty and improve health and safety.”

C. Organizational Structure:

1. State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members

D. Provider/Staff Qualifications

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization’s employee training requirements.
3. Explain in what capacity volunteers (if any) will be used in delivery of the proposed service. Provide the number of active volunteers as well as the number of hours provided annually by volunteers. Provide the number of active volunteers as well as the number of hours provided annually by volunteers.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B)

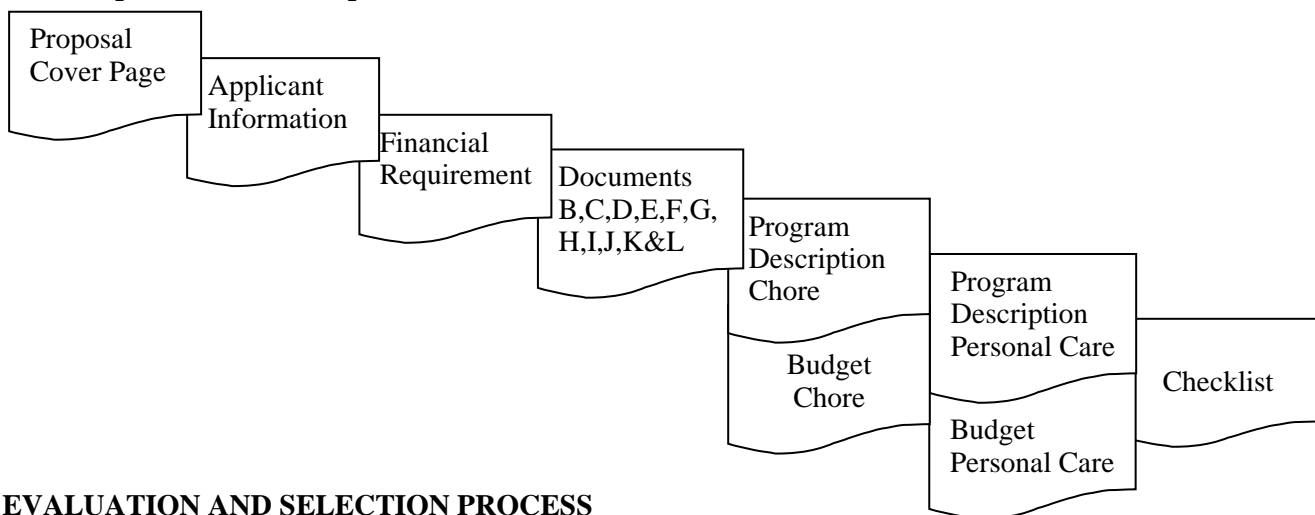
An electronic copy of the budget in EXCEL format is available upon request: older versions in WORD should not be used.

All Applicants are required to complete a separate budget which establishes the unit rate(s) for each of the proposed services(s).

A. Unit of service

1. The unit rate shall include all costs associated with program including administrative, training and record documentation.
2. Any and all anticipated costs related to implementation of the service should be include in the budget and reflected in the unit rate. The Applicant must take into consideration any adjustments in rate for any applicable cost in developing the program budget. Adjustments not projected during budget development may not be honored by ACJFS at a later request date at the discretion of ACJFS. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

Proposal format example:



5. EVALUATION AND SELECTION PROCESS

Proposal Evaluation

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed “Qualified”. Those which do not, will be deemed “non-Qualified”. “Qualified” proposals will then be reviewed in Stage 2.

Stage 1 Review

“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 by **08/02/23** and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed “non-Qualified” and will not be considered.
2. Completeness of Submission – proposal submission must include:
 - a. Required number of copies: Three (3); 1 master and 2 copies
 - b. Section 1 Applicant Information Page (Attachment A)
 - c. Section 2 Required Documents A, B, C, D, E, F, G, H, I, J, K, L

- d. Section 3 Program Planning & Development
- e. Section 4 Applicant Budget

Failure to meet these requirements may result in a rejected application. No application shall be rejected if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review

All “Qualified” proposals will be reviewed and evaluated; each program proposal will be evaluated individually. At any time during the review process ACJFS may request additional information from the Applicant.

The evaluation may include, but will not be limited to:

- Information from Program Planning and Development (section 3):
 - A.1 Applicant’s program description shows understanding of the services requested and provides a detailed description of how the service will be fulfilled.
 - A.2 Proposal thoroughly identified the service area and its need.
 - A.3 Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
 - A.4 Statistics provided support the need for the proposed service.
 - A.5 Days and hours services is available.
 - A.6 Proposal thoroughly explains the method of client intake.
 - B & C Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of the proposed service from program budget (section 4)
 - The budget effectively defines the unit rate. The budget is inclusive of only necessary cost associated with the program.
- Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review,

- Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for an oral presentation, a conference call or Zoom meeting, if ACJFS determines further information is necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process. There is no need to attend the pre-selection meeting/SLAB meeting unless you are asked to do so.

Proposal Selection

Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions without cause. In this event, ACJFS reserves the right to select another Applicant from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary.

Acceptance and Rejection of Proposals

ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof without cause
- Select a proposal received based on individual items, or on the entire list of items
- Not award an agreement through this RFP process, based on the quality of the proposals submitted

- Not select any Applicant should ACJFS decide not to proceed
- Waive any informality in the proposals

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the Senior Services Levy allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting

The post-selection meeting may be utilized only by “Qualified” Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Darcy Mosier at the address given in the Contact Person section.

Caveat

ACJFS is under no obligation to award a contract/subgrant agreement because of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

6. AWARD OF CONTRACT/SUBGRANT AGREEMENT

Overview

The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant’s proposal and all other agreements that may be reached. ACJFS will design, develop, and implement the structure of the agreement. This RFP, the successful Applicant’s proposal and other applicable addenda will become part of the final agreement.

Availability of Funds

ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term

The term of the agreement shall be one (1) year with a tentative effective date of 01/01/24.

Invoicing

Provider(s) will be required to submit a detailed invoice to ACJFS monthly in an electronic format compatible with excel as well as a hard copy formatted as approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance & Monitoring

Providers are expected to track and submit with invoices monthly:

- a. Total number of non-duplicated clients served per month by township of residence.
- b. Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
- c. Monthly waiting list report relevant to the requirements of the RFP
- d. ACJFS may perform at least one on-site monitoring visit during the contract period

Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by ACJFS.

Client Database

Upon award of an agreement with ACJFS and implementation of services, Providers are required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. After the initial file is provided, the Provider will submit to ACJFS monthly included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS providers.

Confidentiality and Security

The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Senior Services Levy. Applicant assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules

Providers shall understand, agree with, and comply with the following:

1. American's with Disabilities Act of 1990
 2. Occupational Safety and Health Act of 1970
 3. Equal Employment Opportunity Act
 4. Any Federal, State and Local laws regarding the service
- If awarded an agreement which exceeds \$100,000.00 Service Providers shall understand, agree and comply with the following.*
5. Clean Air Act, as amended, 42 USC §§ AA 7401 *et seq.*
 6. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 7. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

Patent or Copyright Liabilities

The Applicant will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims has occurred, or is likely to occur, ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights

The ACJFS will have ownership rights in software, software modifications and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, software modifications and documentation for County, State and Federal Government purposes.

EXHIBIT I

Appendix I
ACJFS RFP #8-24
Ashtabula County Senior Services Levy
Independence and Wellness
Program Description

Independence and Wellness for Seniors

Term: January 1, 2024 – December 31, 2024

Unit of Service: One (1) Hour of service.

Area to be served: Ashtabula County or portions thereof.

Independence and Wellness for Seniors

The purpose of this program is to provide independence and wellness programs for the senior population of Ashtabula County. Such programs will offer opportunities for socialization, wellness education and promotion, recreational and physical activities, linkage to life-enhancing community services and healthy aging. Participation in these programs will result in seniors experiencing meaningful personal interactions, maintaining their independence and dignity, monitoring their physical well-being, and having access to information related to county-wide senior services and resources. Eligible participants: a) must be age 60 or over, b) and reside in Ashtabula County.

Programs need to promote the health and wellness of older adults by participating in a social community or other groups. Participation in these programs will result in increased knowledge of private and public health insurance programs. Programs provided may include, but are not limited to:

- Recreation and fitness activities
- Health promotion
- Community engagement
- Services that improve the quality of life and encourage community involvement
- Programs allowing seniors the opportunity to gather; supporting social independence and preventing isolation and loneliness that is often the result of disconnection from peers and family
- Programs which offer resources that enable education
- Cultural opportunities to meet the needs of the aging community
- Technological and social media assistance programs
- Obtaining free or reduced cost prescriptions based upon eligibility by:
 - Providing improved access to existing prescription drug patient assistance programs to help meet the needs of individuals who cannot afford their medications
 - Assisting seniors who are Medicare Part D eligible with information to find suitable plans

Appendix II
ACJFS RFP #8-24
Ashtabula County Senior Services Levy
Senior Protective Services
Program Description

Term: January 1, 2024 – December 31, 2024

Unit of Service: One (1) Hour of service.

Area to be served: Ashtabula County

Senior Protective Services

This program assists seniors, ages 60 and over who are functionally impaired, unable to meet their own needs and may be victims of abuse, neglect, or exploitation. The program must provide seniors with services that are appropriate to the needs of everyone, strive to maximize the adult's independence and self-direction, and seek to prevent unnecessary institutionalization and enable the adult to remain in his or her own home if possible. Services should be designed to identify and correct situations which restrict an individual's ability to carry out normal activities and to protect personal rights. To the extent that funds are available, programs may include, but are not limited to Guardianship and Payeeship. The program is funded by the Ashtabula County Senior Services Levy.

Referrals for services will come through Probate Court, the Adult Protective Services division of ACJFS, family and community members and other service or government organizations.

Guardianship

Guardianship is a legal relationship provided to individuals who are alleged to be incompetent and to individuals who are adjudicated incompetent by the court and need a guardian. These services are appropriate when no other person or entity is available or suitable to assume this responsibility. Services may include:

- a. Assessing an individual's need for guardianship
- b. Locating the appropriate person(s) to serve as guardian(s)
- c. Petitioning for the adjudication of incompetence
- d. Training individuals for guardianship duties
- e. Appointment of guardian
- f. Arranging for care, control, and protection of ward
- g. Monitoring condition and welfare of ward
- h. A guardianship and the guardian's powers and duties end when any of the following occurs:
 1. The ward dies
 2. The court of appropriate jurisdiction removes the guardian from their position.
 3. The ward's competence is restored; or
 4. The guardian resigns

Payeeship

Payeeship is a service provided to individuals who are unable to manage the money from a federal agency (Social Security, Veterans Administration) or pension, due to failing health, physical or mental impairment. The agencies involved enforce the procedures and have the authority to manage the legal arrangement to receive an individual's government check and use the funds on behalf of the Beneficiary. These services are appropriate when no other person or entity is available or suitable to assume this responsibility. Responsibilities of a representative payee may include:

- a. Using funds for Beneficiary's support and care (food, shelter, clothes, medical care, institutional care and personal comfort)
- b. Arranging payment for personal debt of the Beneficiary
- c. Investing unused funds in federally insured financial institutions
- d. Providing case management as a minor component of total service
- e. Payeeship and representative payee duties end when any of the following occurs:
 1. Death of the Beneficiary
 2. Removal of payee status by the governing agency
 3. Beneficiary's competence is restored
 4. The payee resigns

Appendix III
ACJFS RFP #8-24
Ashtabula County Senior Services Levy
Chore Services
Program Description

Chore

Term: January 1, 2024 – December 31, 2024

Unit of Service: One (1) Hour of service.

Area to be served: Ashtabula County or portions thereof.

Chore Services for Seniors

The basic purpose of this program is to provide seniors with minor home repair and maintenance, so they may continue to live independently in a safe environment.

Chore service is designed to improve, restore, or maintain a clean, sanitary, and safe living environment through the performance of minor tasks in and around the home that are beyond the senior's capability, and the removal of hazards that may pose a threat to the seniors' health and welfare. Chore services are provided only in cases where neither the senior, nor anyone in the household, can perform or financially provide for the services, and where no relative, caregiver, landlord, community/volunteer agency, or third-party payer is capable or responsible for their provision. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County.

Examples of a chore service are:

Simple household repair(s), including, but not limited to repairing water faucets, unclogging drains, replacing furnace filters, pest control, and disposal of garbage.

Heavy household cleaning, including, but not limited to washing walls and ceilings; washing the outside of windows, washing the inside of windows that are difficult to reach; removing, cleaning, and re-hanging curtains or drapery; and shampooing carpets or furniture.

Chore services are limited to those activities that are not the legal or contractual responsibility of a landlord. In the case of rental property, the responsibility of the landlord, pursuant to the lease agreement, will be examined prior to any authorization of service.

This service is for the participant and specifically excludes services for all other household members. The participant must be present during the delivery of the service.

Applicant's program description must:

- A. Include an itemization of tasks that will be performed (an example: fixing a leaky faucet).
- B. Define any specific tasks that will not be performed (example: re-wiring a kitchen outlet).
- C. Describe the extent of the equipment that will be provided by the provider.
- D. Describe the extent of the consumables that will be supplied by the provider.

Appendix IV
ACJFS RFP #8-24
Ashtabula County Senior Services Levy
Homemaker and/or Companionship
Program Description

Homemaker Assistance for Seniors

Term: January 1, 2024 – December 31, 2024

Unit of Service: One (1) Hour of service.

Area to be served: Ashtabula County or portions thereof.

Homemaker for Seniors

The basic purpose of this program is to offer home-based services thereby delaying premature or unnecessary institutional care, where appropriate. Homemaker services are provided only in cases where neither the senior, nor anyone in the household, can perform or financially provide for the services, and where no relative, caregiver, community/volunteer agency, or third-party payer is capable or responsible for their provision. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County.

The homemaker program will provide supportive daily living services to seniors, so they can continue to live independently in a safe, clean, and healthy environment. Services provided will coincide with the care plan developed by the provider during the initial assessment which may include but are not limited to housecleaning and laundry to ensure a healthy environment. This service is for the participant and specifically excludes services for all other household members. The participant must be present during the delivery of the service. It is the clients' responsibility to provide all necessary consumable supplies.

A provider representative will personally interview all persons who are referred to the services by a physician or other referral source, to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days and when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person is totally independent, capable of self-care, or has decided to receive the necessary support from another source or has moved into an institution.

Companionship Services for Seniors

Term: January 1, 2024 – December 31, 2024

Unit of Service: One (1) Hour of service.

Area to be served: Ashtabula County or portions thereof.

Companionship for Seniors

The purpose of the Senior Companionship Program is to engage adult volunteers, age 55 and over to provide companionship and emotional support to the seniors of Ashtabula County. Sometimes the most important piece of keeping a loved one at home is simply having someone to keep them company. Seniors who live alone are at higher risk for social isolation, depression, falls and other injuries.

The Senior Companionship Program provides companionship to ease loneliness and social isolation. Services provided will coincide with the care plan developed by the provider during the initial assessment which may include but are not limited to:

- Assistance with scheduling transportation
- Light chores
- Help to serve as eyes and ears to professionals who can intervene in the case of medical or other deterioration on the part of the clients
- Give support to informal caregivers
- Social interaction
- Recreational activities
- Respite for family caregiver
- Read to or assist with letter writing
- Technology support
- Play cards or games
- Take walks

A provider representative will personally interview all persons to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days and when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person has decided to receive the necessary support from another source or has moved into an institution or simply has no desire to continue Senior Companionship.

The Senior Companionship program provides an opportunity for limited income senior volunteers to earn a small, tax-free stipend while helping other seniors maintain their independence and providing respite to caregivers. They can serve 20-40 hours per week and assist the elderly with the above-mentioned services. While serving, Senior Companionship volunteers improve their own lives by staying active and civically engaged.

EXHIBIT II

Attachment A

Applicant Information Page

Applicant Information

AGENCY / ORGANIZATION NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: _____

EXECUTIVE DIRECTOR/DIRECTOR: _____

PROGRAM COORDINATOR: _____ EMAIL: _____

FISCAL CONTACT: _____ EMAIL: _____

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job and Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: _____ SIGNATURE: _____

(Note: original signature must be in blue ink)

TITLE: _____ DATE: _____

Attachment B Budget Template

**Applicant Budget
 Summary**

Applicant:	
Date From:	To:
	Amount
I. Staff	
A. Salaries	\$ -
B. Payroll-Related Expenses	\$ -
Total Staff Costs	\$ -
II. Operations	
A. Travel and Short-Term Training	\$ -
B. Consumable Supplies	\$ -
C. Occupancy Costs	\$ -
D. Contract and Professional Services	\$ -
E. Other - Miscellaneous	\$ -
Total Operational Costs	\$ -
III. Equipment	
A. Equipment Depreciation	\$ -
B. Small Equipment Purchases	\$ -
C. Leased and Rented Equipment	\$ -
Total Equipment Costs	\$ -
Sub- Total of All Costs	\$ -
IV. Minus Other Program Resources	\$ -
Total Program Costs	\$ -

Budget Computation

Total Operating Expenses		\$ -
Divided by Total Operating Units		\$ -
	= Unit Rate	\$ -
	Unit Rate	\$ -
X number of units purchased		\$ -
= Total Contract Amount		\$ -

Unit = 1 hour

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: \$ -	
Short-Term, Training	
Total Travel and Short-Term Training	\$ -

II. B. Consumable Supplies

Type	Amount
Office Supplies	
Cleaning Supplies	
Other (<i>identify</i>)	
Other (<i>identify</i>)	
Total Consumable Supplies	\$ -

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized	
Heat	
Electric	
Water	
Telephone	
Sewer	
Other (<i>identify</i>)	
Other (<i>identify</i>)	
Total Occupancy Costs	\$ -

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Amount
Total Contract & Services Costs	\$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Total Miscellaneous Costs	\$ -

III. B. Small Equipment Purchases (Equipment costing under \$25,000)

Item	Quantity	Amount
Total Small Equipment Purchases		\$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		\$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	\$ -

Attachment C
Cover Pages
Affidavit of Delinquent Personal Property Tax
Affidavit of Non-Collusion
Non-Discrimination Agreement
Representations, Assurances, and Certifications
Applicant Acknowledgement Form

Section 1
Applicant Information
Attachment A

Section 2

Required Documents

Section 2 (A)

Financial Statement Requirement

Section 2 (B)
Articles of Incorporation

Section 2 (C)
**Proof of Liability Insurance/
Other Required Insurance**

Section 2 (D)
Equal Employment Opportunity -
Affirmative Action Plan

Section 2 (E)
Professional or Operating licenses

Section 2 (F)
Documents used for monitoring

Section 2 (G)
Employee Training Program description

Section 2 (H)
Affidavit of Delinquent Personal Property Tax ORC 5719.042

Section 2 (I)
Affidavit of Non-Collusion

Section 2 (J)
Non-Discrimination Agreement O.R.C. 153.59

Section 2 (K)
Representations, Assurances, and Certifications Document

Section 2 (L)
Applicant Acknowledgement Form (Re: Client Donations)

Section 3
Program Planning and Development

Section 4
Applicant Budget
(Attachment B)

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT

(This Affidavit Must be Executed for the RFP to be Considered)

STATE OF OHIO)
)ss.
COUNTY OF _____)

I, _____, _____,
(name of party signing affidavit) (title)

having affirmed under oath that at the time of the RFP for Senior Services Programs

for the Ashtabula County Job & Family Services, to be opened

on 08/02/23 which Proposal was submitted on _____,
(date)

delinquent personal property taxes in the amount of
\$ _____ (_____ Dollars)
were due and unpaid to the County of Ashtabula, including interest in the amount of

\$ _____ (_____ Dollars)
and penalties in the amount of

\$ _____ (_____ Dollars).

This document when given to the County Auditor shall satisfy the requirements of ORC 5719.042.

(Name of Individual Company)

(Taxes Filed Under the Name of)

(Signature)

(Complete Address)

(Telephone)

Sworn to and subscribed before me this _____ day of _____,

NOTARY PUBLIC

SEAL

My Commission Expires _____

NON-COLLUSION AFFIDAVIT

(This affidavit must be executed for the Proposal to be considered)

STATE OF OHIO)
) ss.
COUNTY OF _____)

I, _____ being first duly sworn,
deposes and says that s/he is the _____ or authorized
representative of _____

or is the party submitting this Proposal; that such is genuine and not collusive or sham; that said Applicant has not colluded, conspired, connived, or agreed, directly or indirectly, with any other Applicant or person, to submit a sham Proposal, or refrain from submitting; has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Proposal price of affiant or any other Applicant; to fix the Proposal price of affiant or any other Applicant; to fix any overhead, profit or cost element of said Proposal price, or of that of any other Applicant; to secure any advantage against the County of Ashtabula or any person or persons interested in the proposed contract; that all statements contained in said Proposal are true, and that, such Applicant has not, directly or indirectly submitted this Proposal, or the contents thereof, or divulged information or data relative thereto to any other potential Applicant. Further, Affiant affirms that no county employee has any financial interest in this Applicant or the Proposal being submitted.

Affiant

Title

SWORN to before me and subscribed in my presence this _____ day of _____, 20____.

NOTARY PUBLIC

(SEAL)

My commission expires
_____, 20____.

NON-DISCRIMINATION AGREEMENT
(O.R.C. 153.59)

That _____ in the performance of the public contract agrees to abide by the provisions of Ohio Revised Code Section 153.59 as follows:

(A) That, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability or military status as defined in section [4112.01](#) of the Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates;

(B) That no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any manner, shall discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, sex, disability or military status as defined in section [4112.01](#) of the Revised Code, or color.

(Name/President of Corporation)

(Secretary of Corporation)

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: _____

Company Address: _____

Telephone Number: _____ FAX: _____

The name and telephone number of the person(s) who has the authority to submit Proposal:

The name and telephone number of the person(s) who has the authority to sign contracts:

The legal status of the Applicant's organization _____

Date of establishment/incorporation: _____

Federal Employer Identification Number (FEIN): _____

Is the Company co-owned or controlled by a parent company? _____ Yes _____ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _____ Yes _____ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _____ Yes _____ No

If yes, has the company filed all required EEO reports to the necessary agencies? _____ Yes _____ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _____ Yes _____ No

Does the company have current or future plans for a buyout or sale? _____ Yes _____ No

The Applicant certifies that it will not enter contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _____ Yes _____ No

The Applicant certifies it is a drug-free workplace? _____ Yes _____ No

The Applicant certifies it is not delinquent on any Federal debt? _____ Yes _____ No

APPLICANT ACKNOWLEDGEMENT FORM

(Re: Client donations)

The Ashtabula County Senior Services Levy Advisory board does not allow customers to be solicited nor made to feel solicited, for donations toward any service received through Senior Services Levy programming, and

Understanding that certain programs may 'require' a request for donations, the Board further does not want this to come across as a 'solicitation' due to levy services being provided, and some separation must be attained.

If a Senior Services Levy applicant feels strongly that the senior citizens they are serving, truly and genuinely want to provide a donation toward the services they are receiving, the board must require that these donations be made **anonymously**. Therefore, a self-addressed stamped envelope (from the provider) will be left with the customer to be used at the customer's discretion. The envelope should be marked with a code on the front to indicate the service received when/if multiple services are being provided by a single Levy program provider (to differentiate to which, program the donation should go).

At no time should those who are providing direct service accept ANY money from a customer, nor should a customer be solicited/billed via US Postal mail or otherwise, for any such 'donations'.

By signing below, I acknowledge that I have read and will adhere to the contents of this notice.

Signature: _____

Printed name and Title: _____

Organization Name: _____

Date: _____

Attachment D Sample Agreement

Subgrant Agreement

This Subgrant Agreement is entered into on the **1st** day of **January 2024** between the **Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as the “Grantor”) and the **Name of Subgrantee**, located at Address of Subgrantee (hereinafter referred to as the “Subgrantee”) to provide the **Name of Program** to individuals determined eligible for these services.

Therefore, in consideration of the mutual covenants contained in this Subgrant Agreement, the parties agree as follows:

RECITALS:

- a. This Subgrant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job and Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #, Name of Program Allocation, FAPM Rule: 5101:9-6-08.10.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

- A. “Grantor” means the Ashtabula County Job and Family Services.
- B. “Subgrantee” means the Name of Subgrantee.
- C. “Financial assistance” means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. “Federal, state and local laws” include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) circulars that a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor’s Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I. PURPOSE OF THE SUBGRANT/SUBGRANT DUTIES

The purpose of the Subgrant and this Subgrant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Subgrant Agreement.

ARTICLE II. RESPONSIBILITIES OF GRANTOR

Grantor agrees to:

- A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and Federal, state and local laws.
- B. Monitor Subgrantee to ensure the Subgrant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.
- D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.
- F. Perform those responsibilities as defined in Section 3 attachment (Program Planning and Development).

ARTICLE III. RESPONSIBILITIES OF SUBGRANTEE

Subgrantee agrees to:

- A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements, and restrictions of federal, state and local laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state, or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit, and investigation.
- F. Perform those responsibilities as defined in Section 3 attachment (Program Planning and Development), attached hereto.

ARTICLE IV. EFFECTIVE DATE OF THE SUBGRANT

- A. This Subgrant Agreement will be in effect from (Date) through (Date) unless this Subgrant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Subgrant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor's obligation or, in the case of a continuing Subgrant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Subgrant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V. AMOUNT OF GRANT/PAYMENTS

- A. This grant is in the total amount of.
- B. Payment will be made to Subgrantee on a cost-reimbursement basis. The total estimated cost shall be in accordance with the budget attached as Attachment B and shall not exceed the amount provided in Article V-A, above. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice.

Grantor will make payment on all invoices submitted in accordance with the terms of this Subgrant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Subgrant Agreement. The final invoice shall include certification to the effect that "Payment of this invoice constitutes complete satisfaction of all of Grantor's obligations under the reference Subgrant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Subgrant Agreement upon payment of this final invoice."

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Subgrant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) A spreadsheet (Excel or another approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Date of Service
- Participant last name
- Participant first name
- Other information as deemed necessary by Grantor.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Attachment B.

- C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state, or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce or terminate any cash, reimbursements, other payments, or allocations of funds prior to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County

Commissioners fails at any time to continue funding Grantor for the payments due under this Subgrant Agreement, this Subgrant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

- D. As a subrecipient of federal funds, SUBGRANTEE hereby specifically acknowledges its obligations relative to the funds provided under this Subgrant Agreement pursuant to OMB Circulars A-110 (2 CFR 215), A-21 (2 CFR 220), A-122 (2 CFR 230), A-87 (2 CFR 225), A-102, as applicable under federal, state and local laws, and A-133, as well as 45 CFR 74 and 45 CFR 92, as applicable to Subgrantee under federal, state and local laws, including, but not limited to:
1. Standards for financial management systems: SUBGRANTEE and its subgrantee(s) will comply with the requirements of 45 CFR 74.21 and 45 CFR 92.20, including, but not limited to:
 - a. Fiscal and accounting procedures;
 - b. Accounting records;
 - c. Internal control over cash, real and personal property, and other assets;
 - d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
 - e. Source documentation; and
 - f. Cash management.
 2. Period of Availability of Funds: Pursuant to 45 CFR 74.28 and 45 CFR 92.23, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Subgrant Agreement and for the term specified in Article IV of this Subgrant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than ninety (90) days after the end of the funding period, pursuant to federal law.
 3. Matching or Cost Sharing: Pursuant to 45 CFR 74.23 and 45 CFR 92.24, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
 4. Program Income: Program income must be used and accounted for as specified in 45 CFR 92.25.
 5. Real Property: If SUBGRANTEE is authorized to use Subgrant funds for the acquisition of real property, title, use, and disposition of real property will be governed by the provisions of 45 CFR 92.31.
 6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Subgrant funds, will be governed by the provisions of 45 CFR 74.34 and 45 CFR 92.32, as applicable.

7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Subgrant funds will be governed by the provisions of 45 CFR 74.35. 92.33 and 7 CFR 3016.33, as applicable.

ARTICLE VI. RECORDS

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state, and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state, and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.
- C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant for a period of six (6) years.

ARTICLE VII. AUDITS OF SUBGRANTEE

- A. Subgrantee agrees to provide for timely audits as required by OMB Circular A-133 unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 74.26 and 45 CFR 92.26, as applicable, and OMB Circular A-133, Subgrantee must ensure that it has an audit with a scope as provided in OMB Circular A-133, Subpart E, §.500, that covers funds received under this agreement. Subgrantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Subgrantee's receipt of any such audit report.
- B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII. SUSPENSION AND TERMINATION, BREACH AND DEFAULT

- A. This Subgrant Agreement may be terminated in accordance with any of the following:
 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 3. Grantor may immediately terminate this Subgrant Agreement if there is a loss of federal or state funds, a disapproval of the Subgrant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Subgrant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Subgrant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state, and local laws, an assurance, a State plan or application, a notice of award, this Subgrant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 2. Disallow all or part of the cost of the Subgrant activity or action not in compliance;
 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Subgrant activity;
 4. Withhold further awards for the Subgrant activity; or
 5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Subgrant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Subgrant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Subgrant activities;
 3. Prepare and furnish a report to 6 of the date Subgrantee received the notice of termination or suspension, that describes the status of all Subgrant activities and includes details of all Subgrant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Subgrant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Subgrant Agreement and the failure is subsequently waived by the other party, the waiver will

be limited to that occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX. NOTICES

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Subgrant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning all matters regarding this Subgrant Agreement will be sent to Name, Contact Person and address of Subgrantee.
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X. AMENDMENT

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI, below, only a document signed by both parties may amend this Subgrant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Subgrant Agreement without the necessity for executing written amendments. Any written amendment to this Subgrant Agreement will be prospective in nature.

ARTICLE XI. ADDENDUM

Grantor may elect to provide information concerning this Subgrant Agreement in an addendum hereto. Any addenda to this Subgrant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII. SUBGRANTS

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- A. Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
 - 1. Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state, and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 45 CFR 74.13 and 45 CFR 92.35, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR 92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
4. Monitoring: Subgrantee must manage and monitor the routine operations of subgrant supported activities, including each project, program, subgrant, and function supported by Subgrantee's subgrant, to ensure compliance with all applicable federal requirements, including 45 CFR 92.40. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.
5. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state, and local laws as a sub-recipient of Subgrantee under this Subgrant Agreement and as a pass-through entity of any awards of subgrants to other entities.

ARTICLE XIII. MISCELLANEOUS PROVISIONS

- A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant Agreement will not be affected if the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Subgrant Agreement impossible.
- C. Nothing in this Subgrant Agreement is construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Subgrant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

Therefore, the below listed parties enter this Subgrant Agreement

SIGNATURES:

Patrick J. Arcaro, Executive Director
Ashtabula County Job and Family Services

Date

Subgrantee

Date

Date

Ashtabula County Board of Commissioners

SAMPLE

Attachment E Checklist

RFP Proposal Checklist

The purpose of this form is to guide the applicant with the organization of the proposal and ensure that all required proposal information is included, thereby expediting its review and processing. Please submit this form with the “master” copy of your proposal. **If an applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page**

Applicant Name:	
------------------------	--

Proposal Delivery	Included (✓)	
RFP Delivered in a sealed envelope		
RFP #, applicant name and address clearly marked on outside of envelope		
Required # of copies – 1 master and 2 copies		
Proposal Cover Page		
Must include the applicants name, the RFP title and number. Identification of proposals as either a “master” or “copy”.		
*Please be sure that the following documents include a cover page.	Cover Page	Document
Applicant Information Page:		
Attachment A		
Required Documents (section 2)		
A. Financial Statement Requirement		
B. Articles of Incorporation		
C. Proof of Liability Insurance/other required insurance		
D. EEO/Affirmative Action		
E. Professional or Operating Licenses		
F. Monitoring Documents		
G. Employee Training description		
H. Affidavit of Delinquent Personal Property Tax ORC 5719.042		
I. Affidavit of Non-Collusion		
J. Non-Discrimination Agreement O.R.C. 153.59		
K. Representation, Assurances, and Certifications document		
L. Applicant Acknowledgement Form		
Program Planning & Development (section 3)		
Program Description		
Organizational Structure		
Provider/Staff Qualifications		
Applicant Budget (section 4)		
Program Budget		

LEGAL NOTICE OF SOLICITATION

The Ashtabula County Job & Family Services (ACJFS) and The Ashtabula County Board of County Commissioners or its governing body is accepting proposals for the following Senior Service Program: **Home Delivered Meals**

These programs serve Ashtabula County Seniors aged 60 and over. Funding is provided through the Ashtabula County Senior Services Levy. Applicant proposals must demonstrate ability and experience in providing the service.

Proposal packets will be available **July 7, 2023, and** may be obtained by calling Darcy Mosier at 440-994-1240.

A pre-proposal conference will be held **July 19, 2023, at 9:45 a.m.** at ACJFS: 2247 Lake Avenue (Ohio Means Jobs Office) Ashtabula, Ohio 44004.

Proposal information may also be obtained via the internet site at <http://www.ashtabulacounty.us/bids> under Bid Notices.

Proposals are to be submitted in the required format to the Board of Ashtabula County Commissioners, 25 West Jefferson Street, Jefferson, Ohio 44047-1092, attention Lisa Hawkins. The deadline for submitting proposals is **August 2, 2023 @ 2:15 p.m.**

The Ashtabula County Board of Commissioners (the "Board") reserves the right to waive all informalities and the right to reject any and all proposals. The Board has the sole discretion to determine the proposal (s) that is most advantageous to the County.

By order of the Board of Ashtabula County Commissioners: Casey R. Kozlowski, Kathryn L. Whittington, and J.P. Ducro, IV.

ACJFS RFP #5-24

Lisa Hawkins, Clerk: August 2, 2023

LEGAL NOTICE OF SOLICITATION

The Ashtabula County Job & Family Services (ACJFS) and The Ashtabula County Board of County Commissioners or its governing body is accepting proposals for the following Senior Service Program: **Personal Care**.

These programs serve Ashtabula County Seniors aged 60 and over. Funding is provided through the Ashtabula County Senior Services Levy. Applicant proposals must demonstrate ability and experience in providing the service.

Proposal packets will be available **July 7, 2023 and** may be obtained by calling Darcy Mosier at 440-994-1240.

A pre-proposal conference will be held **July 19, 2023 at 10:15 a.m.** at ACJFS: 2247 Lake Avenue (Ohio Means Jobs Office) Ashtabula, Ohio 44004.

Proposal information may also be obtained via the internet site at <http://www.ashtabulacounty.us/bids> under Bid Notices.

Proposals are to be submitted in the required format to the Board of Ashtabula County Commissioners, 25 West Jefferson Street, Jefferson, Ohio 44047-1092, attention Lisa Hawkins. The deadline for submitting proposals is **August 02, 2023 @ 2:30 p.m.**

The Ashtabula County Board of Commissioners (the "Board") reserves the right to waive all informalities and the right to reject all proposals. The Board has the sole discretion to determine the proposal (s) that is most advantageous to the County.

By order of the Board of Ashtabula County Commissioners: Casey R. Kozlowski, Kathryn L. Whittington, and J.P. Ducro, IV.

ACJFS RFP #6-24

Lisa Hawkins, Clerk: August 02, 2023

LEGAL NOTICE OF SOLICITATION

The Ashtabula County Job & Family Services (ACJFS) and The Ashtabula County Board of County Commissioners or its governing body is accepting proposals for the following Senior Service Program: **Transportation**.

These programs serve Ashtabula County Seniors aged 60 and over. Funding is provided through the Ashtabula County Senior Services Levy. Applicant proposals must demonstrate ability and experience in providing the service.

Proposal packets will be available **July 7, 2023 and** may be obtained by calling Darcy Mosier at 440-994-1240.

A pre-proposal conference will be held **July 19, 2023 at 10:45 a.m.** at ACJFS: 2247 Lake Avenue (Ohio Means Jobs Office) Ashtabula, Ohio 44004.

Proposal information may also be obtained via the internet site at <http://www.ashtabulacounty.us/bids> under Bid Notices.

Proposals are to be submitted in the required format to the Board of Ashtabula County Commissioners, 25 West Jefferson Street, Jefferson, Ohio 44047-1092, attention Lisa Hawkins. The deadline for submitting proposals is **August 02, 2023 @ 3:00 p.m.**

The Ashtabula County Board of Commissioners (the "Board") reserves the right to waive all informalities and the right to reject any and all proposals. The Board has the sole discretion to determine the proposal (s) that is most advantageous to the County.

By order of the Board of Ashtabula County Commissioners: Casey R. Kozlowski, Kathryn L. Whittington, and J.P. Ducro, IV.

ACJFS RFP #7-24

Lisa Hawkins, Clerk: August 02, 2023

LEGAL NOTICE OF SOLICITATION

The Ashtabula County Job & Family Services (ACJFS) and The Ashtabula County Board of County Commissioners or its governing body is accepting proposals for the following Senior Service Program: **Independence and Wellness**

These programs serve Ashtabula County Seniors aged 60 and over. Funding is provided through the Ashtabula County Senior Services Levy. Applicant proposals must demonstrate ability and experience in providing the service.

Proposal packets will be available **July 7, 2023 and** may be obtained by calling Darcy Mosier at 440-994-1240.

A pre-proposal conference will be held **July 19, 2023, at 9:00 a.m.**, at ACJFS: 2247 Lake Avenue (Ohio Means Jobs Office) Ashtabula, Ohio 44004.

Proposal information may also be obtained via the internet site at <http://www.ashtabulacounty.us/bids> under Bid Notices.

Proposals are to be submitted in the required format to the Board of Ashtabula County Commissioners, 25 West Jefferson Street, Jefferson, Ohio 44047-1092, attention Lisa Hawkins. The deadline for submitting proposals is **August 02, 2023 @ 2:00 p.m.**

The Ashtabula County Board of Commissioners (the "Board") reserves the right to waive all informalities and the right to reject any and all proposals. The Board has the sole discretion to determine the proposal (s) that is most advantageous to the County.

By order of the Board of Ashtabula County Commissioners: Casey R. Kozlowski, Kathryn L. Whittington, and J.P. Ducro, IV.

ACJFS RFP #8-24

Lisa Hawkins, Clerk: August 02, 2023