RESOLUTION APPROVING PURCHASE OF TRANSPORTATION SERVICE CONTRACTS WITH THE ASHTABULA COUNTY TRANSPORTATION SYSTEM (26-3001-ERT & 26-3002-HRT); BLACK EAGLE TRANSIT CO. (26-3003-ERT & 26-3004-HRT); COUNTRY NEIGHBOR PROGRAM, INC. (26-3005-ERT & 26-3006-HRT); RICHMOND TRANSPORTATION (26-3007-ERT & 26-3008-HRT); SUNSET TRANSPORTATION & RENTALS, LLC (26-3009-ERT & 26-3010-HRT), ACDJFS

WHEREAS, on September 9, 2025 by Resolution No. 2025-389, proposals were awarded for Temporary Assistance for Needy Families (TANF); Title XX Social Service; and Transportation Programs; and

WHEREAS, it is now necessary to approve the Transportation agreements, as follows:

WHEREAS, Patrick Arcaro, Director of the Dept. of Job and Family Services, has presented the following contracts for the approval of the Board, to-wit:

ALL TERMS ARE EFFECTIVE: October 1, 2025 and ending September 30, 2026

SCOPE OF SERVICES: All sub grant agreements listed below provide Employment and Health related transportation services to eligible Ashtabula County residents.

ASHTABULA COUNTY TRANSPORTATION SYSTEM:
Provider: Ashtabula County Transportation System, 2924 Donahoe Dr., Ashtabula, OH 44004

- **Contract No.: 26-3001-ERT**
- **Cost: Not to Exceed,** $20,000.00

- **Contract No.: 26-3002-HRT**
- **Cost: Not to Exceed,** $500,000.00

BLACK EAGLE TRANSIT CO.:
Provider: Black Eagle Transit Co., 1853 W. Prospect Rd., Ashtabula, OH 44004

- **Contract No.: 26-3003-ERT**
- **Cost: Not to Exceed,** $20,000.00

- **Contract No.: 26-3004-HRT**
- **Cost: Not to Exceed,** $800,000.00

COUNTRY NEIGHBOR PROGRAM, INC.
Provider: Country Neighbor Program, Inc., PO Box 212, Orwell, OH 44076

- **Contract No.: 26-3005-ERT**
- **Cost: Not to Exceed,** $5,450.00

- **Contract No.: 26-3006-HRT**
- **Cost: Not to Exceed,** $381,500.00

RICHMOND TRANSPORTATION
Provider: Richmond Transportation, 1813 E. 51st St., Ashtabula, OH 44004

- **Contract No.: 26-3007-ERT**

- **Cost: Not to Exceed,** $20,000.00

- **Contract No.: 26-3008-HRT**
- **Cost: Not to Exceed,** $800,000.00

SUNSET TRANSPORTATION & RENTALS, LLC
Provider: Sunset Transportation & Rentals, LLC, 4519 E. Maple Rd., Geneva, OH 44041

- **Contract No.: 26-3009-ERT**
- **Cost: Not to Exceed,** $20,000.00

- **Contract No.: 26-3010-HRT**
- **Cost: Not to Exceed,** $800,000.00

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Agreements, as noted above, are approved in accordance with the copies now on file in this office.

ASHTABULA COUNTY COMMISSIONERS

CERTIFICATION PAGE

Resolution No. 2025-403 **September 23, 2025**

RESOLUTION APPROVING PURCHASE OF TRANSPORTATION SERVICE CONTRACTS WITH THE ASHTABULA COUNTY TRANSPORTATION SYSTEM (26-3001-ERT & 26-3002-HRT); BLACK EAGLE TRANSIT CO. (26-3003-ERT & 26-3004-HRT); COUNTRY NEIGHBOR PROGRAM, INC. (26-3005-ERT & 26-3006-HRT); RICHMOND TRANSPORTATION (26-3007-ERT & 26-3008-HRT); SUNSET TRANSPORTATION & RENTALS, LLC (26-3009-ERT & 26-3010-HRT), ACDJFS

Upon the motion of Casey R. Kozlowski, seconded by Kathryn L. Whittington.

VOTE:

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

Crystal Sturgill, Clerk of the Board /Acting
Board of County Commissioners
Ashtabula County, Ohio

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 26-3003-ERT

This contract made and entered into on the 1st day of **October 2025** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Black Eagle Transit Co., Inc.** located at: **1753 West Prospect Road, Ashtabula, Ohio 44004,** and whose phone number is: **440-992-2156,** (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2025,** through **September 30, 2026,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 20,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **OWF, SNAP ET/ABAWD, SNAP ET, LEAP, PRC**. Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect, or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2026 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

- ACJFS program to be charged
- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide background checks of all employees that provide direct services to transportation participants and provide copies of the background checks to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire background checks.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub, or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: 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. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

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

FB74060D0EAC4B8...

9/18/2025
Date

DocuSigned by:

Black Eagle Transit Co.

84F95297E391476...

9/19/2025
Date

Signed by:

8CC3D2025A6D44F...

DocuSigned by:

3E6154CBF4DA44C...

9/24/2025
Date

Signed by:

Ashtabula County Board of Commissioners

72C9CAC40E3D4A8...

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Exhibit I

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Request for Proposals
For
Transportation Services

Health Related Transportation
Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #4-25

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

TABLE OF CONTENTS

RFP Section:		
I.	INTRODUCTION	3
	Ride Data	3
II.	RFP SCHEDULE AND SUBMISSION INFORMATION	4
	RFP Schedule of Important Dates	4
	Pre-Proposal Conference	4
	Contact Person	4
	Proposal Delivery	4
III.	APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES	5
IV.	PROPOSAL SPECIFICATIONS AND FORMAT	6
	Proposal Information	6
	Proposal Cost	6
	Proposal Communication	6
	Proposal Format	6
	Cover Page	6
	Proposal Checklist	6
	Section 1 ~ Applicant Information	7
	Section 2 ~ Required Documents	7
	Section 3 ~ Program Planning and Development	7
	Section 4 ~ Applicant Budget	8
V.	EVALUATION AND SELECTION PROCESS	8
	Proposal Evaluation	8
	Stage 1 Review	9
	Stage 2 Review	9
	Proposal Selection	9
	Acceptance and Rejection of Proposals	10
	Post Selection Meeting	10
IV.	AWARD OF CONTRACT/SUBGRANT AGREEMENT	10
	Overview	10
	Availability of Funds	10
	Agreement Period	10
	Invoicing	10
	Performance and Monitoring	10
	Confidentiality and Security	11
	Publicity	11
	Applicable Laws and Rules	11
	Patent or Copyright Liabilities	11
	Software and Ownership Rights	11
	APPENDIX I-A ~ Transportation Requirements	13
	APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements	16
	ATTACHMENT A ~ Applicant Information	17
	ATTACHMENT B ~ Applicant Budget	19
	ATTACHMENT C ~ Cover Pages	26
	Forms	47
	○ Delinquent Personal Property Tax Affidavit	47
	○ Non-Collusion Affidavit	48
	○ Non-Discrimination Agreement	49
	○ Representations, Assurances and Certifications	50
	○ Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit	51
	ATTACHMENT D ~ Sample Agreement	56
	ATTACHMENT E ~ Checklist	64

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

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.

Ride Data

For the period of 10-1-23 to 9-30-24, 43,096 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

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

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

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

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 transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	Date: 6-13-25
Question Period Begins	Date: 6-13-25
Pre-Proposal Conference	Date: 6-24-25 @ 10:00 a.m.
Question Period Ends	Date: 6-24-25 @ 4:00 p.m.
Proposals Due to Ashtabula County Board of Commissioners	Date: 7-11-25 @ 2:30 p.m.
Agreement Effective Date	Date: 10-1-25

Pre-Proposal Conference:

A pre-proposal conference will be held on June 24, 2025, at 10:00 a.m. at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-11-25, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-25

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

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. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall 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.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall 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.
11. The Applicant shall 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.
12. The Applicant shall 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 securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

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

1. The Applicant 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.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

3. All vehicles shall:
    a. Be equipped with seat belts for each individual 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.

IV. 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. In order 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 as a result 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 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:
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 three (3) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

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.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

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: (Cover pages are provided in Attachment C 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
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 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: 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) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). 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.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

(b). Define a round trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: 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: 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.

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 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 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:
1. A unit of service is equal to one mile.
2. 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.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. 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.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

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 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,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

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:

- 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.
    - *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.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling of trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *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.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

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 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. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Acceptance and Rejection of 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 the 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 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.
(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 Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant 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.

Agreement Period:
The agreement has a tentative effective date of **10-1-25 through 9-30-26**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis 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:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

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

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
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 Applicant 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.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

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:
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)).

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Appendix I

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

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

2. Defrosters & Heaters:
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. Windshield Wipers & Washers:
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. Vehicle Floor:
   a. Must be metal.
   b. Must be intact without holes.

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

6. Emergency Equipment:
   a. The red reflectors must be stored in the vehicle.
   b. 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.
   c. The vehicle must be equipped with a first aid kit.

7. Brakes:
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

8. Emergency Brakes:
    a. The vehicle must have a functional emergency brake that is capable of stopping 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.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

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

10. Horn: Must operate as designed.

11. Windshield & Windows:
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. Emergency Door:
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. 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.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. Springs & Shocks:
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. Tires:
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. Exhaust System:
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

16. Lights:
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. Gas Tank:
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following 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.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

ATTACHMENT A
TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: BLACK EAGLE TRANIST CO.

ADDRESS: 5600 W. 58TH ST. ASHTABULA, OH 44004

PHONE: 440-992-2157 FAX: 440-992-9376

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 20-5417461

EXECUTIVE DIRECTOR/DIRECTOR: KYLE BRUCKMAN EMAIL: kyle@ashtabulacitycab.com

PROGRAM COORDINATOR: JOYCE BOSWORTH EMAIL: citytaxicab@yahoo.com

FISCAL CONTACT: JOYCE BOSWORTH 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 an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: KYLE BRUCKMAN SIGNATURE: _____
(Note: original signature must be in blue ink)

TITLE: PRESIDENT DATE: 07/11/2025

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Section 3 - Program Planning and Development

A. Program Description

Black Eagle Moving Company, DBA: Black Eagle Transit Co. program description will be implemented to fulfill the requirements of Ashtabula County Department of Job & Family Services (ACDJFS) Transportation Services. Black Eagle Transit Co. is fully qualified to provide transportation for non-emergency appointments. Our mission is to provide safe and courteous transportation to those that have been pre-approved by ACDJFS. It is our intention that each and every client will receive the highest quality service regardless of race, age, sex, physical or mental handicap, or medical condition. Black Eagle Transit Co. strives to provide a diverse and wide range of services to accommodate all of our customers' needs. ASAP calls requiring immediate (within 1 hour of ACDJFS "calling) will be scheduled if possible. Black Eagle Transit Co. will provide a prompt response to all requests for transportation, in order for us to remain a responsible and reliable provider for clients in and outside of the county.

Black Eagle Transit Co. is an Ohio corporation in good standing, fully licensed and qualified to conduct business within Ashtabula County, and the surrounding counties. All client information is handled in accordance with all statutes and kept confidential in accordance to HIPPA.

The hiring practices of Black Eagle Transit Co. ensures only the most qualified applicants are rigorously pre-screened for employment and that it complies with all Federal & State Acts such as the Civil Rights Act of 1964, Equal Pay Act, Age Discrimination in Employment Act, and American with Disabilities Act.

All drivers that are employed and contracted with Black Eagle Transit Co. are pre-screened with FBI & BCI background check in accordance with both O.A.C. 5160-15-14 & 5123-2-02, driving record check, drug screening and trained in providing the clients with the best possible ride. All drivers are familiar with the county and are able to timely pickup and drop-off. The drivers are at least 25 years of age with at least 2 years of driving experience. They are all CPR & First aid certified with-in 90 days of being hired, as well as, PASS certified prior to operating wheel chair capable vehicles. All drivers are drug tested at time of hire, post-accident depending on severity, and randomly throughout the year. Drivers take special care to physically inspect their vehicle before and after every shift.

Other staff also realizes the importance of these rides to the clients. They are dedicated to ensuring a seamless transition from calls requesting service to the dispatching to the pickup and delivery. They are trained that these calls must have first priority over other calls to ensure that the waiting time is at a minimum. "Will Call" for return will be prioritized by medical first then non-medical. Going into an appointment will be prioritized over return from appointments. All ACDJFS call slips are dispatched before other company charges. Lift returns usually have quicker response times than another vehicle might.

B. Summary of service:

1. Black Eagle Transit Co. is a for profit Ohio Corporation, operates 16 hours per day Monday - Friday, and limited weekends as scheduled.

2. Black Eagle Transit Co. is an affiliate of, City Taxi Cab & Transfer Co., which has provided transportation services for ACJFS since 1995. Black Eagle Transit is specifically purposed in providing contracted services to Medicaid, DODD, Schools, as well as, other various local and state level government agencies. Additionally contracted services to businesses, churches, and to the public.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

3. Specifications:

(A.) Flat rate one way fare for any Black Eagle Transit Co. trip will be $11.73, regardless of whether it is inside or outside of the city of Ashtabula up to and including 3.4 miles starting at base. Trips are scheduled so that we may pick up close to 15 minutes before or after the scheduled pickup time.

(B.) Flat rate round trip fare will be $23.46 up to and including 6.8 miles with (1) stop, regardless of whether it is inside or outside of the city of Ashtabula up to and including 3.4 miles starting at base.

(C.) Shared rides will be charged $3.45 per mile. The total cost is divided by the total number of riders. We will wait only 5 minutes at each pickup to assure that the clients reach their destination on time.

(D.) Non flat rate trips will be charged a rate of $3.45 per mile and calculated as follows, including one-way trips exceeding 3.4 miles or round trips exceeding 6.8 miles; trips up to, and including 24.9 miles from base, are from base, to pick-up, to destination, and trips 25 miles or greater from base, are base, to pick-up, to destination, and back to base.

(E.) All fares outside of the "flat rate" definitions will be rounded up in half mile increments for invoicing.

(F.) Wait time is charged at a rate of $.45 per minute for all trip types. First 5 minutes is free. Wait time is charged per vehicle, not per person. We will only wait at the pickup address for up to 5 minutes before marking them a no show, and leaving.

(G.) For local calls the shared rides will be grouped together by the appointment time, same general area, and same general destination. For Out of County calls, the call slips are combined by appointments times and same direction / general area of appointments. Wait time for shared rides may be up to 60 minutes. If the return is much later than all other riders in the vehicle, a separate vehicle may be scheduled to bring that client back. Regular call slips will be combined with Lifts, if at all possible, and depending on availability of seats.

(H.) No Shows: if the passenger is a no show and/or did not cancel the pickup ride 2 hours prior to the dispatch time the return ride will automatically be cancelled. We will not go and pick them up. Additionally, if a client is a no show three (3) times in the same month, or two (2) times consecutively, they will be omitted from receiving transportation for the remainder of the month in which the most recent no show occurred.

(I.) We will not call the customer to notify them that the driver is waiting outside, nor will we knock at their door. For customers that are in wheelchairs, they themselves or their assistant must bring them out to the vans and return them to their homes from the vans, without help from the drivers. If it is requested that the driver assist a wheelchair person, they must have a wheelchair accessible property.

(J.) All trips in a 10-mile radius will be given a pick-up time of roughly 30 minutes prior to the appointment time. All others will have earlier pickup times depending on the pickup location & destination and weather conditions. We will be using a standard of 25 miles per hour to gauge the amount of time needed to get the passengers safely and on time to their destinations. All times may be changed if due to ride sharing but no more than 60 minutes.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

(K.) Procedure for last minute and or same day request: A worker from ACDJFS will call Black Eagle Transit Co. first, to be sure that we have a driver available to do the run. Once it is verified that the ride can be done the paperwork must be faxed or emailed over immediately.

(L.) Procedure for schedule changes: A worker from ACDJFS should call within 3 hours prior to the scheduled pickup time to make changes or cancel. Late running vehicles: We will call the passengers to let them know we are running late but normally during inclement weather we dispatch an extra 30-45 minutes earlier than normal to accommodate the road conditions without express permission from ACDJFS.

(M.) The form titled Unusual Incident Report will be used for any problems, accidents, injury, and unusual incidents within 24 hours via fax or e-mail. Complaints will be referred to ACDJFS.

(N.) Vehicle list below:

Vehicle	# Of Units	Passenger Capacity
WHEELCHAIR LIFT VAN	1	2 WC & 1 PASSENGERS
WHEELCHAIR LIFT VAN	2	1 WC & 5 PASSENGERS
FORD TAURUS SEDAN	3	UP TO 4 PASSENGERS
FORD EXPLORER SUV	1	UP TO 4 PASSENGERS
FORD E350 BUS	2	UP TO 14 PASSENGERS
CHEVY TAHOE SUV	1	UP TO 4 PASSENGERS
FORD FLEX WAGON	2	UP TO 6 PASENGERS
GMC PASSENGER VAN	1	UP TO 12 PASSENGERS

C. Geographical Service Areas

1. Primarily we cover all of Northeast Ohio, but Black Eagle Transit Co. will cover the 48 contiguous states if needed.

D. Organizational Structure:

1. See attached Organizational Chart.

E. Provider Staff Qualifications

1. See attached listing of job descriptions.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Exhibit II

(Fee Schedule)

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Black Eagle Transit Company
Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile:	$ 3.45	General Unit Rate is $3.45 per mile with the following modifications:
One Way - Flat Rate:	$ 11.90	Up to and including 3.4 miles, Base to pick-up to destination. Miles are calculated Base to pick up to destination without regard to Ashtabula City boundaries. Trips are scheduled to pickup close to 15 minutes before or after the scheduled pickup time.
Round Trip - Flat Rate	$23.80	Up to and including 6.8 miles with (1) stop, regardless of whether it is inside or outside of the City of Ashtabula up to and including 3.4 miles starting at base.
Per Mile Charge (Non-Flat Rate Trips)	$ 3.45	One-way trips exceeding 3.4 miles or round trips exceeding 6.8 miles. Trips up to 24.9 miles from Base to pick-up to destination and trips 25 miles or greater from Base to pick-up to destination and return to Base.
Wait Time	$ 0.45	Wait time is charged at a rate of $0.45 per minute for all trip types. The first 5 minutes are free. Wait time is charged per vehicle not per person. We will only wait at the pickup address for up to 5 minutes before marking them a no show and leaving.
All trips are to be map quested for mileage:		Trips up to 24.9 miles will be map quested using shortest distance. Trips greater than 24.9 miles will be map quested using shortest time.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Black Eagle Transit Co Inc**
Date: **8/28/2025 10:12:50 AM**

This search produced the following list of **5** possible matches:

Name/Organization	Address
Black, Amy	314 Idaho St
Blackford, Terri	11664 Milton Road
Blackwell, Amber	33662 Hysell Run Road
Blanton, Rachel	10052 State Route 772
Brock-Blanks, Deborah	731 N. Fred Shuttlesworth

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Contract No.: 26-3003-ERT

FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$5,000.00**, and free from any previous encumbrances.

Agreement Title: An **Employment Related Transportation Contract** between **Ashtabula County Job & Family Services** and **Black Eagle Transit Co.**

Signed by:
Scott Yamamoto
F4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/19/2025

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Contract No.: 26-3003-ERT

Signature Page

Re: An agreement between Ashtabula County of Job & Family Services and **Black Eagle Transit Company** for an **Employment Related Transportation Contract for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 25-3004-HRT

This contract made and entered into on the 1st day of **October 2025** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Black Eagle Transit Co.** located at: **1753 West Prospect Road, Ashtabula, Ohio 44004**, and whose phone number is: **440-992-2156,** (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Title XIX of the Social Security Act, Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2025,** through **September 30, 2026,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $800,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **Title XX transportation, Non-emergency Transportation (NET), Pregnancy Related Services Transportation (PRS).** Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2026 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:
- ACJFS program to be charged
- Date of trip
- Client last name

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide copies of background checks, driver's license, and a certified driving history from the Bureau of Motor Vehicles of the Ohio Dept. of Public Safety, for all employees that provide direct services to transportation participants, to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: 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. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

9/18/2025
Date

DocuSigned by:
84F95297E391476...

Black Eagle Transit Co.

9/19/2025
Date

Signed by:
8CC3D2025A6D44F...

DocuSigned by:
3E6154CBF4DA44C...

9/24/2025
Date

Signed by:
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 25-3004-HRT

This contract made and entered into on the 1st day of **October 2025** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Black Eagle Transit Co.** located at: **1753 West Prospect Road, Ashtabula, Ohio 44004**, and whose phone number is: **440-992-2156,** (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Title XIX of the Social Security Act, Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2025,** through **September 30, 2026,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $800,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **Title XX transportation, Non-emergency Transportation (NET), Pregnancy Related Services Transportation (PRS).** Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2026 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:
- ACJFS program to be charged
- Date of trip
- Client last name

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide copies of background checks, driver's license, and a certified driving history from the Bureau of Motor Vehicles of the Ohio Dept. of Public Safety, for all employees that provide direct services to transportation participants, to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: 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. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

_____ _____

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

Date

_____ _____

Black Eagle Transit Co.

Date

_____

_____ _____

Date

_____

Ashtabula County Board of Commissioners

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Exhibit I

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Request for Proposals
For
Transportation Services

Health Related Transportation
Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #4-25

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 26
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

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.

Ride Data

For the period of 10-1-23 to 9-30-24, 43,096 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

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

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

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

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 transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	Date: 6-13-25
Question Period Begins	Date: 6-13-25
Pre-Proposal Conference	Date: 6-24-25 @ 10:00 a.m.
Question Period Ends	Date: 6-24-25 @ 4:00 p.m.
Proposals Due to Ashtabula County Board of Commissioners	Date: 7-11-25 @ 2:30 p.m.
Agreement Effective Date	Date: 10-1-25

Pre-Proposal Conference:

A pre-proposal conference will be held on June 24, 2025, at **10:00 a.m.** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25** to:

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-11-25, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-25

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

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. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall 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.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall 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.
11. The Applicant shall 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.
12. The Applicant shall 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 securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

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

1. The Applicant 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.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

3. All vehicles shall:
    a. Be equipped with seat belts for each individual 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.

IV. 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. In order 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 as a result 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 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:
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 three (3) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

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.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

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: (Cover pages are provided in Attachment C 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
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 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: 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) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). 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.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

(b). Define a round trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: 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: 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.

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 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 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:
1. A unit of service is equal to one mile.
2. 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.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. 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.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

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 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,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

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:

- 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.
    - *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.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling of trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *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.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

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 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. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Acceptance and Rejection of 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 the 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 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.
(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 Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant 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.

Agreement Period:
The agreement has a tentative effective date of **10-1-25 through 9-30-26**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis 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:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

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

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
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 Applicant 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.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

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:
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)).

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Appendix I

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

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

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. 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.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

8. Emergency Brakes:
    a. The vehicle must have a functional emergency brake that is capable of stopping 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.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

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

10. Horn: Must operate as designed.

11. Windshield & Windows:
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. Emergency Door:
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. 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.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. Springs & Shocks:
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. Tires:
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. Exhaust System:
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

16. Lights:
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. Gas Tank:
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following 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.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

ATTACHMENT A
TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: BLACK EAGLE TRANIST CO.

ADDRESS: 5600 W. 58TH ST. ASHTABULA, OH 44004

PHONE: 440-992-2157 FAX: 440-992-9376

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 20-5417461

EXECUTIVE DIRECTOR/DIRECTOR: KYLE BRUCKMAN EMAIL: kyle@ashtabulacitycab.com

PROGRAM COORDINATOR: JOYCE BOSWORTH EMAIL: citytaxicab@yahoo.com

FISCAL CONTACT: JOYCE BOSWORTH 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 an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: KYLE BRUCKMAN SIGNATURE: _____
(Note: original signature must be in blue ink)

TITLE: PRESIDENT DATE: 07/11/2025

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Section 3 - Program Planning and Development

A. Program Description

Black Eagle Moving Company, DBA: Black Eagle Transit Co. program description will be implemented to fulfill the requirements of Ashtabula County Department of Job & Family Services (ACDJFS) Transportation Services. Black Eagle Transit Co. is fully qualified to provide transportation for non-emergency appointments. Our mission is to provide safe and courteous transportation to those that have been pre-approved by ACDJFS. It is our intention that each and every client will receive the highest quality service regardless of race, age, sex, physical or mental handicap, or medical condition. Black Eagle Transit Co. strives to provide a diverse and wide range of services to accommodate all of our customers' needs. ASAP calls requiring immediate (within 1 hour of ACDJFS "calling) will be scheduled if possible. Black Eagle Transit Co. will provide a prompt response to all requests for transportation, in order for us to remain a responsible and reliable provider for clients in and outside of the county.

Black Eagle Transit Co. is an Ohio corporation in good standing, fully licensed and qualified to conduct business within Ashtabula County, and the surrounding counties. All client information is handled in accordance with all statutes and kept confidential in accordance to HIPPA.

The hiring practices of Black Eagle Transit Co. ensures only the most qualified applicants are rigorously pre-screened for employment and that it complies with all Federal & State Acts such as the Civil Rights Act of 1964, Equal Pay Act, Age Discrimination in Employment Act, and American with Disabilities Act.

All drivers that are employed and contracted with Black Eagle Transit Co. are pre-screened with FBI & BCI background check in accordance with both O.A.C. 5160-15-14 & 5123-2-02, driving record check, drug screening and trained in providing the clients with the best possible ride. All drivers are familiar with the county and are able to timely pickup and drop-off. The drivers are at least 25 years of age with at least 2 years of driving experience. They are all CPR & First aid certified with-in 90 days of being hired, as well as, PASS certified prior to operating wheel chair capable vehicles. All drivers are drug tested at time of hire, post-accident depending on severity, and randomly throughout the year. Drivers take special care to physically inspect their vehicle before and after every shift.

Other staff also realizes the importance of these rides to the clients. They are dedicated to ensuring a seamless transition from calls requesting service to the dispatching to the pickup and delivery. They are trained that these calls must have first priority over other calls to ensure that the waiting time is at a minimum. "Will Call" for return will be prioritized by medical first then non-medical. Going into an appointment will be prioritized over return from appointments. All ACDJFS call slips are dispatched before other company charges. Lift returns usually have quicker response times than another vehicle might.

B. Summary of service:

1. Black Eagle Transit Co. is a for profit Ohio Corporation, operates 16 hours per day Monday - Friday, and limited weekends as scheduled.

2. Black Eagle Transit Co. is an affiliate of, City Taxi Cab & Transfer Co., which has provided transportation services for ACJFS since 1995. Black Eagle Transit is specifically purposed in providing contracted services to Medicaid, DODD, Schools, as well as, other various local and state level government agencies. Additionally contracted services to businesses, churches, and to the public.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

3. Specifications:

(A.) Flat rate one way fare for any Black Eagle Transit Co. trip will be $11.73, regardless of whether it is inside or outside of the city of Ashtabula up to and including 3.4 miles starting at base. Trips are scheduled so that we may pick up close to 15 minutes before or after the scheduled pickup time.

(B.) Flat rate round trip fare will be $23.46 up to and including 6.8 miles with (1) stop, regardless of whether it is inside or outside of the city of Ashtabula up to and including 3.4 miles starting at base.

(C.) Shared rides will be charged $3.45 per mile. The total cost is divided by the total number of riders. We will wait only 5 minutes at each pickup to assure that the clients reach their destination on time.

(D.) Non flat rate trips will be charged a rate of $3.45 per mile and calculated as follows, including one-way trips exceeding 3.4 miles or round trips exceeding 6.8 miles; trips up to, and including 24.9 miles from base, are from base, to pick-up, to destination, and trips 25 miles or greater from base, are base, to pick-up, to destination, and back to base.

(E.) All fares outside of the "flat rate" definitions will be rounded up in half mile increments for invoicing.

(F.) Wait time is charged at a rate of $.45 per minute for all trip types. First 5 minutes is free. Wait time is charged per vehicle, not per person. We will only wait at the pickup address for up to 5 minutes before marking them a no show, and leaving.

(G.) For local calls the shared rides will be grouped together by the appointment time, same general area, and same general destination. For Out of County calls, the call slips are combined by appointments times and same direction / general area of appointments. Wait time for shared rides may be up to 60 minutes. If the return is much later than all other riders in the vehicle, a separate vehicle may be scheduled to bring that client back. Regular call slips will be combined with Lifts, if at all possible, and depending on availability of seats.

(H.) No Shows: if the passenger is a no show and/or did not cancel the pickup ride 2 hours prior to the dispatch time the return ride will automatically be cancelled. We will not go and pick them up. Additionally, if a client is a no show three (3) times in the same month, or two (2) times consecutively, they will be omitted from receiving transportation for the remainder of the month in which the most recent no show occurred.

(I.) We will not call the customer to notify them that the driver is waiting outside, nor will we knock at their door. For customers that are in wheelchairs, they themselves or their assistant must bring them out to the vans and return them to their homes from the vans, without help from the drivers. If it is requested that the driver assist a wheelchair person, they must have a wheelchair accessible property.

(J.) All trips in a 10-mile radius will be given a pick-up time of roughly 30 minutes prior to the appointment time. All others will have earlier pickup times depending on the pickup location & destination and weather conditions. We will be using a standard of 25 miles per hour to gauge the amount of time needed to get the passengers safely and on time to their destinations. All times may be changed if due to ride sharing but no more than 60 minutes.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

(K.) Procedure for last minute and or same day request: A worker from ACDJFS will call Black Eagle Transit Co. first, to be sure that we have a driver available to do the run. Once it is verified that the ride can be done the paperwork must be faxed or emailed over immediately.

(L.) Procedure for schedule changes: A worker from ACDJFS should call within 3 hours prior to the scheduled pickup time to make changes or cancel. Late running vehicles: We will call the passengers to let them know we are running late but normally during inclement weather we dispatch an extra 30-45 minutes earlier than normal to accommodate the road conditions without express permission from ACDJFS.

(M.) The form titled Unusual Incident Report will be used for any problems, accidents, injury, and unusual incidents within 24 hours via fax or e-mail. Complaints will be referred to ACDJFS.

(N.) Vehicle list below:

Vehicle	# Of Units	Passenger Capacity
WHEELCHAIR LIFT VAN	1	2 WC & 1 PASSENGERS
WHEELCHAIR LIFT VAN	2	1 WC & 5 PASSENGERS
FORD TAURUS SEDAN	3	UP TO 4 PASSENGERS
FORD EXPLORER SUV	1	UP TO 4 PASSENGERS
FORD E350 BUS	2	UP TO 14 PASSENGERS
CHEVY TAHOE SUV	1	UP TO 4 PASSENGERS
FORD FLEX WAGON	2	UP TO 6 PASENGERS
GMC PASSENGER VAN	1	UP TO 12 PASSENGERS

C. Geographical Service Areas

1. Primarily we cover all of Northeast Ohio, but Black Eagle Transit Co. will cover the 48 contiguous states if needed.

D. Organizational Structure:

1. See attached Organizational Chart.

E. Provider Staff Qualifications

1. See attached listing of job descriptions.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Exhibit II

(Fee Schedule)

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Black Eagle Transit Company
Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile:	$ 3.45	General Unit Rate is $3.45 per mile with the following modifications:
One Way - Flat Rate:	$ 11.90	Up to and including 3.4 miles, Base to pick-up to destination. Miles are calculated Base to pick up to destination without regard to Ashtabula City boundaries. Trips are scheduled to pickup close to 15 minutes before or after the scheduled pickup time.
Round Trip - Flat Rate	$23.80	Up to and including 6.8 miles with (1) stop, regardless of whether it is inside or outside of the City of Ashtabula up to and including 3.4 miles starting at base.
Per Mile Charge (Non-Flat Rate Trips)	$ 3.45	One-way trips exceeding 3.4 miles or round trips exceeding 6.8 miles. Trips up to 24.9 miles from Base to pick-up to destination and trips 25 miles or greater from Base to pick-up to destination and return to Base.
Wait Time	$ 0.45	Wait time is charged at a rate of $0.45 per minute for all trip types. The first 5 minutes are free. Wait time is charged per vehicle not per person. We will only wait at the pickup address for up to 5 minutes before marking them a no show and leaving.
All trips are to be map quested for mileage:		Trips up to 24.9 miles will be map quested using shortest distance. Trips greater than 24.9 miles will be map quested using shortest time.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Black Eagle Transit Co Inc**
Date: **8/28/2025 10:12:50 AM**

This search produced the following list of **5** possible matches:

Name/Organization	Address
Black, Amy	314 Idaho St
Blackford, Terri	11664 Milton Road
Blackwell, Amber	33662 Hysell Run Road
Blanton, Rachel	10052 State Route 772
Brock-Blanks, Deborah	731 N. Fred Shuttlesworth

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Contract No.: 26-3004-HRT

FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$200,00.00**, and free from any previous encumbrances.

Agreement Title: A **Health Related Transportation Contract** between **Ashtabula County Job & Family Services** and **Black Eagle Transit Co.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/19/2025

Docusign Envelope ID: CDC3AF86-C92E-400E-AA8C-DF95707CBEF5

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Black Eagle Transit Company** for a **Health Related Transportation Contract for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 26-3001-ERT

This contract made and entered into on the **1st** day of **October 2025** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Ashtabula County Transportation System (ACTS),** located at: **2924 Donahoe Drive, Ashtabula, Ohio 44004** and whose phone number is: **440-994-2502**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2025,** through **September 30, 2026,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state, and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 20,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit I showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **OWF, SNAP ET/ABAWD, SNAP ET, LEAP, PRC**. Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2026 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

- ACJFS program to be charged
- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide background checks of all employees that provide direct services to transportation participants and provide copies of the background checks to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire background checks.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub, or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: 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. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services
FB74060D0EAC4B8...

9/18/2025
Date

Signed by:

8CC3D2025A6D44F...

DocuSigned by:

3E6154CBF4DA44C...

9/24/2025
Date

Signed by:

Ashtabula County Board of Commissioners
72C9CAC40E3D4A8...

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Exhibit I

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Request for Proposals
For
Transportation Services

Health Related Transportation
Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #4-25

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

TABLE OF CONTENTS

RFP Section:		
I.	INTRODUCTION	3
	Ride Data	3
II.	RFP SCHEDULE AND SUBMISSION INFORMATION	4
	RFP Schedule of Important Dates	4
	Pre-Proposal Conference	4
	Contact Person	4
	Proposal Delivery	4
III.	APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES	5
IV.	PROPOSAL SPECIFICATIONS AND FORMAT	6
	Proposal Information	6
	Proposal Cost	6
	Proposal Communication	6
	Proposal Format	6
	Cover Page	6
	Proposal Checklist	6
	Section 1 ~ Applicant Information	7
	Section 2 ~ Required Documents	7
	Section 3 ~ Program Planning and Development	7
	Section 4 ~ Applicant Budget	8
V.	EVALUATION AND SELECTION PROCESS	8
	Proposal Evaluation	8
	Stage 1 Review	9
	Stage 2 Review	9
	Proposal Selection	9
	Acceptance and Rejection of Proposals	10
	Post Selection Meeting	10
IV.	AWARD OF CONTRACT/SUBGRANT AGREEMENT	10
	Overview	10
	Availability of Funds	10
	Agreement Period	10
	Invoicing	10
	Performance and Monitoring	10
	Confidentiality and Security	11
	Publicity	11
	Applicable Laws and Rules	11
	Patent or Copyright Liabilities	11
	Software and Ownership Rights	11
	APPENDIX I-A ~ Transportation Requirements	13
	APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements	16
	ATTACHMENT A ~ Applicant Information	17
	ATTACHMENT B ~ Applicant Budget	19
	ATTACHMENT C ~ Cover Pages	26
	Forms	47
	○ Delinquent Personal Property Tax Affidavit	47
	○ Non-Collusion Affidavit	48
	○ Non-Discrimination Agreement	49
	○ Representations, Assurances and Certifications	50
	○ Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit	51
	ATTACHMENT D ~ Sample Agreement	56
	ATTACHMENT E ~ Checklist	64

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

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.

Ride Data

For the period of 10-1-23 to 9-30-24, 43,096 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

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

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

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

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 transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	**Date: 6-13-25**
Question Period Begins	**Date: 6-13-25**
Pre-Proposal Conference	**Date: 6-24-25 @ 10:00 a.m.**
Question Period Ends	**Date: 6-24-25 @ 4:00 p.m.**
Proposals Due to Ashtabula County Board of Commissioners	**Date: 7-11-25 @ 2:30 p.m.**
Agreement Effective Date	**Date: 10-1-25**

Pre-Proposal Conference:

A pre-proposal conference will be held on June **24, 2025,** at **10:00 a.m.** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-11-25, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-25

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

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. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall 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.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall 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.
11. The Applicant shall 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.
12. The Applicant shall 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 securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

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

1. The Applicant 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.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

3. All vehicles shall:
    a. Be equipped with seat belts for each individual 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.

IV. 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. In order 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 as a result 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 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:
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 three (3) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

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.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

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: (Cover pages are provided in Attachment C 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
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 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: 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) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). 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.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

(b). Define a round trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: 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: 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.

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 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 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:
1. A unit of service is equal to one mile.
2. 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.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. 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.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

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 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,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

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:

- 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.
    - *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.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling of trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *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.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

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 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. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Acceptance and Rejection of 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 the 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 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.
(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 Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant 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.

Agreement Period:
The agreement has a tentative effective date of **10-1-25 through 9-30-26**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis 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:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

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

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
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 Applicant 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.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

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:
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)).

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Appendix I

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

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

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. 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.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

8. **Emergency Brakes:**
    a. The vehicle must have a functional emergency brake that is capable of stopping 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.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

9. **Steering Gear:**
    a. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
    b. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
    c. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
    d. Tie rod ends must function properly.
    e. Tires must not rub any chassis or body component in any position.

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. 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.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. **Tires:**
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. **Exhaust System**:
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

16. Lights:

a. Must operate as designed.
b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:

a. Condition must be intact.
b. Must be free of broken parts that can cause injury.

18. Gas Tank:

a. Must be free of rust, damage, or leaks.
b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following 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.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Exhibit II

(Fee Schedule)

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Transportation Provider Form

Date	October 1, 2025, through September 30, 2026		
Company Name	Ashtabula County Transportation System (ACTS)		
Contact Person	Julie Carlo, ACTS Project Manager		
Address City, State, Zip	2924 Donahoe Drive Ashtabula, Ohio 44004		
Phone Number	440-994-2065		
Fax Number	440-998-1538		
Are you a Licensed Provider?	**Yes** **No** *X*	**If yes, what is your License Number?**	N/A

Complete all lines that pertain to your service

Rates	In County	Out of County	Private Pay
Rates-One Way Trip	October 1, 2025, to September 30, 2026 $65.25 Vehicle Hour	N/A	18 yrs. + $2.00 E&D Card $ 1.00 3-17 Yrs. $.75 0-2 Yrs. FREE
Mileage	N/A	N/A	N/A

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Transportation System**
Date: **8/28/2025 10:11:23 AM**

This search produced the following list of **7** possible matches:

Name/Organization	Address
Ashe Cultural Center	2125 Superior Ave.
ASHE Culture Center, Inc.	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy P2	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy S1	2125 Superior Avenue
Ashford, Velma	4400 Clarkwood Parkway, Unit 225
George Washington Carver Preparatory Academy	11260 Chester Road, Suite 260
George Washington Carver Preparatory Academy	2283 Sunbury Road

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$5,000.00**, and free from any previous encumbrances.

Agreement Title: An **Employment Related Transportation Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Ashtabula County Transportation System (ACTS)**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/18/2025

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Ashtabula County Transportation System** for an **Employment Related Transportation Sub-Grant Agreement for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 26-3002-HRT

This contract made and entered into on the **1st** day of **October 2025** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Ashtabula County Transportation System (ACTS)** located at: **2924 Donahoe Drive, Ashtabula, Ohio 44004** and whose phone number is: **440-994-2502** , (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Title XIX of the Social Security Act, Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2025,** through **September 30, 2026,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 500,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit I showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **Title XX transportation, Non-emergency Transportation (NET), Pregnancy Related Services Transportation (PRS).** Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

    The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

    Federal Award Project Description: FFY 2026 Transportation

    Name of Federal Awarding Agency: Department of Health and Human Services

    Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

    Federal Award Identification Number (FAIN): Not available at this time

    Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

    Is the Award Research and Development: No

    Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

    (1) A one-page summary invoice signed by an authorized representative and will include:
    - Contract number
    - Service month and year
    - Provider's name, address, telephone number and billing contact person's name
    - Total amount invoiced for the month

    (2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:
    - ACJFS program to be charged
    - Date of trip

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide copies of background checks, driver's license, and a certified driving history from the Bureau of Motor Vehicles of the Ohio Dept. of Public Safety, for all employees that provide direct services to transportation participants, to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio,

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonably foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: 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. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

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

FB74060D0EAC4B8...

9/18/2025
Date

Signed by:

8CC3D2025A6D44F...

DocuSigned by:

3E6154CBF4DA44C...

9/24/2025
Date

Signed by:

Ashtabula County Board of Commissioners

72C9CAC40E3D4A8...

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Exhibit I

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Request for Proposals
For
Transportation Services

Health Related Transportation
Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #4-25

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 26
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

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.

Ride Data

For the period of 10-1-23 to 9-30-24, 43,096 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

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

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

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

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 transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	Date: 6-13-25
Question Period Begins	Date: 6-13-25
Pre-Proposal Conference	Date: 6-24-25 @ 10:00 a.m.
Question Period Ends	Date: 6-24-25 @ 4:00 p.m.
Proposals Due to Ashtabula County Board of Commissioners	Date: 7-11-25 @ 2:30 p.m.
Agreement Effective Date	Date: 10-1-25

Pre-Proposal Conference:

A pre-proposal conference will be held on June 24, 2025, at 10:00 a.m. at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25** to:

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-11-25, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-25

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

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. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall 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.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall 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.
11. The Applicant shall 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.
12. The Applicant shall 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 securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

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

1. The Applicant 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.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

3. All vehicles shall:
    a. Be equipped with seat belts for each individual 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.

IV. 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. In order 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 as a result 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 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:
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 three (3) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

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.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

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: (Cover pages are provided in Attachment C 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
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 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: 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) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). 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.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

(b). Define a round trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: 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: 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.

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 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 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:
1. A unit of service is equal to one mile.
2. 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.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. 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.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

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 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,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

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:

- 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.
    - *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.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling of trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *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.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

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 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. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Acceptance and Rejection of 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 the 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 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.
(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 Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant 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.

Agreement Period:
The agreement has a tentative effective date of **10-1-25 through 9-30-26**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis 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:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

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

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
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 Applicant 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.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

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:
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)).

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Appendix I

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

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

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. 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.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

8. Emergency Brakes:
    a. The vehicle must have a functional emergency brake that is capable of stopping 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.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

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

10. Horn: Must operate as designed.

11. Windshield & Windows:
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. Emergency Door:
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. 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.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. Springs & Shocks:
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. Tires:
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. Exhaust System:
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

16. Lights:
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. Gas Tank:
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following 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.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Exhibit II

(Fee Schedule)

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Transportation Provider Form

Date	October 1, 2025 through September 30, 2026		
Company Name	Ashtabula County Transportation System (ACTS)		
Contact Person	Julie Carlo, ACTS Project Manager		
Address City, State, Zip	2924 Donahoe Drive Ashtabula, Ohio 44004		
Phone Number	440-994-2065		
Fax Number	440-998-1538		
Are you a Licensed Provider?	**Yes** **No** *X*	**If yes, what is your License Number?**	N/A

Complete all lines that pertain to your service

Rates	In County	Out of County	Private Pay
Rates-One Way Trip	October 1, 2025, to September 30,2026 $65.25 Vehicle Hour	N/A	18 yrs. + $2.00 E&D Card $1.00 3-17 Yrs. $.75 0-2 Yrs. FREE
Mileage	N/A	N/A	N/A

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Transportation System**
Date: **8/28/2025 10:11:23 AM**

This search produced the following list of **7** possible matches:

Name/Organization	Address
Ashe Cultural Center	2125 Superior Ave.
ASHE Culture Center, Inc.	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy P2	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy S1	2125 Superior Avenue
Ashford, Velma	4400 Clarkwood Parkway, Unit 225
George Washington Carver Preparatory Academy	11260 Chester Road, Suite 260
George Washington Carver Preparatory Academy	2283 Sunbury Road

---

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Contract No.: 26-3002-HRT

FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$125,000.00**, and free from any previous encumbrances.

Agreement Title: A **Health Related Transportation Contract** between **Ashtabula County Job & Family Services** and **Ashtabula County Transportation System (ACTS)**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/18/2025

Docusign Envelope ID: 41383C94-4495-4488-8042-529FF08D7F3C

Contract No.: 26-3002-HRT

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Ashtabula County Transportation System** for a **Health Related Transportation Contract for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 25-3005-ERT

This contract made and entered into on the 1st day of **October 2025** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Country Neighbor Program, Inc.** located at: **P.O. Box 212, 39 South Maple Street, Orwell, Ohio 44076**, and whose phone number is: **440-437-6311**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2025,** through **September 30, 2026,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 5,450.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **OWF, SNAP ET/ABAWD, SNAP ET, LEAP, PRC**. Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect, or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2026 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

- ACJFS program to be charged
- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide background checks of all employees that provide direct services to transportation participants and provide copies of the background checks to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire background checks.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: 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. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

9/18/2025
Date

Signed by:
9AC9C4BA074947A...

Country Neighbor Program, Inc.

9/18/2025
Date

Signed by:
8CC3D2025A6D44F...

DocuSigned by:
3E6154CBF4DA44C...

9/24/2025
Date

Signed by:
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Exhibit I

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Request for Proposals
For
Transportation Services

Health Related Transportation
Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #4-25

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 26
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

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.

Ride Data

For the period of 10-1-23 to 9-30-24, 43,096 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

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

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

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

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 transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	Date: 6-13-25
Question Period Begins	Date: 6-13-25
Pre-Proposal Conference	Date: 6-24-25 @ 10:00 a.m.
Question Period Ends	Date: 6-24-25 @ 4:00 p.m.
Proposals Due to Ashtabula County Board of Commissioners	Date: 7-11-25 @ 2:30 p.m.
Agreement Effective Date	Date: 10-1-25

Pre-Proposal Conference:

A pre-proposal conference will be held on June 24, 2025, at 10:00 a.m. at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-11-25, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-25

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

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. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall 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.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall 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.
11. The Applicant shall 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.
12. The Applicant shall 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 securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

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

1. The Applicant 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.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

3. All vehicles shall:
    a. Be equipped with seat belts for each individual 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.

IV. 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. In order 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 as a result 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 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:
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 three (3) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

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.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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: (Cover pages are provided in Attachment C 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
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 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: 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) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). 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.

(b). Define a round trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: 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: 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.

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 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 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:
1. A unit of service is equal to one mile.
2. 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.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. 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.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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 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,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

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:

- 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.
    - *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.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling of trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *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.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

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 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. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Acceptance and Rejection of 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 the 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 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.
(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 Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant 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.

Agreement Period:
The agreement has a tentative effective date of **10-1-25 through 9-30-26**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis 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:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

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

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
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 Applicant 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.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

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:
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)).

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Appendix I

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

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

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. 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.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

8. Emergency Brakes:
    a. The vehicle must have a functional emergency brake that is capable of stopping 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.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

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

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. 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.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. **Tires:**
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. **Exhaust System**:
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

16. Lights:
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. Gas Tank:
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following 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.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

ADDRESS: 39 South Maple Street, PO Box 212, Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Brittany Shriver EMAIL: brittany.shriver@countryneighbor.org

FISCAL CONTACT: Tina Hansel EMAIL: tina.hansel@countryneighbor.org

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 an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Barbara Klingensmith SIGNATURE: _____

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: July 9, 2025

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Country Neighbor Program, Inc.
Employment Related and
Health Related Transportation
Section 3
Program Planning and Development

A. Program Description

Country Neighbor is proposing to provide a total of 175,000 miles of Health-Related Transportation and 2,500 miles of Employment-Related Transportation for the contract period of October 1, 2025, through September 30, 2026. Both services will be offered at a unit rate of $2.18 per mile.

We are not requesting a rate increase for the upcoming contract year. Our proposed rate remains consistent with the previous year's contract, reflecting our commitment to maintaining cost-effective and reliable transportation services for the communities we serve.

Country Neighbor complies fully with all applicable regulations set forth by the Ohio Department of Transportation (ODOT), Ohio Division of Emergency Medical Services (EMS), and the Ohio Department of Aging (ODA). This includes adherence to all training, safety, and monitoring requirements. Our program is subject to annual monitoring by each overseeing agency to ensure full compliance with state standards.

We place a strong emphasis on trip coordination and cost-efficiency by sharing transportation services across funding sources whenever possible. This approach reduces overall costs and maximizes the number of trips that can be provided with available resources. From October 2024 through June 2025, 54% of the Health-Related Transportation (HRT) trips provided by Country Neighbor were shared rides. This strategy resulted in a savings of $129,061.08 in HRT funding during that time period.

Currently, transportation requests are submitted to our Transportation Unit via email by the Ashtabula County Job and Family Services (ACJFS) Transit Unit. Upon receiving the requests, our Transportation Supervisor and team coordinate scheduling of both trips and drivers. Clients are contacted the day prior to their scheduled trip to confirm trip details and provide their estimated pickup time. If a shared trip is scheduled, clients are also informed of other riders who may be accompanying them.

B. Summary of Service

1. Days and Hours of Service

Country Neighbor operates Monday through Saturday from 3:30 a.m. to approximately 7:00 p.m., depending upon the trips scheduled. These times and days are flexible and vary with individual need. We do provide dialysis transportation on Sundays and holidays, when necessary.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

2. Provider Experience

Country Neighbor has been providing transportation as discussed in the service specifications for well over 43 years. We have for the past several years been the contract provider for the countywide Ashtabula County Senior Services Levy transportation program.

Country Neighbor is designated by the Ashtabula County Board of Commissioners as the Lead Agency for Transportation Coordination Planning and implementation of the Ashtabula County Coordinated Plan.

3. Specifications

a. Trip Charge Calculation

Country Neighbor charges a flat, per mile fee. There are no additional fees for "wait time" or "lift drops".

Mileage begins from our vehicle lot and back, unless it is already in service. If it is already in service, mileage begins from the drop off point of the previous passenger to the new passenger's pickup address then to their destination and back home or back to our vehicle lot if there are no further trips scheduled for that driver.

b. Round Trip Definition

A "round trip" is when we leave a specified location, pick up the passenger, take them to their destination and then return them back to their home. If the driver has no other runs scheduled, then the trip ends at the Country Neighbor lot. If there is another run, then the trip ends at the passenger's home.

c. Charging a Shared Trip

If all the same funding source, we take the total trip miles and divide by the number of individuals sharing that trip and each is billed their share. If different funding sources, all going to the same destination area, the total trip miles are divided equally by the number of people on board and billed as such.

d. Number of Vehicles, Passenger Capacity and Wheelchair Lifts

Country Neighbor has (2) 7 passenger minivans, (4) modified minivan, and (6) lift vehicles. The modified minivans have 1 wheelchair position; the lift vans have 2 wheelchair positions.

We have been awarded another new vehicle in the latest round of funding from ODOT which we should receive sometime in early 2026.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

e. Procedures for Multiple Passengers

Our transportation unit works with individual passengers and medical facilities identifying commonalities in trip destination areas and appointment times to coordinate reasonable schedules to minimize waiting periods.

To determine the definition of "excessive" wait time is difficult as each situation is unique. For example, if we take three passengers to Cleveland for three different appointments within a two-hour window of each other, the wait time may look very different from three passengers waiting in Ashtabula which you can get to much quicker. In the first example, they may wait on each other for a total of three hours whereby in the second scenario, waiting two hours may be excessive.

Our transit unit always notifies the passengers ahead of time when waiting for periods of time may occur.

f. Ensure 15 Minute Windows for Stated Pickup and Deliveries

All trips are entered into our Ecolane scheduling and dispatching software program. As the trips are batched for the day and vehicle, the software assigns pickup and delivery times for the passengers. We then convey this information to the passengers when we call them the previous day.

The dispatcher monitors all trips on a continuous basis all day and is alerted if vehicles are running behind. Should problems arise, she then takes appropriate action by contacting all involved to adjust the schedules accordingly.

g. Accommodating Last Minute Requests, Changes, Late Running Vehicles, and "No Shows"

If last minute requests are received by our unit, the dispatcher will look at the day's schedule to see if we can accommodate the request. If we are unable at the specified time, we work with the passengers and the ACJFS transit unit to adjust their time to fit into the current schedule, if possible. If this scenario is not possible, we check to see if a reschedule is possible. If not, the call slip is sent back to ACJFS. However, generally, details are worked out to accommodate both parties.

"No shows" are handled on an individual basis. If a client is a repeat offender, the CNP transit unit communicates with ACJFS and cooperative steps are taken to address the issue.

h. Assurance Regarding 90% of Shared-Ride Trips

With our scheduling software, we can continually monitor our fleet of vehicles in service and adjust, as necessary. We are continuously communicating with the passengers and drivers to ensure reasonable accommodation are met to and from

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

destinations.

i. Reporting of Incidents and Accidents

Country Neighbor will report all incidents, accidents, and complaints, per the bid specification to ACJFS.

C. Geographical Service Area

Country Neighbor is available to provide transportation countywide. We will travel to destinations within the county, out of the county and into Pennsylvania, when necessary. Most of our medical transportation is to Geauga, Ashtabula, Cuyahoga and Trumbull Counties.

ERT is generally within the county, but we have the capacity to go out of the county, if necessary.

D. Organizational Structure

Country Neighbor began in 1977 and was incorporated in March of 1981. The mission of the organization is to help people remain independent by providing supportive services to enhance their quality of life. Country Neighbor provides a wide variety of services to include, but not limited to, homemaker, chore, transportation, home delivered meals, congregate meals, personal care, prescription assistance, emergency food assistance, rental/utility assistance, socialization, senior companionship, summer meals for children, recreational, educational, and wellness activities.

Our service area is dependent upon the funding sources for the variety of programs we provide.

As the Ashtabula County Food Bank (Country Neighbor) serves 26 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters located throughout Ashtabula County. In 2024, we distributed over 1.2 million pounds of food to these contract organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Trumbull County Senior Services Levy, Ashtabula County Department of Job and Family Services, Direction Home of Eastern Ohio, the Ohio Department of Job & Family Services and United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors who meet one time per month, generally the last Monday of each month. ***(List attached)***

An Organizational Chart is attached.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

E. Provider/Staff Qualifications

Executive Director: Responsible for overall implementation, grant writing, fiscal accountability and administration of the program. Also, very involved with the Coordinated Transportation Plan update and implementation for the County.

Associate Director: Assist the Executive Director with the day-to-day administrative oversight of the operations of the program.

Administrative Assistant/Bookkeeper: Assist with human resources, fiscal responsibilities, payroll and financial reporting.

Receptionist/Back up Receptionist/Data Support Specialist: Cover the desk, answer telephone, direct clients, daily clerical responsibilities of the home delivered meals program, such as data collection/entry into the database, run daily delivery sheets for drivers, review of daily service delivery sheets

Transportation Supervisor: Reports to the Executive Director. She is responsible for the intake and assessment of each client, scheduling all transportation trips, drivers, vehicles, accuracy and completion of all required documentation and recordkeeping, maintenance program implementation, policy and procedure implementation and quality assurance of the program.

Transportation Assistants: Responsible for all daily trip data entry, assist with billing and assessment tools. Assists Transportation Supervisor with telephone, and clients.

Drivers: Direct service of client's transportation to appointments, assist them, then return them to their homes, cleanliness of vehicles, accurate completion of all documentation, and required training.

Facility Maintenance: Responsibilities include facility cleaning and assist with vehicle cleaning

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

ACJFS #4-25

Country Neighbor Program, Inc.
Health Related Transportation
Employment Related Transportation
Section 3
Program Planning and Development
2025 Board Roster

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

COUNTRY NEIGHBOR PROGRAM, INC.
2025 BOARD OF DIRECTORS
ROSTER

Casey O'Brien, President
Village Station
401 South Street
Chardon, OH 44024
Attorney At Law
Office: 440-437-5295
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: January 30, 2006
Email: Casey@peteribold.com

Dan Reel, Vice-President
12350 Winchell Road
Concord Township, OH 44024
Reel's Auto Sales
Work: 440-437-5893
Mobile: 440-319-1247
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: March 30, 2015
Email: dan@reelsauto.com

Rick Huffman, Secretary/Treasurer
5901 Route 6
Hartsgrove Twp, OH 44085
Contractor/Business Owner
Home: 440-474-9042 c: 440-990-9532
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: November 7, 2016
Email: rickhuffman@gmail.com

Jodie Hitchcock
6485 Footville Richmond Road
Andover, OH 44003
Accountant
Cell: 440-813-6627
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 27, 2025
Email: jhitchcock@eliteaccountingoh.com

Bonnie Brockway
2233 Brown Road
Jefferson, OH 44047
Retired: School Treasurer
Home: 440-576-8126
Alternate: 440-813-4958
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2021
Email: bbrockway64@gmail.com

Angela Thomas
8695 Troutman Road
Orwell, OH 44076
Ashtabula County Developmental Disabilities
Cell: 440-474-3600
Term Begins: February 10, 2023
Term Ends: January, 2026
Date Elected: February 10, 2020
Email: thomasaa91@gmail.com

Sheri Nellis
6589 State Route 45
Bristolville, OH 44402
Office Administrator
Cell::330-442-5578
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 27, 2025
Email: NYEve1961@aol.com

John Pizon
383 East Jefferson Street
Jefferson, OH 44047-1105
Retired: First Energy (Electrical Engineer)
Home: 440-576-2447
Alternate: 440-437-6368
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: August 23, 2010
Email: john.pizon@gmail.com

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Kathleen Wolf
5129 Lenox New Lyme Road
Jefferson, OH 44047
Retired: Long Term Care
Home: 440-294-2368
Alternate
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 28, 2002
Email: KathleenWolf@yahoo.com

Sally Kennedy
1000 Middle Road
Conneaut, OH 44030
Retired: Health Commissioner
Home: 440-593-3087
Alternate: 440-789-9441
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2021
Email: kennedysally08@gmail.com

Ghassan Saikaly
4409 East Union Road
Dorset, OH 44032
Retired: Geauga Cty Water & Sewer Dept
Home: 440-293-6648
Cell: 440-536-2064
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2010
Email: gsaikaly@embarqmailcom

Randy Gentry
PO Box 1382
Andover, OH 44003
Law Enforcement
Work:
Mobile: 440-645-3543
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: September 28, 2015
Email rlgentry97@gmail.com

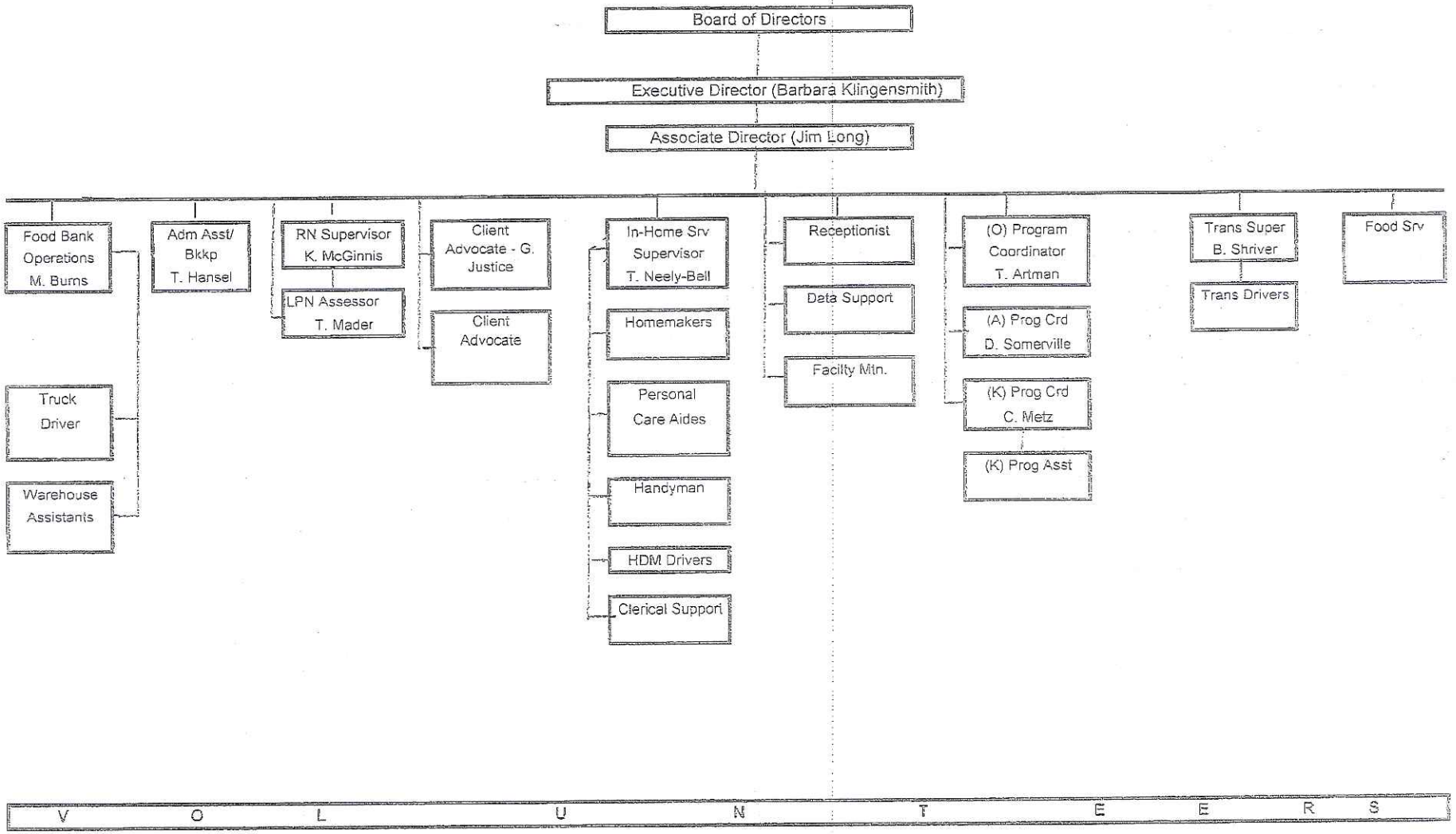
Daniel Claypool
5239 Lake W Road, Unit 306
Ashtabula, OH 44004
Retired: Law Enforcement
Mobile: 440-969-4913
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: June 5, 2023
Email: dclaypool@roadrunner.com

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

ACJFS #4-25

Country Neighbor Program, Inc.
Health Related Transportation
Employment Related Transportation
Section 3
Program Planning and Development
Organizational Chart

COUNTRY NEIGHBOR PROGRAM, INC.
ORGANIZATIONAL CHART



Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Exhibit II

(Budget)

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Applicant Budget Summary

Applicant: Country Neighbor Program, Inc. (Employment Related)	
Date From: October 1, 2025	To: September 30, 2026

	Amount
I. Staff	
A. Salaries	$ 1,575.00
B. Payroll-Related Expenses	$ 166.00
Total Staff Costs	$ 1,741.00
II. Operations	
A. Travel and Short-Term Training	$ 50.00
B. Consumable Supplies	$ 565.00
C. Occupancy Costs	$ 944.00
D. Contract and Professional Services	$ 830.00
E. Other - Miscellaneous	$ 1,320.00
Total Operational Costs	$ 3,709.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 5,450.00
IV. Minus Other Program Resources	$ -
Total Program Costs	$ 5,450.00

Budget Computation

Total Operating Expenses	$ 5,450.00
Divided by Total Operating Units	2,500
= Unit Rate	$ 2.18

Unit Rate	$ 2.18
X number of units purchased	2,500
= Total Contract Amount	$ 5,450.00

Unit = Example: 1 meal, 1 hour

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Administrative Assistant/Bkkp	$ 40,750.00	Annual	0.39%	$ 160.00
Receptionist	$ 26,520.00	Annual	0.45%	$ 120.00
Transportation Supervisor	$ 35,875.00	Annual	0.35%	$ 125.00
Transportation Assistants	$ 30,160.00	Annual	0.50%	$ 150.00
Drivers	$ 352,045.00	Annual	0.29%	$ 1,005.00
Facility Maintenance	$ 8,970.00	Annual	0.17%	$ 15.00
Total Salaries				$ 1,575.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 121.00
Worker's Compensation	$ 20.00
Unemployment Insurance	$ 10.00
Retirement Expenses	$ 5.00
Hospitalization	$ -
Other (*identify*) Life Insurance	$ 10.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 166.00

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	$ -
Short-Term, Training	$ 50.00
Total Travel and Short-Term Training	$ 50.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 30.00
Cleaning Supplies	$ 10.00
Other *(identify) Fuel*	$ 525.00
Other *(identify)*	
Total Consumable Supplies	$ 565.00

II. C. Occupancy Costs

	Amount
Rent	$ 300.00
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	$ 60.00
Electric	$ 120.00
Water	$ 20.00
Telephone	$ 432.00
Sewer	$ -
Other *(identify) Garbage*	$ 12.00
Other *(identify)*	
Total Occupancy Costs	$ 944.00

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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

Identify Each Contract of Service	Amount
Audit	$ 60.00
Technology & Software	$ 120.00
D&O Insurance	$ 50.00
Employee Testing	$ 50.00
Liability Insurance	$ 50.00
Vehicle Insurance	$ 500.00
Total Contract & Services Costs	$ 830.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Licensure	$ 50.00
Advertising	$ 30.00
Vehicle Repair & Maintenance	$ 1,200.00
Miscellaneous Expense	$ 40.00
Total Miscellaneous Costs	$ 1,320.00

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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 Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				$ -	$ -	$ -		$ -

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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	$ -

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Country Neighbor Program

Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile:	$ 2.18	Country Neighbor charges a flat, per mile fee of $2.18. There are no additional fees for "wait time" or "lift drops". Mileage begins from our Home Vehicle Lot at: 2693 State Route 322, Orwell, Ohio and back unless the vehicle is already out in service. If the vehicle is in service, mileage begins from the drop off point of the previous passenger to the new passenger's pick-up address, then to their destination and back home. Or, back to the Home Vehicle Lot if there are no further trips scheduled for the given driver.
Round Trip - Flat Rate per mile	$ 2.18	A "round trip" starts when leaving a specified location (Home Lot or the last drop off destination of previous customer), pick up the customer, take them to their destination, and return them to their home. If the driver has no other runs scheduled, then the trip ends at the Country Neighbor Home Vehicle Lot. If the driver has another run, then the trip ends at the customer's return home.
Shared Rides:	NA	If all riders utilize the same funding source, the total trip miles are divided by the number of individuals sharing that trip and each individual is billed their share. If different funding sources, all going to the same destination area, the total trip miles are divided equally by the number of individuals and billed as such to each funding source.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program**
Date: **8/28/2025 10:13:16 AM**

This search produced the following list of **5** possible matches:

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Contract No.: 26-3005-ERT

FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$1,362.50**, and free from any previous encumbrances.

Agreement Title: An **Employment Related Transportation Contract** between **Ashtabula County of Job & Family Services** and **Country Neighbor Program, Inc.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/18/2025

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Contract No.: 26-3005-ERT

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Country Neighbor Program, Inc.** for an **Employment Related Transportation Contract for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 26-3006-HRT

This contract made and entered into on the 1st day of **October 2025** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Country Neighbor Program, Inc.** located at: **P.O. Box 212, 39 South Maple Street, Orwell, Ohio 44076**, and whose phone number is: **440-437-6311**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Title XIX of the Social Security Act, Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2025,** through **September 30, 2026,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

    1. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:

    $ 381,500.00

4. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

5. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **Title XX transportation, Non-emergency Transportation (NET), Pregnancy Related Services Transportation (PRS).** Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

6. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

priority over all others when ACJFS has authorized the purchase of service.

7. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

8. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

9. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

   The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

   Federal Award Project Description: FFY 2026 Transportation

   Name of Federal Awarding Agency: Department of Health and Human Services

   Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

   Federal Award Identification Number (FAIN): Not available at this time

   Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

   Is the Award Research and Development: No

   Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

10. **Invoice Format**: Provider's invoice will consist of:

    (1) A one-page summary invoice signed by an authorized representative and will include:
    - Contract number
    - Service month and year
    - Provider's name, address, telephone number and billing contact person's name
    - Total amount invoiced for the month

    (2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:
    - ACJFS program to be charged

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

11. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

12. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

13. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

14. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

15. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

16. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

17. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

18. **Background Checks:** The Provider agrees to provide copies of background checks, driver's license, and a certified driving history from the Bureau of Motor Vehicles of the Ohio Dept. of Public Safety, for all employees that provide direct services to transportation participants, to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire.

19. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

20. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

21. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

22. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

23. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

24. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

25. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

26. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

27. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

28. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

29. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

30. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

31. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

32. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

33. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

34. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

35. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

36. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

37. **Debarment**: 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. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

38. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

39. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

40. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

41. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

42. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

43. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

44. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

45. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

46. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

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

FB74060D0EAC4B8...

9/18/2025
Date

Signed by:

Barbara Klingensmith

Country Neighbor Program, Inc.

9AC9C4BA074947A...

9/18/2025
Date

Signed by:

8CC3D2025A6D44F...

DocuSigned by:

Casey Kozlowski

3E6154CBF4DA44C...

9/24/2025
Date

Signed by:

Kathryn Whittington

Ashtabula County Board of Commissioners

72C9CAC40E3D4A8...

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Exhibit I

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Request for Proposals
For
Transportation Services

Health Related Transportation
Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #4-25

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 26
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

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.

Ride Data

For the period of 10-1-23 to 9-30-24, 43,096 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

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

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

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

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 transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	Date: 6-13-25
Question Period Begins	Date: 6-13-25
Pre-Proposal Conference	Date: 6-24-25 @ 10:00 a.m.
Question Period Ends	Date: 6-24-25 @ 4:00 p.m.
Proposals Due to Ashtabula County Board of Commissioners	Date: 7-11-25 @ 2:30 p.m.
Agreement Effective Date	Date: 10-1-25

Pre-Proposal Conference:

A pre-proposal conference will be held on June 24, 2025, at **10:00 a.m.** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25** to:

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-11-25, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-25

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

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. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall 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.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall 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.
11. The Applicant shall 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.
12. The Applicant shall 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 securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

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

1. The Applicant 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.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

3. All vehicles shall:
    a. Be equipped with seat belts for each individual 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.

IV. 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. In order 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 as a result 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 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:
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 three (3) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

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.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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: (Cover pages are provided in Attachment C 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
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 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: 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) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). 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.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

(b). Define a round trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: 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: 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.

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 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 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:
1. A unit of service is equal to one mile.
2. 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.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. 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.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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 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,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

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:

- 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.
    - *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.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling of trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *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.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

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 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. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Acceptance and Rejection of 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 the 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 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.
(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 Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant 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.

Agreement Period:
The agreement has a tentative effective date of **10-1-25 through 9-30-26**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis 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:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

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

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
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 Applicant 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.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

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:
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)).

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Appendix I

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

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

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. 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.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

8. Emergency Brakes:
    a. The vehicle must have a functional emergency brake that is capable of stopping 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.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

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

10. Horn: Must operate as designed.

11. Windshield & Windows:
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. Emergency Door:
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. 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.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. Springs & Shocks:
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. Tires:
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. Exhaust System:
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

16. Lights:
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. Gas Tank:
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following 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.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

ADDRESS: 39 South Maple Street, PO Box 212, Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above):

ADDRESS:

PHONE: FAX:

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Brittany Shriver EMAIL: brittany.shriver@countryneighbor.org

FISCAL CONTACT: Tina Hansel EMAIL: tina.hansel@countryneighbor.org

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 an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Barbara Klingensmith SIGNATURE:

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: July 9, 2025

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Country Neighbor Program, Inc.
Employment Related and
Health Related Transportation
Section 3
Program Planning and Development

A. Program Description

Country Neighbor is proposing to provide a total of 175,000 miles of Health-Related Transportation and 2,500 miles of Employment-Related Transportation for the contract period of October 1, 2025, through September 30, 2026. Both services will be offered at a unit rate of $2.18 per mile.

We are not requesting a rate increase for the upcoming contract year. Our proposed rate remains consistent with the previous year's contract, reflecting our commitment to maintaining cost-effective and reliable transportation services for the communities we serve.

Country Neighbor complies fully with all applicable regulations set forth by the Ohio Department of Transportation (ODOT), Ohio Division of Emergency Medical Services (EMS), and the Ohio Department of Aging (ODA). This includes adherence to all training, safety, and monitoring requirements. Our program is subject to annual monitoring by each overseeing agency to ensure full compliance with state standards.

We place a strong emphasis on trip coordination and cost-efficiency by sharing transportation services across funding sources whenever possible. This approach reduces overall costs and maximizes the number of trips that can be provided with available resources. From October 2024 through June 2025, 54% of the Health-Related Transportation (HRT) trips provided by Country Neighbor were shared rides. This strategy resulted in a savings of $129,061.08 in HRT funding during that time period.

Currently, transportation requests are submitted to our Transportation Unit via email by the Ashtabula County Job and Family Services (ACJFS) Transit Unit. Upon receiving the requests, our Transportation Supervisor and team coordinate scheduling of both trips and drivers. Clients are contacted the day prior to their scheduled trip to confirm trip details and provide their estimated pickup time. If a shared trip is scheduled, clients are also informed of other riders who may be accompanying them.

B. Summary of Service

1. Days and Hours of Service

Country Neighbor operates Monday through Saturday from 3:30 a.m. to approximately 7:00 p.m., depending upon the trips scheduled. These times and days are flexible and vary with individual need. We do provide dialysis transportation on Sundays and holidays, when necessary.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

2. Provider Experience

Country Neighbor has been providing transportation as discussed in the service specifications for well over 43 years. We have for the past several years been the contract provider for the countywide Ashtabula County Senior Services Levy transportation program.

Country Neighbor is designated by the Ashtabula County Board of Commissioners as the Lead Agency for Transportation Coordination Planning and implementation of the Ashtabula County Coordinated Plan.

3. Specifications

a. Trip Charge Calculation

Country Neighbor charges a flat, per mile fee. There are no additional fees for "wait time" or "lift drops".

Mileage begins from our vehicle lot and back, unless it is already in service. If it is already in service, mileage begins from the drop off point of the previous passenger to the new passenger's pickup address then to their destination and back home or back to our vehicle lot if there are no further trips scheduled for that driver.

b. Round Trip Definition

A "round trip" is when we leave a specified location, pick up the passenger, take them to their destination and then return them back to their home. If the driver has no other runs scheduled, then the trip ends at the Country Neighbor lot. If there is another run, then the trip ends at the passenger's home.

c. Charging a Shared Trip

If all the same funding source, we take the total trip miles and divide by the number of individuals sharing that trip and each is billed their share. If different funding sources, all going to the same destination area, the total trip miles are divided equally by the number of people on board and billed as such.

d. Number of Vehicles, Passenger Capacity and Wheelchair Lifts

Country Neighbor has (2) 7 passenger minivans, (4) modified minivan, and (6) lift vehicles. The modified minivans have 1 wheelchair position; the lift vans have 2 wheelchair positions.

We have been awarded another new vehicle in the latest round of funding from ODOT which we should receive sometime in early 2026.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

e. Procedures for Multiple Passengers

Our transportation unit works with individual passengers and medical facilities identifying commonalities in trip destination areas and appointment times to coordinate reasonable schedules to minimize waiting periods.

To determine the definition of "excessive" wait time is difficult as each situation is unique. For example, if we take three passengers to Cleveland for three different appointments within a two-hour window of each other, the wait time may look very different from three passengers waiting in Ashtabula which you can get to much quicker. In the first example, they may wait on each other for a total of three hours whereby in the second scenario, waiting two hours may be excessive.

Our transit unit always notifies the passengers ahead of time when waiting for periods of time may occur.

f. Ensure 15 Minute Windows for Stated Pickup and Deliveries

All trips are entered into our Ecolane scheduling and dispatching software program. As the trips are batched for the day and vehicle, the software assigns pickup and delivery times for the passengers. We then convey this information to the passengers when we call them the previous day.

The dispatcher monitors all trips on a continuous basis all day and is alerted if vehicles are running behind. Should problems arise, she then takes appropriate action by contacting all involved to adjust the schedules accordingly.

g. Accommodating Last Minute Requests, Changes, Late Running Vehicles, and "No Shows"

If last minute requests are received by our unit, the dispatcher will look at the day's schedule to see if we can accommodate the request. If we are unable at the specified time, we work with the passengers and the ACJFS transit unit to adjust their time to fit into the current schedule, if possible. If this scenario is not possible, we check to see if a reschedule is possible. If not, the call slip is sent back to ACJFS. However, generally, details are worked out to accommodate both parties.

"No shows" are handled on an individual basis. If a client is a repeat offender, the CNP transit unit communicates with ACJFS and cooperative steps are taken to address the issue.

h. Assurance Regarding 90% of Shared-Ride Trips

With our scheduling software, we can continually monitor our fleet of vehicles in service and adjust, as necessary. We are continuously communicating with the passengers and drivers to ensure reasonable accommodation are met to and from

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

destinations.

i. Reporting of Incidents and Accidents

Country Neighbor will report all incidents, accidents, and complaints, per the bid specification to ACJFS.

C. Geographical Service Area

Country Neighbor is available to provide transportation countywide. We will travel to destinations within the county, out of the county and into Pennsylvania, when necessary. Most of our medical transportation is to Geauga, Ashtabula, Cuyahoga and Trumbull Counties.

ERT is generally within the county, but we have the capacity to go out of the county, if necessary.

D. Organizational Structure

Country Neighbor began in 1977 and was incorporated in March of 1981. The mission of the organization is to help people remain independent by providing supportive services to enhance their quality of life. Country Neighbor provides a wide variety of services to include, but not limited to, homemaker, chore, transportation, home delivered meals, congregate meals, personal care, prescription assistance, emergency food assistance, rental/utility assistance, socialization, senior companionship, summer meals for children, recreational, educational, and wellness activities.

Our service area is dependent upon the funding sources for the variety of programs we provide.

As the Ashtabula County Food Bank (Country Neighbor) serves 26 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters located throughout Ashtabula County. In 2024, we distributed over 1.2 million pounds of food to these contract organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Trumbull County Senior Services Levy, Ashtabula County Department of Job and Family Services, Direction Home of Eastern Ohio, the Ohio Department of Job & Family Services and United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors who meet one time per month, generally the last Monday of each month. ***(List attached)***

An Organizational Chart is attached.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

E. Provider/Staff Qualifications

Executive Director: Responsible for overall implementation, grant writing, fiscal accountability and administration of the program. Also, very involved with the Coordinated Transportation Plan update and implementation for the County.

Associate Director: Assist the Executive Director with the day-to-day administrative oversight of the operations of the program.

Administrative Assistant/Bookkeeper: Assist with human resources, fiscal responsibilities, payroll and financial reporting.

Receptionist/Back up Receptionist/Data Support Specialist: Cover the desk, answer telephone, direct clients, daily clerical responsibilities of the home delivered meals program, such as data collection/entry into the database, run daily delivery sheets for drivers, review of daily service delivery sheets

Transportation Supervisor: Reports to the Executive Director. She is responsible for the intake and assessment of each client, scheduling all transportation trips, drivers, vehicles, accuracy and completion of all required documentation and recordkeeping, maintenance program implementation, policy and procedure implementation and quality assurance of the program.

Transportation Assistants: Responsible for all daily trip data entry, assist with billing and assessment tools. Assists Transportation Supervisor with telephone, and clients.

Drivers: Direct service of client's transportation to appointments, assist them, then return them to their homes, cleanliness of vehicles, accurate completion of all documentation, and required training.

Facility Maintenance: Responsibilities include facility cleaning and assist with vehicle cleaning

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

ACJFS #4-25

Country Neighbor Program, Inc.
Health Related Transportation
Employment Related Transportation
Section 3
Program Planning and Development
2025 Board Roster

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

COUNTRY NEIGHBOR PROGRAM, INC.
2025 BOARD OF DIRECTORS
ROSTER

Casey O'Brien, President
Village Station
401 South Street
Chardon, OH 44024
Attorney At Law
Office: 440-437-5295
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: January 30, 2006
Email: Casey@peteribold.com

Dan Reel, Vice-President
12350 Winchell Road
Concord Township, OH 44024
Reel's Auto Sales
Work: 440-437-5893
Mobile: 440-319-1247
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: March 30, 2015
Email: dan@reelsauto.com

Rick Huffman, Secretary/Treasurer
5901 Route 6
Hartsgrove Twp, OH 44085
Contractor/Business Owner
Home: 440-474-9042 c: 440-990-9532
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: November 7, 2016
Email: rickhuffman@gmail.com

Jodie Hitchcock
6485 Footville Richmond Road
Andover, OH 44003
Accountant
Cell: 440-813-6627
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 27, 2025
Email: jhitchcock@eliteaccountingoh.com

Bonnie Brockway
2233 Brown Road
Jefferson, OH 44047
Retired: School Treasurer
Home: 440-576-8126
Alternate: 440-813-4958
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2021
Email: bbrockway64@gmail.com

Angela Thomas
8695 Troutman Road
Orwell, OH 44076
Ashtabula County Developmental Disabilities
Cell: 440-474-3600
Term Begins: February 10, 2023
Term Ends: January, 2026
Date Elected: February 10, 2020
Email: thomasaa91@gmail.com

Sheri Nellis
6589 State Route 45
Bristolville, OH 44402
Office Administrator
Cell::330-442-5578
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 27, 2025
Email: NYEve1961@aol.com

John Pizon
383 East Jefferson Street
Jefferson, OH 44047-1105
Retired: First Energy (Electrical Engineer)
Home: 440-576-2447
Alternate: 440-437-6368
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: August 23, 2010
Email: john.pizon@gmail.com

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Kathleen Wolf
5129 Lenox New Lyme Road
Jefferson, OH 44047
Retired: Long Term Care
Home: 440-294-2368
Alternate
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 28, 2002
Email: KathleenWolf@yahoo.com

Sally Kennedy
1000 Middle Road
Conneaut, OH 44030
Retired: Health Commissioner
Home: 440-593-3087
Alternate: 440-789-9441
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2021
Email: kennedysally08@gmail.com

Ghassan Saikaly
4409 East Union Road
Dorset, OH 44032
Retired: Geauga Cty Water & Sewer Dept
Home: 440-293-6648
Cell: 440-536-2064
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2010
Email: gsaikaly@embarqmailcom

Randy Gentry
PO Box 1382
Andover, OH 44003
Law Enforcement
Work:
Mobile: 440-645-3543
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: September 28, 2015
Email rlgentry97@gmail.com

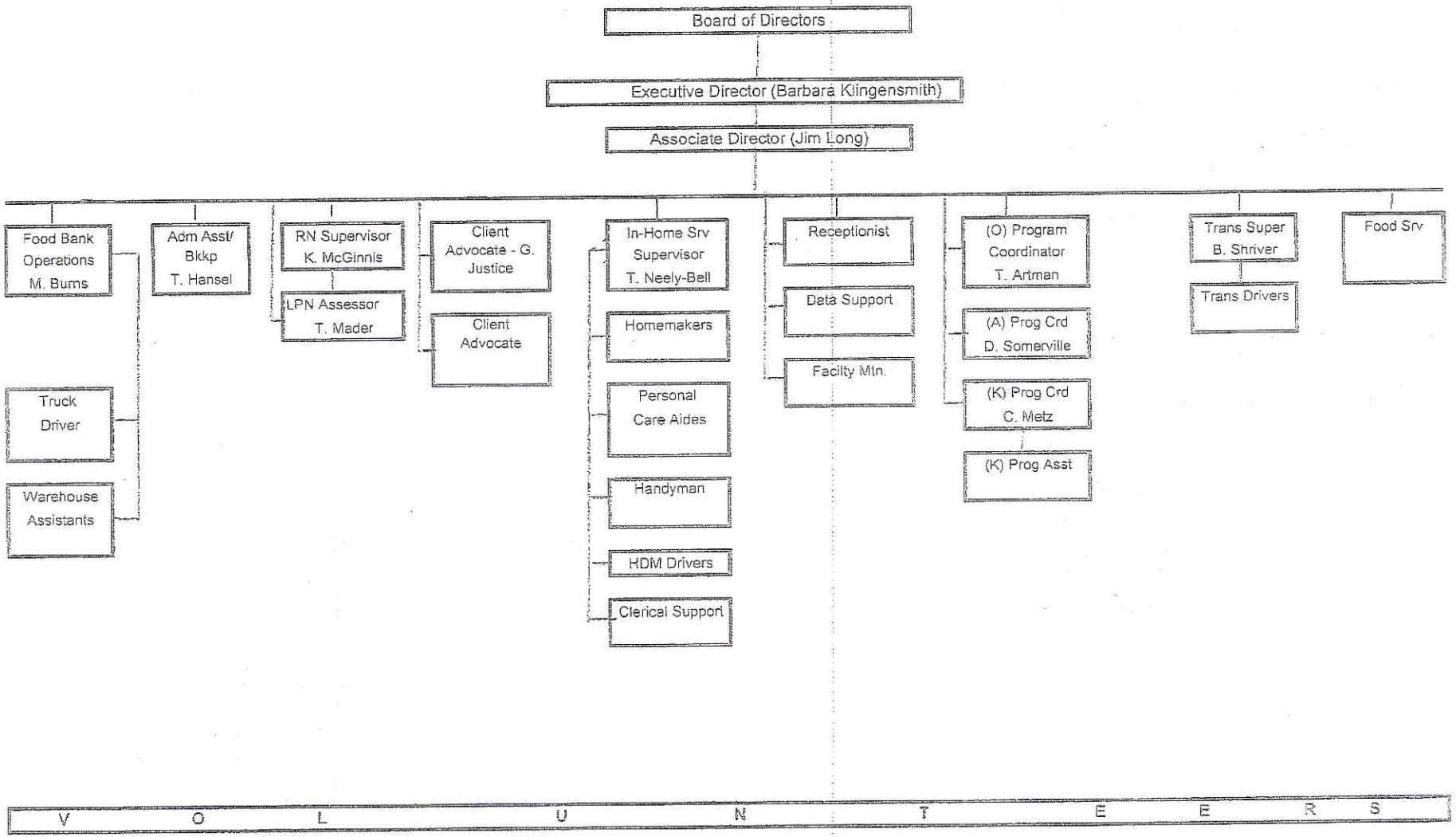
Daniel Claypool
5239 Lake W Road, Unit 306
Ashtabula, OH 44004
Retired: Law Enforcement
Mobile: 440-969-4913
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: June 5, 2023
Email: dclaypool@roadrunner.com

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

ACJFS #4-25

Country Neighbor Program, Inc.
Health Related Transportation
Employment Related Transportation
Section 3
Program Planning and Development
Organizational Chart

COUNTRY NEIGHBOR PROGRAM, INC.
ORGANIZATIONAL CHART



Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Exhibit II

(Budget)

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Applicant Budget
Summary

Applicant: Country Neighbor Program, Inc. (Health Related Transportation)	
Date From: October 1, 2025	**To: September 30, 2026**

	Amount
I. Staff	
A. Salaries	$ 227,613.00
B. Payroll-Related Expenses	$ 22,162.00
Total Staff Costs	$ 249,775.00
II. Operations	
A. Travel and Short-Term Training	$ 550.00
B. Consumable Supplies	$ 29,685.00
C. Occupancy Costs	$ 13,690.00
D. Contract and Professional Services	$ 57,850.00
E. Other - Miscellaneous	$ 29,950.00
Total Operational Costs	$ 131,725.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 381,500.00
IV. Minus Other Program Resources	$ -
Total Program Costs	$ 381,500.00

Budget Computation

Total Operating Expenses	$	381,500.00
Divided by Total Operating Units		175,000
= Unit Rate	$	2.18

Unit Rate	$	2.18
X number of units purchased		175,000
= Total Contract Amount	$	381,500.00

Unit = Example: 1 meal, 1 hour

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 91,250.00	Annual	27.00%	$ 24,640.00
Associate Director	$ 61,000.00	Annual	20.00%	$ 12,200.00
Administrative Assistant/Bkkp	$ 40,750.00	Annual	28.00%	$ 11,410.00
In-Home Serv Supervisor	$ 32,240.00	Annual	7.91%	$ 2,550.00
Recept/Data Sup/Backup Recpt	$ 84,760.00	Annual	9.75%	$ 8,268.00
Transportation Supervisor	$ 35,875.00	Annual	48.78%	$ 17,500.00
Transportation Assistants	$ 30,160.00	Annual	71.35%	$ 21,520.00
Drivers	$ 352,045.00	Annual	36.58%	$ 128,775.00
Facility Maintenance	$ 8,970.00	Annual	8.36%	$ 750.00
Total Salaries				$ 227,613.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 17,412.00
Worker's Compensation	$ 3,050.00
Unemployment Insurance	$ 750.00
Retirement Expenses	$ 600.00
Hospitalization	$ -
Other (Life Insurance)	$ 350.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 22,162.00

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: (IRS Rate - 0.70)	$ 50.00
Short-Term, Training	$ 500.00
Total Travel and Short-Term Training	$ 550.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 1,110.00
Cleaning Supplies	$ 575.00
Other *(Fuel)*	$ 28,000.00
Other *(identify)*	
Total Consumable Supplies	$ 29,685.00

II. C. Occupancy Costs

	Amount
Rent	$ 4,200.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 100.00
Utilities (if not included in rent) must be itemized	
Heat	$ 540.00
Electric	$ 1,920.00
Water	$ 100.00
Telephone	$ 6,590.00
Sewer	$ -
Other *(Garbage)*	$ 240.00
Other *(identify)*	
Total Occupancy Costs	$ 13,690.00

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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

Identify Each Contract of Service	Amount
Audit	$ 3,500.00
Technology & Software	$ 7,500.00
D&O Insurance	$ 750.00
Employee Testing	$ 1,200.00
Contract Labor	$ 500.00
Cyber Insurance	$ 500.00
Liability Insurance	$ 3,900.00
Vehicle Insurance	$ 40,000.00
Total Contract & Services Costs	$ 57,850.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Licensure	$ 1,200.00
Advertising	$ 250.00
Equipment Maintenance	$ 250.00
Vehicle Maintenance	$ 28,000.00
Small Equipment Expense	$ 150.00
Miscellaneous Expense	$ 100.00
Total Miscellaneous Costs	$ 29,950.00

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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 Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				$ -	$ -	$ -		$ -

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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	$ -

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Country Neighbor Program

Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile:	$ 2.18	Country Neighbor charges a flat, per mile fee of $2.18. There are no additional fees for "wait time" or "lift drops". Mileage begins from our Home Vehicle Lot at: 2693 State Route 322, Orwell, Ohio and back unless the vehicle is already out in service. If the vehicle is in service, mileage begins from the drop off point of the previous passenger to the new passenger's pick-up address, then to their destination and back home. Or, back to the Home Vehicle Lot if there are no further trips scheduled for the given driver.
Round Trip - Flat Rate per mile	$ 2.18	A "round trip" starts when leaving a specified location (Home Lot or the last drop off destination of previous customer), pick up the customer, take them to their destination, and return them to their home. If the driver has no other runs scheduled, then the trip ends at the Country Neighbor Home Vehicle Lot. If the driver has another run, then the trip ends at the customer's return home.
Shared Rides:	NA	If all riders utilize the same funding source, the total trip miles are divided by the number of individuals sharing that trip and each individual is billed their share. If different funding sources, all going to the same destination area, the total trip miles are divided equally by the number of individuals and billed as such to each funding source.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program**
Date: **8/28/2025 10:13:33 AM**

This search produced the following list of **5** possible matches:

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Contract No.: 26-3006-HRT

FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$95,375.00**, and free from any previous encumbrances.

Agreement Title: A **Health Related Transportation Contract** between **Ashtabula County Job & Family Services** and **County Neighbor Program, Inc.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/18/2025

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Contract No.: 26-3006-HRT

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Country Neighbor Program, Inc.** for a **Health Related Transportation Contract for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2025** 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 **Country Neighbor Program, Inc.**, located at: **39 South Maple Street, P.O. Box 212, Orwell, Ohio 44076** and whose phone number is: **440-437-6311**, (hereinafter referred to as the "Subgrantee") to provide **Home Delivered Meals** for individuals determined eligible for **Title XX Services**.

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

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA#93.667, Federal Social Services Title XX Base Funds.

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

A. "Grantor" means **Ashtabula County Job & Family Services**.

B. "Subgrantee" means **Country Neighbor Program, Inc.**

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) Uniform Guidance regarding 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 SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant 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 Sub-Grant Agreement.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.

B. Monitor Subgrantee to ensure the Sub-Grant 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 Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal 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 Sub-Grant 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 Exhibit I, attached hereto.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.

H. Required to have the most recent version of the AD-475A and/or AD-475B "And Justice for ALL" poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2025,** through **September 30, 2026,** unless this Sub-Grant 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 Sub-Grant 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 Sub-Grant 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 Sub-Grant 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 Sub-Grant Agreement is in the total amount of: **$ 62,444.00**

The unit rate is: **$8.92 per meal** per service code **720-XX.**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2026 Title XX Social Services Block Grant

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.667

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

B. 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. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Sub-Grant 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 referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant 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:
-Sub-Grant 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 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 Exhibit II.

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

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

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,

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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 Sub-Grant Agreement, this Sub-Grant 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 Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300. 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, 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 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, 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 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, 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 Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306,45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, 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 as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

subgrantee(s) with Subgrant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

E. Subgrantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

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 Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Subgrantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, 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 Sub-grantee's receipt of any such audit report.

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

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant 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 Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant 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 Sub-Grant 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 Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant 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 Sub-Grant activities under this Sub-Grant 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 Sub-Grant activities;

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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 Sub-Grant activities and includes details of all Sub-Grant 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 Sub-Grant 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 Sub-Grant 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 Sub-Grant 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 any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 39 South Maple Street, P.O Box 212, Orwell, OH 44076**.

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 Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant 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.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

ARTICLE XII ~ SUB-GRANTS:

A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.

1. Any sub-grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, 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 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, 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, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of sub-grant supported activities, including each project, program, sub-grant, and function supported by Subgrantee's sub-grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that sub-grant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants 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 any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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 Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant 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 Sub-Grant 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.

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

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

G. Accessibility to the Handicapped: The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:

DocuSigned by:

FB74060D0EAC4B8...

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

9/18/2025
Date

Signed by:

Barbara Klingensmith

9AC9C4BA074947A...

Country Neighbor Program, Inc.

9/18/2025
Date

Signed by:

8CC3D2025A6D44F...

Signed by:

Casey Kozlowski

3E6154CBF4DA44C...

9/24/2025
Date

Signed by:

Kathryn Whittington

72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Exhibit I

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Request for Proposals

For

Title XX Social Services

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP # 3-25

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

TABLE OF CONTENTS

1.0 GENERAL OVERVIEW 3
- 1.1 Introduction & Purpose of the Request for Proposal 3
- 1.2 Project Timeline 3
- 1.3 Contact Person/Proposal Delivery 3
- 1.4 Availability of Funds 4

2.0 SUBMISSION OF PROPOSAL 4
- 2.1 Preparation of Proposal 4
- 2.2 Proposal Communication 4
- 2.3 Proposal Information 4
- 2.4 Proposal Cost 4
- 2.5 Provider Representative's Signature 4
- 2.6 Delivery of Proposals 4
- 2.7 Acceptance and Rejection of Proposals 5
- 2.8 Evaluation and Award of Agreement 5
  - A. Stage 1 Review 5
  - B. Stage 2 Review 5
- 2.9 Proposal Selection 6
- 2.10 Post Selection Meeting 6

3.0 TERMS AND CONDITIONS 6
- 3.1 Agreement Period, Funding & Invoicing 6
- 3.2 Patent or Copyright Liabilities 7
- 3.3 Confidentiality and Security 7

4.0 REQUIREMENTS & SPECIFICATIONS 7
- 4.1 Description of Services 7
- 4.2 Applicant Project Requirements 7
  - A. Conditions of Participation (COP) 7
  - B. Service Specifications 9
  - C. Applicable Laws and Rules 9
  - D. Performance Goals and Outcome Measures 9
- 4.3 Required Documents 9
- 4.4 Program Planning and Development 10

5.0 PROPOSAL FORMAT 10

ATTACHMENT A ~ Applicant Information 12

ATTACHMENT B ~ Program Planning and Development 14

ATTACHMENT C ~ Provider Budget 16

ATTACHMENT D ~ Proposal Check List 22

APPENDIX A ~ Sample Agreement 24

APPENDIX B ~ Title XX Priority Policy 35

APPENDIX C ~ Title XX Rules & Regulations, Cover Pages for Required Documents (Section 4.3), Delinquent Personal Tax Affidavit, Non-Collusion Affidavit, Non-Discrimination Agreement, Representations, Assurances & Certifications Document, Lobbying Certification, and OMB Circular 2 CFR 200 Audit Certification 36

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-25 of the Administrative Code. See Appendix B.

Those applicants that are selected to provide Title XX Social Services and are awarded an agreement will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. All providers of Title XX services must comply with any licensing, certification, or approval required by state or federal law or regulation. All proposed services must meet one of the five national goals of Title XX Social Services and must be included in the Ashtabula County Title XX County Profile. Applicants must demonstrate both ability and experience in providing the proposed service. The intent of ACJFS is to provide services to all areas of Ashtabula County.

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.

1.2 Project Timeline:

- **June 13, 2025:** RFP Release & Question Period Begins
- **June 24, 2025:** Pre-Proposal Conference and RFP Question Deadline
- **July 11, 2025, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2025:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Tuesday, June 24, 2025, at 9:30 am** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25 to:**

ATTN: Renee Dragon, Program Evaluator
E-mail: RENEE.DRAGON@jfs.ohio.gov

Delivery: **Providers must mail or deliver by 2:15 pm on July 11, 2025:** one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope in the required format to:

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

The sealed envelope or package must be clearly marked with the applicant's name, address, and RFP number: ACJFS RFP #3-25

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

1.4 Availability of Funds:
ACJFS reserves the right to not award all or any of the funding available through this request for proposals process, based on available funding, and/or the quality of the proposals submitted. ACJFS will notify the applicant(s) at the earliest possible time if this occurs. ACJFS is under no obligation to compensate the applicant(s) for any expenses incurred as a result of the RFP process.

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:
Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirement of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times New Roman (or similar), 12-point font, and not stapled (Please use binder clips or paper clips, if necessary.)

All proposals submitted shall become the property of ACJFS to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary.

2.2 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. Any and 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.

2.3 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. In order 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(s).

2.4 Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicants and shall not be chargeable to ACJFS under any circumstances.

2.5 Provider Representative's Signature:
The proposal shall be signed by means of Attachment A, the Applicant Information page, by an individual who is authorized to bind the Provider legally. The signature must indicate the title or position that person holds in the Provider's organization. All unsigned proposals will be rejected.

2.6 Delivery of Proposals:
Applicants should mail or deliver one (1) master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 11, 2025, at 2:15 pm**. Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not 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 Title XX Funds allocated for the 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.

(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.

2.8 Evaluation and Award of Agreements:

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

A. 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 **July 11, 2025, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 2 copies (3 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

   Proposals that do not meet all of the aforementioned First Stage Review submission requirements will be deemed Non-Qualified and will not be reviewed in Stage Two.

B. Stage 2 Review:

All "Qualified" proposals will be reviewed, evaluated, and rated. The Stage 2 Review process may include Applicant Presentations. Stage 2 review applicants may be invited to ACJFS for oral presentations. Applicant representatives for presentations must include the program manager. The program manager is defined as the person from the applicant's organization who has the immediate and direct administrative responsibility for the service. At any time during the review, and at any level of the review, ACJFS may request additional information from the applicant. Such information requests and the applicant's responses must always be in writing. Information may be requested from sources other than the written proposal to evaluate the applicant. All

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. All recommendations will come from ACJFS and the Title XX Social Services Proposal Review Committee. The evaluation will include, but will not be limited to:

- the strength and stability of the applicant to provide the proposed services;
- the ability to meet project timelines;
- overall responsiveness, viability and completeness of the proposal as well as the likelihood that, in ACJFS's opinion and at ACJFS's discretion, the proposal best meets or exceeds ACJFS's specifications;
- the criteria for the Stage 1 review;
- the scope of service being proposed;
- completeness of Applicant Information Sheet (Attachment A);
- information from Program Planning and Development (Attachment B);
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service;
- any other facts considered relevant by ACJFS, demonstrated by the proposal or investigation by ACJFS;
- experience with a similar project of comparable size and scope.

2.9 Proposal Selection:

Proposal selection does not guarantee an agreement for services will be awarded. The selection process includes:

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. 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.
- ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

2.10 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, a request for an informal meeting and an explanation for it must be submitted in writing within five business days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. 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. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered binding obligations if an agreement is awarded. Failure to accept these obligations may result in cancellation of the award.

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of **October 1, 2025**. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period. For all

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 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 the 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.

3.3 Confidentiality and Security:

Any Provider engaging in any service for ACJFS requiring them to come into contact with confidential ACJFS information will be required to hold confidential such data made available to them. Furthermore, all Title XX recipient files, and all documentation and verification contained in those files, are considered to be confidential in nature.

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:

ACJFS announces the availability of funds for services or programs that are listed in the Ashtabula County Title XX Profile. These services or programs are for Ashtabula County residents who are determined eligible for Title XX Social Services. Applicant proposals must demonstrate ability and experience in the following areas:

- Accepting applications for social services while following all state requirements regarding the application process. See Appendix B.
- Determining eligibility for Title XX Social Services according to all federal and state requirements. Reimbursement for Title XX Social Services is dependent upon correct determination of recipient eligibility. See Appendix B.
- Provide proposed services to all eligible residents of Ashtabula with a goal of covering residents in as many geographic areas of the county as is possible and reasonable.

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-25-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:

Applicants shall meet all requirements in the following Conditions of Participation and Service Specifications. Provider must identify a means to measure program performance. See Appendix B.

A. Conditions of Participation (COP):

Applicants shall meet the following conditions of participation:

1. Be a formally organized business or agency providing the proposed services and shall:
   - Disclose all entities with five percent or more ownership and have a written statement defining the purpose of the business or agency.
   - Have a written statement of policies and directives, bylaws, or articles of incorporation.
   - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.
   - Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

- non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
- non-discrimination laws in the provision of services; and,
- knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.

- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
   - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
   - 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.
   - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
   - Maintain a file for each participant. Each file shall include this identifying data:
     - Application signed and completed
     - Income verification (if applicable)
     - Residency verification
     - Household composition verification
     - Signed Rights and Responsibilities including the Right to State Hearing
     - Approval or Denial Letters
     - Social Service Plan
   - Maintain documentation of each participant contact and each service delivered.
   - Obtain written approval from the participant to release participant information.
   - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
   - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
   - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
   - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
   - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
     - Employee position description and expectations,
     - Personnel policies,
     - Reporting procedures and policies,
     - Table of organization and lines of communication,
     - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specification practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:
   - Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
   - Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record, and other documents related to the provision of services.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS agreement with the applicant.

B. Service Specifications:

Applicants must submit a detailed description of how the program specifications will be fulfilled. The descriptions should demonstrate the proposer understands the program as described in this RFP. Applicants must describe their monitoring system and list the objectives of the proposed service. Applicants must provide a detailed description of how their project will contribute to the needs of Title XX eligible participants.

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. Applicable Laws and Rules:

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

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Clean Air Act, as amended, 42 USC '' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant 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. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act
16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

D. Performance Goals and Outcome Measures:
Providers are expected to track and measure indicators of program performance on forms that are determined by ACJFS.

4.3 Required Documents:

Applicants shall submit the following with their proposal:

A. Articles of Incorporation
B. Proof of Liability Insurance/Other Required Insurances
C. Equal Employment Opportunity - Affirmative Action Plan
D. Professional or Operating licenses
E. Documents used for monitoring goals and outcomes
F. List any programs for which you have received federal or state financial assistance within the past five (5) years including amounts received for each year.
G. Affidavit of Delinquent Personal Property Tax ORC 5719.42
H. Affidavit of Non-Collusion
I. Non-Discrimination Agreement ORC 153.59
J. Representation, Assurances, and Certifications document
K. Financial Statement Requirement: (with master copy only)

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-

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.

L. OMB Circular 2 CFR 200 Audit Certification Form
M. Certification Regarding Lobbying

4.4 Program Planning and Development:

Applicants must provide complete descriptions of programs and services, a list of geographical service areas and personnel information which will become Attachment B ~ Program Planning and Development. Attachment B of the proposal must include:

A. Program description and proposed service
B. Summary of service
C. Geographic service areas
D. Gaps in service
E. Limitations in meeting conditions of an agreement
F. Organizational structure
G. Board of Trustees/Advisory Council
H. Job duties of Project Director
I. Job description of Project Personnel

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and 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 shall contain all the elements of information specified **without exception**. Proposal sections must be numbered corresponding to the following format:

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

- Cover Page - The cover page must include the applicant's name, the RFP title (identifying the proposed service such as "Residential Treatment", "Personal Care") and the RFP number (ACJFS RFP #3-25.) The Cover Page must clearly identify the proposal as a "master" or "copy".
- Section 1 - Applicant Information. Master Copy must have original signature (Attachment A)
- Section 2 - Required documents in order listed in Section 4.3 (with appropriate cover pages)
- Section 3 - Program Planning and Development documents from Section 4.4 (Attachment B)
- Section 4 - Provider Budget (Attachment C)
- Section 5 - Proposal RFP Check List (Attachment D)

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

ADDRESS: 39 South Maple Street, PO Box 212, Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Tresa Neely-Bell EMAIL: tresa.neely@countryneighbor.org

FISCAL CONTACT: Tina Hansel EMAIL: tina.hansel@countryneighbor.org

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 an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Barbara Klingensmith SIGNATURE: _____
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: July 9, 2025

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

HOME DELIVERED MEALS
COUNTRY NEIGHBOR PROGRAM, INC.

PROGRAM PLANNING AND DEVELOPMENT

A. Program Description and Proposed Service

Country Neighbor proposes to provide 7,000 hot home delivered meals for 40 unduplicated individuals throughout the southern fifteen townships of Ashtabula County at a unit rate of $8.92 per meal for a total contract cost of $62,440. The unit rate is approximately a 1% increase over last year, which was $8.83. The increase is necessary due to the rising cost of operations (food, packaging, utilities, insurance, etc.) and the need to offer competitive wages to attract and retain qualified employees.

We propose using Title XX to serve home delivered meals for income eligible individuals with a verified need.

All the meals are home cooked and prepared at our Orwell facility, Monday through Friday. Country Neighbor has four routes which cover the southern three tiers of townships.

Throughout the southern half of Ashtabula County, the only funding source for home delivered meals is the Ashtabula County Senior Services Levy and Title XX. Generally, we use Title XX for individuals under the age of 60 which is the only funding source CNP has to serve them.

All meals are packaged in a plastic tray which is dual oven approved, either microwave or conventional oven. The tray is also freezer safe. It is not hot to the touch unlike the aluminum trays. The lidding is a clear plastic that is heat sealed with a special machine. The participants have expressed a great deal of satisfaction with our delivery system.

The home delivered meal program does more than "just" meet the client's nutritional need. It provides daily contact with individuals who, often do not have anyone else to check on them. It also provides a warm, friendly smile and conversation in many lonely, isolated lives of our south county neighbors. Over the years, our drivers have found clients who have fallen, suffered serious illness/injury or even passed on.

B. Summary of Service

Hot home delivered meals are delivered five days per week throughout the fifteen southern townships in Ashtabula County. All meals are prepared and packaged at the Orwell facility, 39 South Maple Street. Upon referral and after

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

completed assessment, clients can usually expect service to begin within 24 to 48 hours.

The kitchen staff begin at 6:00 a.m., and end their day between 2:30 and 3:00 p.m. Drivers begin delivering meals at approximately 9:15 a.m. Country Neighbor's office hours are 7:00 a.m. to 5:00 p.m.

Country Neighbor proposes to provide a total of 7,000 Title XX meals for 40 unduplicated individuals. Client needs, likes and dislikes are considered when planning the menu. All menus are approved by a licensed dietician. We contract with Ashtabula County Community Action Agency for the dietician. All meals are labeled with production date, ingredient label and "special" meals have the client's name, so the driver knows where each meal goes.

Prior to starting services, a complete Service Intake and Assessment tool is completed by the Assessor via face-to-face contact. The Intake Assessment is more in depth and includes name, address, telephone number, date of birth, demographics, financial information, ADL/IADL, service plan, and emergency protocol. All clients will be requested to sign a Release of Information and HIPPA Form. Home delivered meal service will begin within 24 to 48 hours of completed assessment.

Upon assessment, all clients are assigned a priority number based on a point system from a Nutritional Risk Checklist. A copy of Home Delivered Meal Checklist is included in our RFP packet. Priorities range from level 1 which is of the greatest need to level 5 which is the lowest priority. If we have a wait list, only level ones and twos are put on it. If an individual is a 3 or higher, we let them know they do not currently meet the priority level, however, if their situation changes, contact us for a re-visit.

When clients are on a wait list, the supervisor tracks by spreadsheet the individual's name, date of assessment, priority level, birth date and township. Clients of greatest need are the first ones off the list. Referrals from Adult Protective are provided service immediately. Country Neighbor tries to move individuals off the wait list as soon as a slot becomes available.

Our experience with all In-Home Services is that the health of our participants is more frail with frequent hospitalizations. Sometimes these become extended with rehabilitation stays or institutionalization (long term or short term). Therefore, the units of services in these programs tend to fluctuate.

C. Geographic Service Area

Country Neighbor serves the southernmost fifteen townships in Ashtabula County, east to west to include Windsor, Orwell, Colebrook, Wayne, Williamsfield, Andover, Cherry Valley, New Lyme, Rome, Hartsgrove,

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Trumbull, Morgan, Lenox, Dorset, and Richmond.

D. **Gaps in Service**

Currently, the only funding source for individuals under the age of 60 in "south county" for home delivered meals is Title XX. Funding limitations create the gap.

E. **Limitations in Meeting Conditions of An Agreement**

I do not believe that there will be limitations in Country Neighbor meeting the conditions of an agreement.

F. **Organizational Structure**

Country Neighbor began in 1977 and was incorporated in March of 1981. The mission of the organization is to help individuals remain independent by providing supportive services thus enhancing their quality of life. Country Neighbor provides a wide variety of services to include, but not limited to, homemaker, chore, transportation, home delivered meals, congregate meals, summer meals for children, personal care, prescription assistance, emergency food, rental/utility assistance, socialization, wellness education, and activities.

Our service area for home delivered meals consists of the southernmost fifteen townships in Ashtabula County and the northernmost fifteen townships in Trumbull County.

As the Ashtabula County Food Bank, Country Neighbor serves twenty-six emergency food pantries, four soup kitchens/senior feeding sites, and two shelters throughout Ashtabula County. In 2024, we distributed over 1.2 million pounds of food to these partner organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Direction Home of Eastern Ohio, the Trumbull County Senior Services Levy, the Ashtabula County Department of Job & Family Services, and United Way of Ashtabula County.

(An Organizational Chart is attached.)

G. **Board of Trustees**

Country Neighbor is governed by a thirteen-member Board of Directors who meet once per month, generally on the last Monday of each month.

(Board Roster attached)

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

H. Job Duties of Project Director

In Home Services Supervisor: Responsible for overall Intake and Assessment duties when clients are referred to home delivered meals, the ongoing monitoring of each client, client contact, and quality assurance of the meals. Also, to assist the Executive Director with overall administration of the program in day-to-day operations of the agency.

I. Job Description of Project Personnel

Executive Director: Responsible for the overall implementation, fiscal accountability and administration of the project. She has been with the organization since 1983.

Associate Director: Assist with oversight, assessment and referral process of the program. Also assist the Executive Director with the day-to-day operations of the program.

Administrative Assistant/Bookkeeper: Assist with human resources, fiscal responsibilities, payroll and financial reporting. This position supports the Executive Assistant.

Receptionist/Back up Receptionist/Data Support Specialist: Cover the desk, answer telephone, direct clients, daily clerical responsibilities of the home delivered meals program, such as data collection/entry into the database, run daily delivery sheets for drivers, review of daily service delivery sheets

Assessor: Responsible for the initial assessments and ongoing reassessment process.

Facility Maintenance: Responsible for cleaning and maintenance of kitchen and facility.

Home Delivered Meal Drivers: Responsible for the daily delivery of meals to clients' homes. Training in meal service and delivery is required.

Food Service Staff: The responsibilities include but are not limited to, assisting with menu planning, supply ordering, meal preparation, safety/proper food handling procedures, inventory control, and assisting with quality assurance.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

ACJFS #3-25

Country Neighbor Program, Inc.
Home Delivered Meals
Section 3
Program Planning and Development Documents
Client Intake Tools

Title XX Social Services Application

Section I – Identifying Information:

Agency Use Only:

Applicant Name:	Other name(s) the applicant is, or has been, known by:	Case Name:
Address: _____ (street) _____ (city) (zip code)	Social Security Number:	Case Number:
	Date of Birth:	Date Received:
	Telephone Number:	☐ Initial Application ☐ Redetermination

Section II – Household and Income Information:

Directions: Enter the names of all people living in the household, their relationship to the applicant, date of birth, and Social Security Numbers. If additional space is needed, use an additional page. Income must be listed for all people in the household with both earned and/or unearned income. Source of Income: For earned income, list the name of your employer. For unearned income, list the type of income such as: unemployment, Social Security, SSI, OWF, child support, etc.... Income frequency is how often you receive the listed income; examples are: weekly, bi-weekly, bi-monthly, monthly, etc.... Income amounts must be listed as gross, monthly amounts, or the amounts before deductions. Gross monthly income is determined as follows: For weekly income, multiply by 4.3 to determine monthly amount. For bi-weekly frequency, multiply by 2.15 for monthly amount. For bi-monthly frequency, multiply by 2 for monthly amount. Verification date is the date proof of income is received. A copy of the actual documentation used to verify income must be stapled to the application.

Agency Use Only:

Name:	Relationship to Applicant	Date of Birth:	Social Security No.:	Source of Income:	Income Frequency:	Gross Monthly Income Amount:	Verification Date:
	Self						

Total Number of Household Members: _____ Total Household, Gross, Monthly Income: $_____

APPLICANT RIGHTS & RESPONSIBILITIES:

☐ You have the **RIGHT** to request a state hearing if you are not in agreement with any action, or lack of action, taken as result of this application.
☐ You are **RESPONSIBLE** to report any information, or changes in information, that may change your eligibility for Title XX with in ten (10) days of the change.
☐ You are **RESPONSIBLE** to provide documentation to substantiate your eligibility.

By my signature below, I certify that the information given on this application is correct and I agree to promptly report any changes in the information. I give consent to the agency to make whatever contacts are necessary to determine my eligibility and I here by authorize the release of any information necessary to determine my eligibility for Title XX social services. This application must be signed by the applicant, or Authorized Representative acting on behalf of the applicant. A signature date must be entered.

Signature of Applicant and/or Authorized Representative:	Date:

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

THIS SIDE FOR AGENCY USE ONLY:

ELIGIBILITY WORKER CHECK OFF LIST (Please initial each requirement as completed):

The contract provider agency worker determining eligibility **must**:

_____ Enter the name of the contracted provider agency.
_____ Enter the date that the application is received at the contracted provider agency. This is the application date.
_____ Gather all documentation verifying applicant's household eligibility (residency & income) and staple it to application.
_____ Determine eligibility, and category of eligibility, within 30 days of the application date.
_____ Provide the applicant with a letter of approval or denial of services.
_____ Provide the applicant with a copy, and verbal explanation, of the applicants' Rights & Responsibilities.
_____ Complete a Social Service Plan for the applicant.
_____ Sign and date the bottom of the application.

Agency Name/Contracted Provider: Country Neighbor Program, Inc.	Applicant Name:
Name of Eligibility Determiner:	Case Number:

Eligibility Determination:

☐ Date application was received at provider agency:
☐ Action taken: Approved / Denied (circle one) -- Date:_____
☐ Number of people in household: _____
☐ Residency Verification (attach copy):_ Photo of lease
☐ Total Household Income (attach verification): $_____
☐ Eligibility Dates: From: _____To: _____

Eligibility Category
☐ Services Provided for Free
☐ Services provided for fee – Fee Amount: $_____
☐ Services provided without regard to income – APS or I&R (circle one)

Social Service Plan Goal:

Check the box indicating the assigned goal:
5101:2-25-03 (B) (1 – 5)
☐ Self Support
☐ Self Sufficiency
☐ Preventing neglect, abuse, or exploitation
☐ Preserving Families
☐ Community based care
☐ Institutional care

Social Service Plan:

Consumer Name:	Service Name:	Service Begin Date:	Service End Date:	Service Code:	Fee Amount:
					$
					$
					$
					$
					$
					$
					$
					$
					$

Signature of Eligibility Determiner: **Date:**

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Title XX Consumer Rights & Responsibilities

You have the right to apply for services and have eligibility determined within thirty calendar days of the receipt of the application

You have the right to receive any needed service listed in the county's profile as provided in the consumer's eligibility category in the consumers' county provided all eligibility factors are met and sufficient funds are available to provide the services.

You have the right to be advised of the eligibility requirements for social services.

You have the right to be advised of the eligibility requirements for social services.

You have the right to the safeguarding of information reported by or about the consumer, to the extent permitted by law.

You have the responsibility to report, within ten calendar days, any information that may affect eligibility.

You have the responsibility to provide documentation to substantiate eligibility.

You have the responsibility to cooperate with subsequent efforts to assess any error rate made in the eligibility process.

Effective: 05/31/2012
R.C. 119.032 review dates: 02/02/2012 and 05/01/2017
Certification: CERTIFIED ELECTRONICALLY
Date: 04/25/2012
Promulgated Under: 119.03
Statutory Authority: 5101.46
Rule Amplifies: 5101.46
Prior Effective Dates: 10/01/82, 10/01/90, 08/15/91, 11/01/91 (Emer.), 01/10/92, 08/01/98, 01/01/04, 01/12/07

Signature:_____ ***Date:***_____

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

COUNTRY NEIGHBOR PROGRAM, INC.

CONSUMER SUMMARY

ASSESSMENT DATE: _____ STAFF INITIALS: _____

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

TOWNSHIP: _____ STATE: Ohio

PHONE: _____

DATE OF BIRTH: _____

HAS CONSUMER HAD SERVICE IN THE PAST ? YES ☐ NO ☐

IF YES WHEN ? _____

SERVICE REQUESTED

		START DATE	STAFF INITIALS
ASHTABULA COUNTY PERSONAL CARE	☐		
ASHTABULA COUNTY HOMEMAKER	☐		
ASHTABULA COUNTY HOME DELIVERED MEALS	☐		
ASHTABULA COUNTY CHORE (HANDY MAN) circle one: LAWN - SNOW - HANDY MAN - SMOKE DETECTOR	☐		
PRESCRIPTION ASSISTANCE	☐		
ASHTABULA COUNTY TRANSPORTATION (ADVISE CLIENT *HE / SHE* HAS TO MAKE *INITIAL* CALL TO JOB AND FAMILY SERVICES)	☐		
ASHTABULA COUNTY SUPPORTIVE SERVICE	☐		

		START DATE	STAFF INITIALS
TRUMBULL COUNTY PERSONAL CARE	☐		
TRUMBULL COUNTY HOMEMAKER	☐		
TRUMBULL COUNTY HOME DELIVERED MEALS	☐		
TRUMBULL COUNTY SUPPORTIVE SERVICE	☐		

PASSPORT PERSONAL CARE	☐		
PASSPORT HOME DELIVERED MEALS	☐		
PASSPORT HOMEMAKER	☐		

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Basic NAPIS Intake

1. General Information

1.A. Assessment Information (Date, type, etc.)

1. What is the date of the assessment?

____/____/_____

2. Specify the type of assessment, or the reason for the assessment.

- ☐ 1 - Initial assessment
- ☐ 2 - Reassessment

3. What is the name of the person conducting this assessment?

4. What is the name of the agency the assessor works for?

1.B. Client Identification

1.a. Enter the client's name prefix/salutation.

1.b. What is the client's last name?

1.c. What is the client's first name?

1.d. What is the client's middle initial?

1.e. Enter the client's name suffix.

2. Enter the primary local client identifier for the client.

3.a. Enter the client's 'also known as' first name.

3.b. Enter the client's 'also known as' last name.

3.c. Enter the client's 'also known as' middle initial.

4. Enter the client's telephone number.

5. What is the client's Pension/Social Security Number?

_____-_____-_____

6. What is the client's date of birth?

____/____/_____

7. Enter the age of the client in years.

8. What is the client's gender?

- ☐ M - Male
- ☐ F - Female

9.a. Enter the client's mailing street address or Post Office box.

9.b. Enter the client's mailing city or town.

9.c. Enter the client's mailing state.

9.d. Enter the client's mailing ZIP code.

10.a. Enter the client's residential street address or Post Office box.

10.b. Enter the client's residential city or town.

Enter the client's state of residence.

Enter the client's residential zip code.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

11. Describe how to get to the client's home.

1.C. Contact Information

1.a. What is the name of the client's primary care physician?

1.b. What is the work phone number for the client's primary care physician?

1.c. What is the home phone number for the client's primary care physician?

1.d. What is the address of the client's primary care physician?

2.a. Name of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.b. Relationship of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.c. Enter the address of person to contact in an emergency.

2.d. Work Telephone Number of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.e. Home Telephone Number of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

3.a. What is the name of a key relative or friend (#1) of the client?

3.b. What is the work phone number of the key relative or friend of the client?

3.c. What is the home phone number of the key relative or friend of the client?

2. Demographics

2.A. Demographics and Indicators (Incl. ethnicity, poverty, etc.)

1.a. What is the client's ethnicity?

- [ ] 1 - Hispanic or Latino
- [ ] 2 - Not Hispanic or Latino
- [ ] 3 - Refused

1.b. What is the client's race?

- [ ] American Indian/Native Alaskan
- [ ] Asian
- [ ] Black/African American
- [ ] Hispanic
- [ ] White
- [ ] Native Hawaiian/Other Pacific Islander
- [ ] Other
- [ ] Refused

1.c. Specify the client's primary language.

- [ ] A - American Sign Language
- [ ] B - English
- [ ] C - French
- [ ] D - German
- [ ] E - Italian
- [ ] F - Japanese
- [ ] G - Korean
- [ ] H - Mandarin
- [ ] I - Portuguese
- [ ] J - Spanish
- [ ] K - Spanish speaking, reads English
- [ ] L - Vietnamese
- [ ] M - Other

2. Select the client's current marital status.

- [ ] 1 - Single
- [ ] 2 - Married
- [ ] 3 - Separated
- [ ] 4 - Widowed
- [ ] 5 - Divorced
- [ ] 6 - Unavailable

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

3. **Indicate the type of residence that the client currently resides in.**

- [ ] 1 - House/mobile home
- [ ] 2 - Private apartment
- [ ] 3 - Private apartment in senior housing
- [ ] 4 - Residential care home
- [ ] 5 - Nursing home
- [ ] 6 - Unavailable
- [ ] 7 - Other

4. **How long has the client lived in her/his current residence?**

- [ ] 1 - Less than 12 months
- [ ] 2 - 1-3 years
- [ ] 3 - 3 years or more

5. **Select the client's current living arrangement.**

- [ ] 1 - Lives Alone
- [ ] 2 - With spouse/partner
- [ ] 3 - Lives with spouse and child
- [ ] 4 - With child/children
- [ ] 5 - Information unavailable
- [ ] 6 - With others

6. **What is the name of the client's spouse/partner?**

_____

_____

_____

_____

7. **Is the client currently employed?**

- [ ] 1 - Yes - full/part time not specified
- [ ] 2 - No

8.a. **Is the client participating in any of the following services or programs?**

- [ ] A - Attendant services program
- [ ] B - Medicaid waiver
- [ ] C - Homemaker program
- [ ] D - Home health aide
- [ ] E - Nursing
- [ ] F - Speech therapy
- [ ] G - Occupational therapy
- [ ] H - Physical therapy
- [ ] I - Home delivered meals
- [ ] J - Emergency lifeline
- [ ] K - Senior companion
- [ ] L - Weatherization
- [ ] M - Congregate meals
- [ ] N - VCIL peer counseling
- [ ] O - Adult day services
- [ ] P - Job counseling/vocational rehabilitation
- [ ] Q - Food stamps
- [ ] R - Fuel Assistance
- [ ] S - Telephone lifeline
- [ ] T - Medicaid
- [ ] U - SSI
- [ ] V - V-script
- [ ] W - QMB/SLMB
- [ ] X - Essential persons program
- [ ] Y - ANFC
- [ ] Z - VHAP
- [ ] 0 - Other

8.b. **Does the client want to apply for any of the following services or programs?**

- [ ] A - Attendant services program
- [ ] B - Medicaid waiver
- [ ] C - Homemaker program
- [ ] D - Home health aide
- [ ] E - Nursing
- [ ] F - Speech therapy
- [ ] G - Occupational therapy
- [ ] H - Physical therapy
- [ ] I - Home delivered meals
- [ ] J - Emergency lifeline
- [ ] K - Senior companion
- [ ] L - Weatherization
- [ ] M - Congregate meals
- [ ] N - VCIL peer counseling
- [ ] O - Adult day services
- [ ] P - Job counseling/vocational rehabilitation
- [ ] Q - Food stamps
- [ ] R - Fuel Assistance
- [ ] S - Telephone lifeline
- [ ] T - Medicaid
- [ ] U - SSI
- [ ] V - V-script
- [ ] W - QMB/SLMB
- [ ] X - Essential persons program
- [ ] Y - ANFC
- [ ] Z - VHAP
- [ ] 0 - Other

9.a. **How many people are there in the client's household?**

- [ ] 1 - One person
- [ ] 2 - Two people
- [ ] 3 - Three people
- [ ] 4 - Four or more people

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

9.b. Specify the client's monthly income.

$

10. Is the client's income level below the national poverty level?

- 1 - Yes
- 2 - No

11. Is the client disabled?

- 1 - Yes
- 2 - No
- 3 - Don't know

12. How many prescription medications does the client take?

2.B. Nutrition

1. Has the client made any changes in lifelong eating habits because of health problems?

- 1 - No
- 2 - Yes

2. Does the client eat fewer than 2 meals per day?

- 1 - No
- 2 - Yes

3. Does the client eat fewer than five (5) servings (1/2 cup each) of fruits or vegetables every day?

- 1 - No
- 2 - Yes

4. Does the client eat fewer than two servings of dairy products (such as milk, yogurt, or cheese) every day?

- 1 - No
- 2 - Yes

5. Does the client sometimes not have enough money to buy food?

- 1 - No
- 2 - Yes

6. Does the client have trouble eating well due to problems with chewing/swallowing?

- 1 - No
- 2 - Yes

7. Does the client eat alone most of the time?

- 1 - No
- 2 - Yes

8. Without wanting to, has the client lost or gained 10 pounds in the past 6 months?

- 1 - No
- 2 - Yes

9. Is the client not always physically able to shop, cook and/or feed themselves (or to get someone to do it for them)?

- 1 - No
- 2 - Yes

10. Does the client have 3 or more drinks of beer, liquor or wine almost every day?

- 1 - No
- 2 - Yes

11. Does the client take 3 or more different prescribed or over-the-counter drugs per day?

- 1 - No
- 2 - Yes

3. ADL's/IADL's

3.A. Activities of Daily Living (ADL)

1. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform BATHING (include shower, full tub or sponge bath, exclude washing back or hair)?

- 0 - Independent
- 1 - Supervision
- 2 - Requires assistance sometimes
- 3 - Mostly dependent
- 4 - Totally dependent
- 5 - Activity does not occur

2. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform DRESSING?

- 0 - Independent
- 1 - Supervision
- 2 - Limited Assistance
- 3 - Extensive Assistance
- 4 - Total Dependence
- 5 - Activity did not occur

3. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TOILET USE?

- 0 - Independent
- 1 - Supervision
- 2 - Sometimes dependent
- 3 - Mostly dependent
- 4 - Totally dependent
- 5 - Activity does not occur

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

4. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TRANSFER?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Minimal assistance required
- [ ] 3 - Mostly dependent
- [ ] 4 - Totally dependent
- [ ] 5 - Activity does not occur

5. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform EATING?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Sometimes dependent
- [ ] 3 - Mostly dependent
- [ ] 4 - Totally dependent
- [ ] 5 - Unknown

6. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform WALKING IN HOME?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Limited Assistance
- [ ] 3 - Extensive Assistance
- [ ] 4 - Total Dependence
- [ ] 5 - Activity did not occur

3.B. Instrumental Activities of Daily Living (IADL)

1. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform MEAL PREPARATION?

- [ ] 0 - Independent
- [ ] 1 - Sometimes dependent
- [ ] 2 - Mostly dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Activity does not occur

2. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform MANAGING MEDICATIONS?

- [ ] 0 - Independent
- [ ] 1 - Needs reminders
- [ ] 2 - Somewhat dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Activity does not occur

3. Specify the client's ability to manage money.

- [ ] 0 - Completely independent
- [ ] 1 - Needs assistance sometimes
- [ ] 2 - Needs assistance most of the time
- [ ] 3 - Completely dependent
- [ ] 4 - Activity does not occur

4. Specify the client's ability to perform heavy housework.

- [ ] 0 - Independent
- [ ] 1 - Needs assistance sometimes
- [ ] 2 - Needs assistance most of the time
- [ ] 3 - Unable to perform tasks
- [ ] 4 - Activity does not occur

5. Specify the client's ability to perform light housekeeping.

- [ ] 0 - Independent
- [ ] 1 - Needs assistance sometimes
- [ ] 2 - Needs assistance most of the time
- [ ] 3 - Unable to perform tasks
- [ ] 4 - Activity does not occur

6. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform SHOPPING?

- [ ] 0 - Independent
- [ ] 1 - Somewhat dependent
- [ ] 2 - Mostly dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Activity does not occur

7. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TRANSPORTATION?

- [ ] 0 - Independent
- [ ] 1 - Somewhat dependent
- [ ] 2 - Mostly dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Unknown

8. Rank the client's ability to use the Telephone.

- [ ] 0 - Independent
- [ ] 1 - Able to perform but needs verbal assistance
- [ ] 2 - Can perform with some human help
- [ ] 3 - Can perform with a lot of human help
- [ ] 4 - Cannot perform function at all without human help
- [ ] 5 - Paramedical services needed

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Title : _____ Date

Title : _____ Date

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

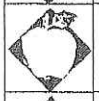
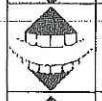
Print Form

Form
ODA0010
(Rev. 05/28/2009)
Ohio Department of Aging

Determine Your Own Nutritional Health

What you eat does affect your health. Use this checklist to find out if you or someone you know is at nutritional risk.

Instructions: For each question, answer "yes" or "no". Then circle the number that appears in the appropriate column. Add the circled numbers to determine your total score.

	Nutrition Checklist	Yes	No
	1. Have you made any changes in lifelong eating habits because of health problems?	2	
	2. Do you eat fewer than two (2) meals a day?	3	
	3. Do you eat fewer than five (5) servings (1/2 cup each) of fruits and vegetables every day?	1	
	4. Do you eat fewer than two (2) servings of dairy products (such as milk, yogurt, or cheese) every day?	1	
	5. Do you sometimes not have enough money to buy food?	4	
	6. Do you have trouble eating well due to problems with chewing/swallowing?	2	
	7. Do you eat alone most of the time?	1	
	8. Without wanting to, have you lost or gained ten (10) pounds in the past six (6) months?	2	
	9. Are you not always physically able to shop, cook, and/or feed yourself (or to get someone to do it for you)?	2	
	10. Do you have three (3) or more drinks of beer, liquor, or wine almost every day?	2	
	11. Do you take three (3) or more prescription or over-the-counter drugs per day?	1	
	Total Score Today		

Total your score from the Nutrition Checklist. If it's:

0 - 2.... Good! Recheck you nutritional score in six (6) months.

3 - 5.... You are at moderate nutritional risk. See what you can do to improve your eating habits. Your office on aging, senior nutrition program, senior citizens center, health department and/or physician can help. Recheck your score in three (3) months.

6 or more.... You are at high nutritional risk. Talk with your doctor, dietitian or other qualified health or social service professional about any problems you may have. Ask for help to improve your nutritional health.

Adapted from the Determine Your Nutritional Health Checklist developed by the Nutrition Screening Initiative, Washington, DC.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM, INC
HOME DELIVERED MEALS INFORMATION SHEET
DIET NEEDS

Allergies to Food or Medication: _____

_____

_____

Diabetic? Yes:_____ No:_____

Special Diet? Yes:_____ No:_____

Explain Diet: _____

_____

Foods that can't be taken with certain medications _____

_____

Food Dislikes: _____

Assessor Recommendation Temporary? Yes No

Recommended length of time _____

Comments: _____

_____

_____

_____

LPN Signature_____ Date:_____

RN Signature _____ Date: _____

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM, INC

HOME DELIVERED MEALS PRIORITIZATION CHECKLIST

Consumers who live alone, are homebound, and with an identified high level (12 or more) nutrition risk receives 15 points ____

Consumers who live alone, are homebound, and with an identified moderate level (8 to 11) nutrition risk receives 10 points ____

Consumers with a high nutrition risk and some family or community support receive 5 points ____

Consumers with Hospice, PASSPORT, Adult Protective Services receive 5 points ____

TOTAL PRIORITY POINTS ____ PRIORITY LEVEL ____

Have you had to make changes in lifelong eating habits due to illness or a medical condition?	No ____	Yes ____ 2
Do you eat fewer than 2 meals per day?	No ____	Yes ____ 2
Do you eat fewer than 5 ½ cup servings of each, fruits and vegetables, each day	No ____	Yes ____ 2
Do you eat fewer than 2 servings of dairy products each day?	No ____	Yes ____ 1
Do you have 3 or more alcohol drinks each day?	No ____	Yes ____ 1
Are you significantly visually impaired or legally blind?	No ____	Yes ____ 3
Do you have tooth or mouth problems which make it difficult to eat, chew, or swallow?	No ____	Yes ____ 2
Do you take 3 or more prescription or over the counter medications each day?	No ____	Yes ____ 3
Are you sometimes unable to shop for groceries?	No ____	Yes ____ 2
Are you sometimes unable to prepare meals?	No ____	Yes ____ 2
Do you eat alone most of the time?	No ____	Yes ____ 1
Without wanting to, have you lost or gained ten (10) pounds in the last 6 months?	No ____	Yes ____ 2
Do you have any additional concerns not yet discussed that impact your ability to prepare and/or consume meals independently?	No ____	Yes ____

If yes, please list _____

_____

_____

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

CLIENT NAME:

Assessor's comments _____

_____

_____

_____

_____

_____

LPN Signature _____ Date_____

RN Signature _____ Date_____

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM
MEDICATION SHEET

Medication	Dose	Frequency

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

COUNTRY NEIGHBOR PROGRAMS, INC
Client Case Notes

DATE	STAFF INITIALS	CLIENT NAME
		Signatures:
		Client:
		Staff:
		Supervisor:
		CNP Staff reporting to Case Manager:
		Name of Case Manager:
		Date and time:

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM (CNP) NOTICE OF PRIVACY PRACTICES

EFFECTIVE APRIL 14, 2003

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE READ THIS NOTICE CAREFULLY.

The Health Insurance & Accountability Act of 1996 ("HIPPA") is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act gives you, the client, significant new rights to understand and control how your health information is used. "HIPPA" provides penalties for covered entities that misuse personal health information.

As required by "HIPPA", CNP has prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

HOW CNP MAY USE AND DISCLOSE YOUR HEALTH INFORMATION

When you become a client of CNP, we will use your health information with CNP and disclose your health information outside CNP for the reasons described in this Notice. The following categories describe some of the ways that we will use and disclose your health information.

Care: CNP may use your health information to coordinate or manage your care within the Agency and with other individuals outside of the Agency involved in your care, such as your attending physician and other health care professionals. For example, certain service providers involved in your care need information about your medical condition in order to deliver appropriate services.

To Obtain Payment: CNP may include your health information in invoices to collect payment from third parties for the care you receive through CNP. For example, some health information is transmitted to the Ohio Department of Aging and the Ohio Department of Job and Family Services when billing transactions are conducted.

Operation: We may use your health information for our operations. These uses and disclosures help us operate and improve services. For example, we may use your health information to review the care you received and to evaluate the performance of our staff in caring for you. We may also combine health information about many clients to identify new services to offer, what services are not needed, and whether certain services are effective. We may also disclose information for learning and quality improvement purposes. We may remove information that identifies you so people outside CNP may study your data without knowing who you are.

Appointment Reminders: We may use and disclose information to schedule appointments for you as a reminder that you have an appointment.

Legal Matters: We will disclose information about you outside CNP when required to do so by federal, state, or local law, or by the court process. We may disclose health information to help control the spread of disease or to notify a person whose health or safety may be threatened. We may disclose health information to a health oversight agency for activities authorized by law, such as for adults, investigations, inspections and

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

licensure.

Report Abuse, Neglect, or Domestic Violence: CNP is allowed to notify government authorities if CNP believes a client is the victim of abuse, neglect, or domestic violence. CNP will make this disclosure only when specifically required or authorized by law or when the client agrees to the disclosure.

Worker's Compensation: CNP may release your health information for worker's compensation or similar programs.

AUTHORIZATIONS FOR OTHER USES AND DISCLOSURES

As described above, we will use your information to provide services and evaluate effectiveness of services.

YOUR RIGHTS REGARDING HEALTH INFORMATION

Right to Accounting: You may request an accounting, which is a listing of the entities or persons (other than yourself) to whom CNP has disclosed your health information without your written authorization. The accounting would not include disclosures for CNP services. Your request for an accounting of disclosures must be in writing, signed and dated. It must identify the time period of the disclosures for which you are requesting the accounting. We will not list disclosures made before April 14, 2003, or those made earlier than 6 years before your request. Your request should indicate the form in which you want the list (for example, on paper or electronically). You must submit your written request to CNP. We will respond to you within thirty (30) days if the requested information is maintained and accessible on site, within sixty (60) days if the requested information is maintained off site. CNP charges a reasonable, cost-based fee for copying, labor, and supplies (for instance, paper, computer disks, postage).

Right to Amend: If you feel that information we have about you is incorrect or incomplete, you have the right to ask us to amend your records. Your request for an amendment must be in writing, signed and dated. It must specify the records you wish to amend and the reason for your request. CNP will respond to you within sixty (60) days. We may deny your request; if we do we will tell you why and explain your options.

Right to Inspect and Obtain Copy: You have the right to inspect or obtain copy of your completed records. Your request to inspect or obtain a copy of the records must be submitted in writing, signed and dated, to the records department of the CNP service that maintains the records. We may charge a fee for processing your request. If CNP denies your request to inspect or obtain a copy of your records, you may appeal the denial.

Right to Request Restrictions: You have the right to ask us to restrict the uses or disclosures we make of your health information, but we do not have to agree. You also may ask us to limit the health information that we use or disclose about you to someone who is involved in your care and submitted to CNP. Again, we do not have to agree. The request must be signed and dated, and should also describe information you want restricted, say whether you want to limit the use or the disclosure of the information, or both, and tell us who should not receive the restricted information. You must submit your request in writing to the records department of CNP. We will tell you if we agree with your request or not. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment.

Right to Request Confidential Communications: You have the right to request that we communicate with you about your health in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. Your request for confidential communications must be in writing, signed and dated. It must identify how or where you wish to be contacted. You need not tell us the reason for your request and we will not ask. You must send your written request to the records department of CNP. We will accommodate all

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

reasonable requests.

Right to a Paper Copy of This Notice: You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time.

CHANGES TO THIS NOTICE

CNP may change this Notice at any time. Any changes in the Notice could apply to medical information we already have about you, as well as any information we receive in the future. We will post a copy of the current Notice at each of our facilities. The effective date of the Notice is on the first page.

To File a Complaint: You or your representative have the right to express complaints to CNP and to the Secretary of DHHS if you or your representative believe that your rights have been violated. Any complaints to CNP should be in writing to Tina Hansel, listed below. CNP encourages you to express any concerns you may have regarding the privacy of your information. You will not be retaliated against in any way for filing a complaint. You may also file a written complaint with the Secretary of the U.S. Department of Health and Human Services, 200 Independence Avenue SW, Washington, D.C. 20201 or call 1-877-696-6775

Contact Person: CNP has designated Tina Hansel as its contact person for all issues regarding client privacy and your rights under the Federal privacy standards. You may contact Tina Hansel at Country Neighbor Program, Inc., P.O. Box 212, 39 South Maple Street, Orwell, Ohio 44076. Telephone number is (440) 437-6311.

I authorize release of any or all information pertaining to my service(s).

The Notice of Country Neighbor Program, Inc. Privacy Practices has been discussed/read/explained to me.

Client Signature:_____ **Date:**_____

Witness Signature/Relationship: _____ **Date:**_____

Provider Signature: _____ **Date:**_____

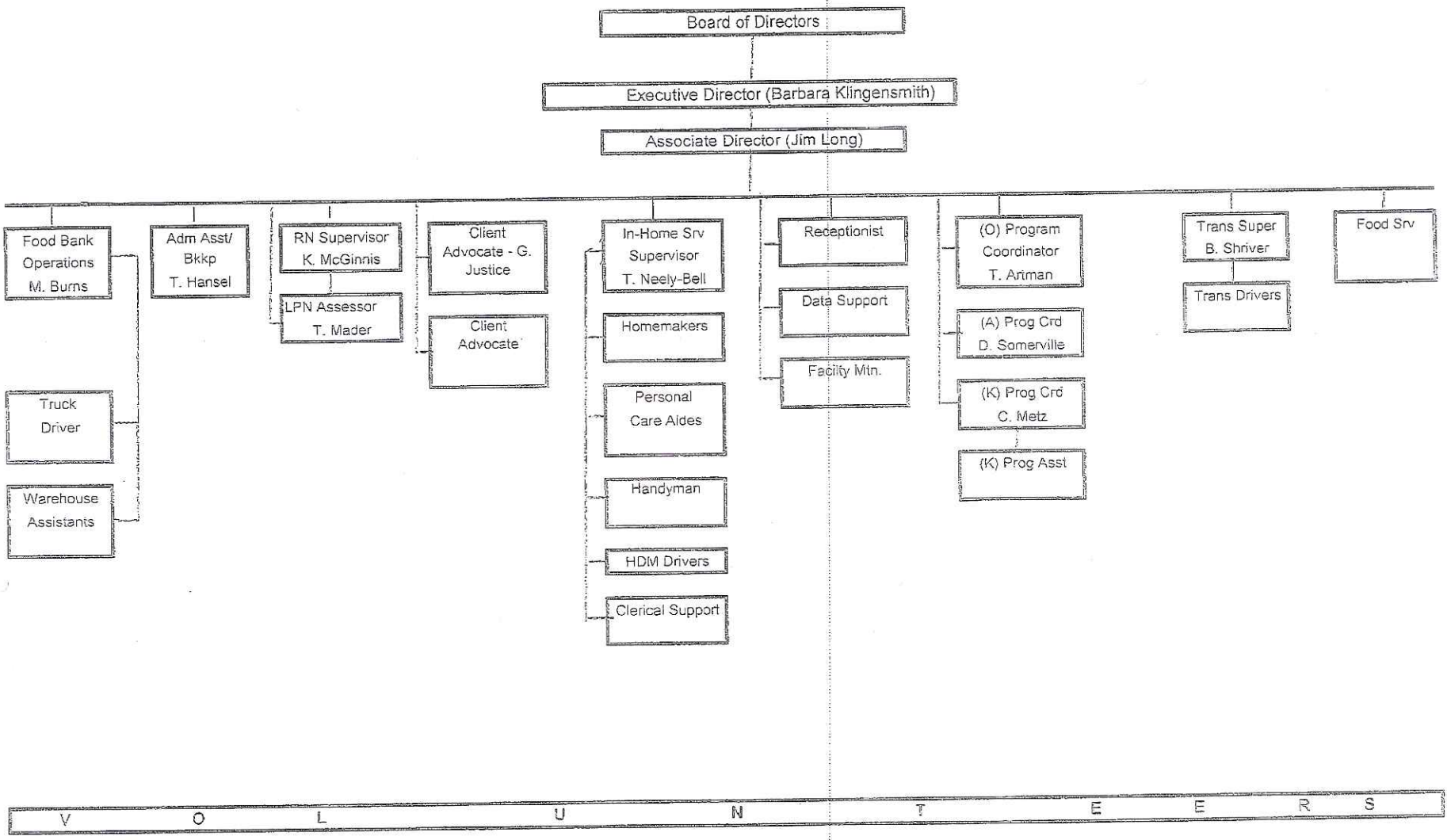
Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

ACJFS #3-25

Country Neighbor Program, Inc.
Home Delivered Meals
Section 3
Program Planning and Development Documents
Organizational Chart

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

COUNTRY NEIGHBOR PROGRAM, INC.
ORGANIZATIONAL CHART



Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Exhibit II

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Applicant Budget Summary

Applicant: Country Neighbor Program, Inc.	
Date From: October 1, 2025	**To: September 30, 2026**

	Program	Title XX
I. Staff		
A. Salaries	$ 151,899.00	$ 26,833.00
B. Payroll-Related Expenses	$ 14,785.00	$ 2,627.00
Total Staff Costs	$ 166,684.00	$ 29,460.00
II. Operations		
A. Travel and Short-Term Training	$ 1,750.00	$ 400.00
B. Consumable Supplies	$ 131,630.00	$ 27,000.00
C. Occupancy Costs	$ 5,982.00	$ 1,476.00
D. Contract and Professional Services	$ 8,485.00	$ 1,460.00
E. Other - Miscellaneous	$ 12,405.00	$ 2,705.00
Total Operational Costs	$ 160,252.00	$ 33,041.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ 750.00	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ 750.00	$ -
Sub- Total of All Costs	$ 327,686.00	$ 62,501.00
IV. Minus Other Program Resources	$ 4,833.00	$ 61.00
Total Program Costs	$ 322,853.00	$ 62,440.00

Budget Computation

Total Operating Expenses	$ 322,853.00	$ 62,440.00
Divided by Total Operating Units	36,400.00	7,000.00
= Unit Rate	8.87	8.92

Unit Rate	$ 8.87	$ 8.92
X number of units purchased	36,400.00	7,000.00
= Total Contract Amount	$ 322,853.00	$ 62,440.00

Unit = Example: 1 meal, 1 hour

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Executive Director	$ 91,250.00	Annual	1.26%	$ 4,505.00	$ 1,150.00
Associate Director	$ 61,000.00	Annual	0.75%	$ 1,360.00	$ 460.00
Administrative Assistant/Bkkp	$ 40,750.00	Annual	1.53%	$ 2,625.00	$ 625.00
In Home Services Supervisor	$ 32,240.00	Annual	2.99%	$ 3,461.00	$ 965.00
Recpt/Data Sup/Backup Recpt	$ 26,520.00	Annual	0.54%	$ 1,848.00	$ 143.00
RN/LPNAssessor	$ 31,850.00	Annual	2.98%	$ 5,050.00	$ 950.00
Facility Maintenance	$ 8,970.00	Annual	2.51%	$ 2,025.00	$ 225.00
Home Delivered Meal Drivers	$ 94,860.00	Annual	13.64%	$ 64,315.00	$ 12,935.00
Food Services Support Staff	$ 107,900.00	Annual	8.69%	$ 66,710.00	$ 9,380.00
Total Salaries				$ 151,899.00	$ 26,833.00

I. B. Payroll-Related Expenses

	Entire Program	Title XX Project
PERS or Social Security	$ 11,620.00	$ 2,052.00
Worker's Compensation	$ 2,030.00	$ 360.00
Unemployment Insurance	$ 855.00	$ 105.00
Retirement Expenses	$ 120.00	$ 60.00
Hospitalization	$ -	$ -
Other (Life Insurance)	$ 160.00	$ 50.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 14,785.00	$ 2,627.00

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

II. A. Travel and Short-Term Training

	Entire Program	Title XX Project
Mileage Reimbursement rate per mile: (IRS rate - .70)	$ 1,550.00	$ 350.00
Short-Term, Training	$ 200.00	$ 50.00
Total Travel and Short-Term Training	$ 1,750.00	$ 400.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	Title XX Consumable Supplies
Office Supplies	$ 820.00	$ 190.00
Cleaning Supplies	$ 185.00	$ 35.00
Other *(Fuel)*	$ 12,750.00	$ 2,500.00
Other *(Food/Nonfood)*	$ 117,875.00	$ 24,275.00
Total Consumable Supplies	$ 131,630.00	$ 27,000.00

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent	$ 1,620.00	$ 420.00
Usage allowance/depreciation @ rate of original acquisitic cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	$ 150.00	$ 50.00
Utilities (if not included in rent) must be itemized		
Heat	$ 1,080.00	$ 180.00
Electric	$ 1,980.00	$ 600.00
Water	$ 240.00	$ 40.00
Telephone	$ 474.00	$ 108.00
Sewer	$ -	$ -
Other *(iGarbage)*	$ 438.00	$ 78.00
Other *(identify)*		
Total Occupancy Costs	$ 5,982.00	$ 1,476.00

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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

Identify Each Contract of Service	Entire Program Cost	Title XX Program Cost
Audit	$ 1,400.00	$ 200.00
Technology & Software	$ 1,860.00	$ 360.00
D&O Insurance	$ 350.00	$ 50.00
Employee Testing	$ 275.00	$ 75.00
Contract Labor	$ 100.00	$ 25.00
Cyber Insurance	$ 50.00	$ 50.00
Liability Insurance	$ 850.00	$ 100.00
Vehicle Insurance	$ 3,600.00	$ 600.00
Total Contract & Services Costs	$ 8,485.00	$ 1,460.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	Title XX Program Cost
Licensure	$ 325.00	$ 75.00
Advertising	$ 55.00	$ 5.00
Equipment Maintenance	$ 525.00	$ 175.00
Vehicle Maintenance	$ 11,400.00	$ 2,400.00
Miscellaneous Expense	$ 100.00	$ 50.00
Total Miscellaneous Costs	$ 12,405.00	$ 2,705.00

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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 Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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

Item	Quantity	Amount Entire Program	Amount for Title XX
Delivery Bags (Hot)	2	$ 300.00	$ -
Delivery Bags (Cold)	3	$ 200.00	$ -
Additional Packaging Equipment		$ 250.00	$ -
Total Small Equipment Purchases		$ 750.00	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for Title XX
Participant Donations	$ 4,508.00	$ -
Rebates	$ 325.00	$ 61.00
Total Other Resources	$ 4,833.00	$ 61.00

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program**
Date: **8/28/2025 10:13:33 AM**

This search produced the following list of **5** possible matches:

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$15,611.00**and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Country Neighbor Program, Inc.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/18/2025

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **Country Neighbor Program, Inc.** for a **Title XX Sub-Grant Agreement for FY 2026.**

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/26/25

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 26-3007-ERT

This contract made and entered into on the **1st** day of **October 2025** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Richmond Transportation** located at: **5456 Main Avenue, Ashtabula, Ohio 44004 (business mailing address: 2423 Deerfield Drive, Ashtabula, Ohio 44004)**, and whose phone number is: **440-998-0080 or 440-964-9403**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2025,** through **September 30, 2026** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 20,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **OWF, SNAP ET/ABAWD, SNAP ET, LEAP, PRC**. Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case by case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect, or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2026 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

- ACJFS program to be charged
- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide background checks of all employees that provide direct services to transportation participants and provide copies of the background checks to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire background checks.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: 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. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
FB74060D0EAC4B8...
Ashtabula County Job & Family Services

9/18/2025
Date

Signed by:

Richmond Transportation
AFC75564B1C94A9...

9/20/2025
Date

Signed by:

8CC3D2025A6D44F...

DocuSigned by:

3E6154CBF4DA44C...

9/24/2025
Date

Signed by:

Ashtabula County Board of Commissioners
72C9CAC40E3D4A8...

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Exhibit I

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Request for Proposals
For
Transportation Services

Health Related Transportation
Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #4-25

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 26
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

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.

Ride Data

For the period of 10-1-23 to 9-30-24, 43,096 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

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

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

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

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 transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	Date: 6-13-25
Question Period Begins	Date: 6-13-25
Pre-Proposal Conference	Date: 6-24-25 @ 10:00 a.m.
Question Period Ends	Date: 6-24-25 @ 4:00 p.m.
Proposals Due to Ashtabula County Board of Commissioners	Date: 7-11-25 @ 2:30 p.m.
Agreement Effective Date	Date: 10-1-25

Pre-Proposal Conference:

A pre-proposal conference will be held on June 24, 2025, at 10:00 a.m. at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25** to:

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-11-25, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-25

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

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. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall 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.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall 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.
11. The Applicant shall 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.
12. The Applicant shall 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 securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

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

1. The Applicant 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.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

3. All vehicles shall:
    a. Be equipped with seat belts for each individual 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.

IV. 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. In order 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 as a result 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 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:
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 three (3) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

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.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

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: (Cover pages are provided in Attachment C 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
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 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: 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) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). 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.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

(b). Define a round trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: 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: 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.

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 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 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:
1. A unit of service is equal to one mile.
2. 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.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. 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.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

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 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,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

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:

- 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.
    - *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.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling of trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *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.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

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 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. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Acceptance and Rejection of 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 the 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 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.
(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 Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant 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.

Agreement Period:
The agreement has a tentative effective date of **10-1-25 through 9-30-26**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis 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:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

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

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
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 Applicant 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.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

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:
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)).

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Appendix I

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

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

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. 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.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

8. Emergency Brakes:
    a. The vehicle must have a functional emergency brake that is capable of stopping 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.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

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

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. 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.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. **Tires:**
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. **Exhaust System**:
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

16. Lights:
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. Gas Tank:
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following 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.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Attachment A

Transportation Programs

Applicant Information

AGENCY / ORGANIZATION NAME: Richmond Transportation, LLC

ADDRESS: 5456 Main Ave, Ashtabula, Ohio 44004

PHONE: 440-998-0080 FAX: 440-998-6667

SERVICE SITE (if different than above): ____

ADDRESS: ____

PHONE: ____ FAX: ____

FEDERAL TAX I.D. NUMBER: 46-2892223

EXECUTIVE DIRECTOR/DIRECTOR: Lisa Richmond

PROGRAM COORDINATOR: Same EMAIL: lisarichmond50@gmail.com

FISCAL CONTACT: Same 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: LISA M. Richmond SIGNATURE: Lisa M Richmond

(Note: original signature must be in blue ink)

TITLE: Owner DATE: 7/10/25

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Richmond Transportation, LLC
2423 Deerfield Drive
Ashtabula, OH 44004
RPF#4-25

Section 3

A. Program Planning and Development

Richmond Transportation program planning and development will meet all requirements of requested by the Ashtabula County Department of Job & Family Services to provide health related and employment related transportation services to Ashtabula County residents. We will cover all of Ashtabula County and surrounding counties, as needed. We will provide safe, courteous, and reliable transportation to passengers and they will receive top priority from our company.

Richmond Transportation complies with all federal, state, and local laws as well non-discrimination laws, federal, wage, and hour laws, and workers' compensation laws. We also follow the Equal Employment Opportunity –Affirmative Action plan, and comply with the Drug Free Work Place Act as well as the Ohio Administrative Code of Employee Ethics.

All drivers are fingerprinted and all drivers passed the Ohio BCI & I as well as the FBI criminal background check as well as the Federal Exclusion Screening and have no criminal background history. OBMV checks are run annually on each driver. Our drivers also have been trained in hands-on transfer techniques, looking for signs of difficulty, wheelchair lift procedures, CPR, and first aid.

B. Summary of Services

1. Richmond Transportation's office is open Monday through Friday from 8:00 am to 4:30pm. Transportation will be provided Monday through Friday from 4:30am until 8:00 pm and Saturday's from 4:00am until 4:30pm. No transportation services will be provided on Sunday's. Telephone calls and appointment scheduling will be taken Monday through Friday from 8:00 am to 4:30pm. Our answering system will be active 7 days a week, 24 hours a day.

2. Since June 2012, we have transported yO! students from their homes to classes. We have been able to get the students to and from class safely and promptly. Our staff has a good rapport with all passengers and genuinely cares about each individual.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

During the summer starting in 2012, we have transported students under the TANF grant. The number of students that were transported increased dramatically from the summer of 2012. We were able to transport the students safely and promptly as well accommodate last minute schedule changes quickly and effectively.

We also provide student transportation for the After School Discovery Program and, at times, ABC Daycare. We also currently provide rides for passengers subcontracting for Provide-a-Ride.

From 2015 to 2018 we subcontracted with Country Neighbors. We did not renew our contract with Country Neighbors because of the lack of jobs we were assigned and those jobs were not cost effective to Richmond Transportation.

In March 2016, we started transporting Heath and Employment passengers for Ashtabula County Department of Job & Family Services. We transport a large amount of passengers effectively throughout Ashtabula County as well as other areas throughout Ohio.

3. Specifications

a. Richmond Transportation will charge $3.45 per mile for each trip. The *mileage* will begin at our lot at 5456 Main Avenue, Ashtabula and end when the vehicle returns to the lot.

b. A *round trip ride* is when we leave our lot, pick up the passenger, take him or her to their destination and then return him or her home and return to our lot.

c. A *shared ride* will be divided equally among the passengers. We will take the total mileage and divide it by the number of passengers and bill it as a shared ride.

d. Wait time will be calculated as follows: The first 5 minutes are free and each minute thereafter will be $0.45 a minute not to exceed the guidelines set forth by JFS. If a ride is shared, the wait time will start when the last person in the trip is dropped off and will end when the last passenger is picked up to return to Ashtabula. This charge is per trip not per passenger.

   Private passenger renting our vehicles for wine hops and other events starts at $60 and up per hour with a three consecutive hour minimum rental. Wait time is included in the hourly rate.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

e. Richmond Transportation has (1) 31 passenger transit bus, (1) 24 passenger transits(1) 15 passenger transit bus (1) 14 passenger transit buses with a wheelchair lift, (5) 14 passenger van, and (10) mini-vans.

f. Trips with multiple passengers will placed in the same vehicles based on appointment times and similar destinations to efficiently provide services without excessive wait times. We will make it a priority to ensure prompt, effective service.

g. Trips will be scheduled accordingly so that the passengers do not wait more than fifteen minutes then stated pick-up and delivery.

h. Last minute requests will be honored to the best of our ability and we will do everything we can to accommodate the passenger. Passengers will be called by the manager to inform him or her of any scheduling changes and late running vehicles. If a passenger has more than 3 no shows, then ACDJFS will be notified and a solution will be worked out to ensure effectiveness.

i. Richmond Transportation, LLC. will coordinate shared-ride trips so that passengers do not have excessive wait times. If weather and traffic conditions are poor, Richmond Transportation, LLC will make the necessary adjustments so that the passengers do not have excessive wait times.

j. All incidents, accidents, and complaints will be reported to ACDJFS within 24 hours of the occurrence or immediately or the next business day. The enclosed forms will be used for reporting purposes to ACDJFS.

C. Geographic Service Areas

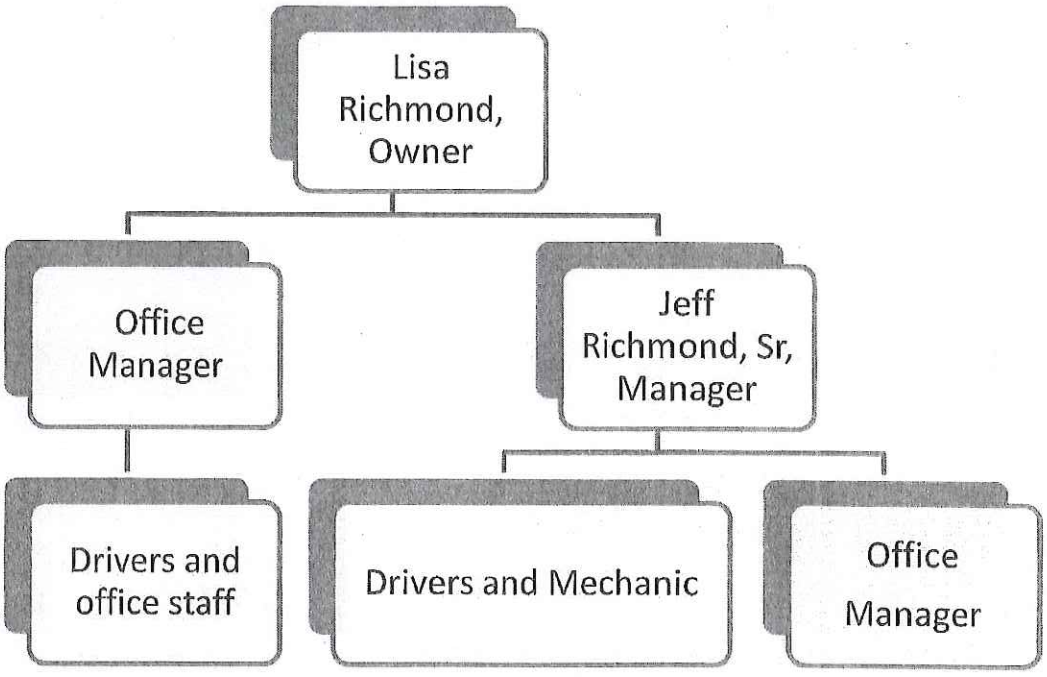
Richmond Transportation will provide transportation to all Ashtabula County residents. We will transport passengers to destinations within Ashtabula County as well as outside of Ashtabula County.

D. Organizational Structure

This company was originally started in the spring of 2011 as a sole proprietorship. Then Richmond Transportation, LLC was formed May 22, 2013. The main source of financial support is through revenue generated from other transportation jobs. The sole owner of the company is Lisa M. Richmond.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

An organizational chart is below.



E. Applicant/Staff Qualifications

Lisa Richmond, Owner, is responsible for scheduling, invoicing, and accounts payable.

Jeff Richmond Sr, Manager, reports to the owner, and is responsible for drivers, vehicles, vehicle maintenance, documentation, and quality assurance.

Office Manager, reports to the owners and works with administrative assistants and drivers to coordinate schedules, drivers, and vehicle assignments. She is also responsible for booking, accounting tasks, and human resources.

Administrative Assistants are responsible for the daily scheduling, driver assignments, trip changes, answering phone calls, and dispatching.

Drivers report to the managers and are responsible for daily pre and post vehicle inspections and as well as transporting passengers in a safe, timely manner.

Mechanics report to the owner and to the manager and is responsible to do regular maintenance on all vehicles and review the pre and post inspection logs and make any necessary repairs.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

The job descriptions are as follows:

Owner:
Responsible for scheduling, invoicing, and accounts payable and receivables

Managers:
Responsible for driver assignments for last minute changes, vehicle documentation, and maintenance and quality assurance

Administrative Assistants:
Responsible for coordinating schedules, making reservations, keeping records and logs, managing accounts receivable and payables. They are also responsible for answering the telephone and assisting clients. They also schedule and assists the owner when needed.

Accountant:
Responsible for payroll and fiscal responsibilities

Drivers:
Provide the transportation for passengers to and from their appointments and assist them when needed. They are responsible to perform a pre and post daily inspection on vehicles and wheelchair lifts and complete the proper documentation as evidence. They are to maintain their vehicle for cleanliness.

Mechanics are responsible to do regular maintenance on all vehicles and review the pre and post inspection logs and make any necessary repairs. They are responsible to order needed supplies and parts and to keep the vehicles and shop clean. They communicate with the drivers to keep all vehicles in good working order.

Our drivers have been with our company for 1 to 10 years and all of our drivers are over 25 years old and have a clean driving record.

All drivers passed the Ohio BCI & I as well as the FBI criminal background check and have no criminal background history and are annually recheck through the Ohio BCI & I and FBI. All drivers are also screened through the Federal Exclusion Screening. OBMV checks are run annually on each driver.

All drivers are CPR and First Aid certified and are certified to operate wheelchair lifts and certified in handling all passengers especially the elderly. Each driver must successfully pass the Defensive Drivers course.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Exhibit II

(Fee Schedule)

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Richmond Transportation
Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile	$ 3.45	Unit Rate of $3.45 per mile for each trip with mileage beginning at the Base Lot at: 5456 Main Avenue, Ashtabula, Ohio; and, with mileage ending when the vehicle returns to the Base Lot.
Round Trip	$ 3.45	A round trip begins at Base Lot, picks up passenger, takes the passenger to their destination, returns the passenger to their home and returns to the Base Lot.
Wait Time	$ 0.45	Wait time will be calculated as follows: The first 5 minutes are free, and each minute thereafter will be $0.45 a minute not to exceed 480 minutes (8 hours) per trip. If a ride is shared, the wait time will start when the last person in the trip is dropped off and will end when the last passenger is picked up to return to Ashtabula. This charge is per trip not per passenger.
Shared Rides	NA	A Shared Ride will be divided equally among the passengers. Total Mileage ÷ Number of Passengers = Cost per Passenger per Trip.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Richmond Transportation**
Date: **8/28/2025 10:11:56 AM**

This search produced the following list of **18** possible matches:

Name/Organization	Address
AfricaHouse International	1695 East 81st Street
African Refugee Educational and Cultural Services	3800 Sullivant Avenue
Aldrich, Thomas	185 N. Chestnut St.
Clarich, David	1178 E. Aurora Road
Frick, David	
Friedrich, Cindy	1/2 104 Wood Street
Helping Africans in a New Direction	6084 Busch Blvd. #4
Horn of Africa	4174 Christy Bloom Drive
Price, Jennifer	3156 Josephine St. NW
Price, Scott	16098 #25 State Route 235
Rice, John	
Richardson, Robert	C/O Jeffrey Hunter, ESQ
Richey, Nelda	522 Laura Dr.
Ricketts, Mark	335 Willow Road
Somali American Youth	5732 Pine Tree St. W Apt. G
Somali Development Agency/Americom	4312 Westport Road
Strickler, Ryan	
Strickling, Vivian	11755 Norbourne Dr., Apt. 1001

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Contract No.: 26-3007-ERT

FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$5,000.00**, and free from any previous encumbrances.

Agreement Title: An **Employment Related Transportation Contract** between **Ashtabula County Job & Family Services** and **Richmond Transportation**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/22/2025

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Contract No.: 26-3007-ERT

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Richmond Transportation** for an **Employment Related Transportation Contract for FY 2025.**

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 26-3008-HRT

This contract made and entered into on the **1st** day of **October 2025** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Richmond Transportation** located at: **5456 Main Avenue, Ashtabula, Ohio 44004 (business mailing address: 2423 Deerfield Drive, Ashtabula, Ohio 44004)**, and whose phone number is: **440-998-0080 or 440-964-9403**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Title XIX of the Social Security Act, Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2025,** through **September 30, 2026,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 800,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **Title XX transportation, Non-emergency Transportation (NET), Pregnancy Related Services Transportation (PRS).** Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

    The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

    Federal Award Project Description: FFY 2026 Transportation

    Name of Federal Awarding Agency: Department of Health and Human Services

    Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

    Federal Award Identification Number (FAIN): Not available at this time

    Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

    Is the Award Research and Development: No

    Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

    (1) A one-page summary invoice signed by an authorized representative and will include:
    - Contract number
    - Service month and year
    - Provider's name, address, telephone number and billing contact person's name
    - Total amount invoiced for the month

    (2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:
    - ACJFS program to be charged

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide copies of background checks, driver's license, and a certified driving history from the Bureau of Motor Vehicles of the Ohio Dept. of Public Safety, for all employees that provide direct services to transportation participants, to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub, or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: 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. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

9/18/2025
Date

Signed by:
AFC75364B1C94A9...

Richmond Transportation

9/20/2025
Date

Signed by:
8CC3D2025A6D44F...

DocuSigned by:
3E6154CBF4DA44C...

9/24/2025
Date

Signed by:
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Exhibit I

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Request for Proposals
For
Transportation Services

Health Related Transportation
Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #4-25

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 26
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

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.

Ride Data

For the period of 10-1-23 to 9-30-24, 43,096 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

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

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

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

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 transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	Date: 6-13-25
Question Period Begins	Date: 6-13-25
Pre-Proposal Conference	Date: 6-24-25 @ 10:00 a.m.
Question Period Ends	Date: 6-24-25 @ 4:00 p.m.
Proposals Due to Ashtabula County Board of Commissioners	Date: 7-11-25 @ 2:30 p.m.
Agreement Effective Date	Date: 10-1-25

Pre-Proposal Conference:

A pre-proposal conference will be held on June 24, 2025, at 10:00 a.m. at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-11-25, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-25

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

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. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall 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.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall 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.
11. The Applicant shall 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.
12. The Applicant shall 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 securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

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

1. The Applicant 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.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

3. All vehicles shall:
    a. Be equipped with seat belts for each individual 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.

IV. 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. In order 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 as a result 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 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:
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 three (3) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

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.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

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: (Cover pages are provided in Attachment C 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
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 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: 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) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). 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.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

(b). Define a round trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: 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: 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.

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 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 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:
1. A unit of service is equal to one mile.
2. 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.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. 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.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

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 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,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

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:

- 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.
    - *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.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling of trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *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.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

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 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. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Acceptance and Rejection of 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 the 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 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.
(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 Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant 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.

Agreement Period:
The agreement has a tentative effective date of **10-1-25 through 9-30-26**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis 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:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

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

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
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 Applicant 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.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

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:
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)).

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Appendix I

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

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

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. 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.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

8. Emergency Brakes:
    a. The vehicle must have a functional emergency brake that is capable of stopping 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.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

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

10. Horn: Must operate as designed.

11. Windshield & Windows:
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. Emergency Door:
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. 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.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. Springs & Shocks:
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. Tires:
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. Exhaust System:
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

16. Lights:
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. Gas Tank:
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following 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.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Attachment A

Transportation Programs

Applicant Information

AGENCY / ORGANIZATION NAME: Richmond Transportation, LLC

ADDRESS: 5456 Main Ave, Ashtabula, Ohio 44004

PHONE: 440-998-0080 FAX: 440-998-6667

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 46-2892223

EXECUTIVE DIRECTOR/DIRECTOR: Lisa Richmond

PROGRAM COORDINATOR: Same EMAIL: lisarichmond50@gmail.com

FISCAL CONTACT: Same 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: LISA M. Richmond SIGNATURE: Lisa M Richmond

(Note: original signature must be in blue ink)

TITLE: Owner DATE: 7/10/25

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Richmond Transportation, LLC
2423 Deerfield Drive
Ashtabula, OH 44004
RPF#4-25

Section 3

A. Program Planning and Development

Richmond Transportation program planning and development will meet all requirements of requested by the Ashtabula County Department of Job & Family Services to provide health related and employment related transportation services to Ashtabula County residents. We will cover all of Ashtabula County and surrounding counties, as needed. We will provide safe, courteous, and reliable transportation to passengers and they will receive top priority from our company.

Richmond Transportation complies with all federal, state, and local laws as well non-discrimination laws, federal, wage, and hour laws, and workers' compensation laws. We also follow the Equal Employment Opportunity –Affirmative Action plan, and comply with the Drug Free Work Place Act as well as the Ohio Administrative Code of Employee Ethics.

All drivers are fingerprinted and all drivers passed the Ohio BCI & I as well as the FBI criminal background check as well as the Federal Exclusion Screening and have no criminal background history. OBMV checks are run annually on each driver. Our drivers also have been trained in hands-on transfer techniques, looking for signs of difficulty, wheelchair lift procedures, CPR, and first aid.

B. Summary of Services

1. Richmond Transportation's office is open Monday through Friday from 8:00 am to 4:30pm. Transportation will be provided Monday through Friday from 4:30am until 8:00 pm and Saturday's from 4:00am until 4:30pm. No transportation services will be provided on Sunday's. Telephone calls and appointment scheduling will be taken Monday through Friday from 8:00 am to 4:30pm. Our answering system will be active 7 days a week, 24 hours a day.

2. Since June 2012, we have transported yO! students from their homes to classes. We have been able to get the students to and from class safely and promptly. Our staff has a good rapport with all passengers and genuinely cares about each individual.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

During the summer starting in 2012, we have transported students under the TANF grant. The number of students that were transported increased dramatically from the summer of 2012. We were able to transport the students safely and promptly as well accommodate last minute schedule changes quickly and effectively.

We also provide student transportation for the After School Discovery Program and, at times, ABC Daycare. We also currently provide rides for passengers subcontracting for Provide-a-Ride.

From 2015 to 2018 we subcontracted with Country Neighbors. We did not renew our contract with Country Neighbors because of the lack of jobs we were assigned and those jobs were not cost effective to Richmond Transportation.

In March 2016, we started transporting Heath and Employment passengers for Ashtabula County Department of Job & Family Services. We transport a large amount of passengers effectively throughout Ashtabula County as well as other areas throughout Ohio.

3. Specifications

a. Richmond Transportation will charge $3.45 per mile for each trip. The *mileage* will begin at our lot at 5456 Main Avenue, Ashtabula and end when the vehicle returns to the lot.

b. A *round trip ride* is when we leave our lot, pick up the passenger, take him or her to their destination and then return him or her home and return to our lot.

c. A *shared ride* will be divided equally among the passengers. We will take the total mileage and divide it by the number of passengers and bill it as a shared ride.

d. Wait time will be calculated as follows: The first 5 minutes are free and each minute thereafter will be $0.45 a minute not to exceed the guidelines set forth by JFS. If a ride is shared, the wait time will start when the last person in the trip is dropped off and will end when the last passenger is picked up to return to Ashtabula. This charge is per trip not per passenger.

   Private passenger renting our vehicles for wine hops and other events starts at $60 and up per hour with a three consecutive hour minimum rental. Wait time is included in the hourly rate.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

e. Richmond Transportation has (1) 31 passenger transit bus, (1) 24 passenger transits(1) 15 passenger transit bus (1) 14 passenger transit buses with a wheelchair lift, (5) 14 passenger van, and (10) mini-vans.

f. Trips with multiple passengers will placed in the same vehicles based on appointment times and similar destinations to efficiently provide services without excessive wait times. We will make it a priority to ensure prompt, effective service.

g. Trips will be scheduled accordingly so that the passengers do not wait more than fifteen minutes then stated pick-up and delivery.

h. Last minute requests will be honored to the best of our ability and we will do everything we can to accommodate the passenger. Passengers will be called by the manager to inform him or her of any scheduling changes and late running vehicles. If a passenger has more than 3 no shows, then ACDJFS will be notified and a solution will be worked out to ensure effectiveness.

i. Richmond Transportation, LLC. will coordinate shared-ride trips so that passengers do not have excessive wait times. If weather and traffic conditions are poor, Richmond Transportation, LLC will make the necessary adjustments so that the passengers do not have excessive wait times.

j. All incidents, accidents, and complaints will be reported to ACDJFS within 24 hours of the occurrence or immediately or the next business day. The enclosed forms will be used for reporting purposes to ACDJFS.

C. Geographic Service Areas

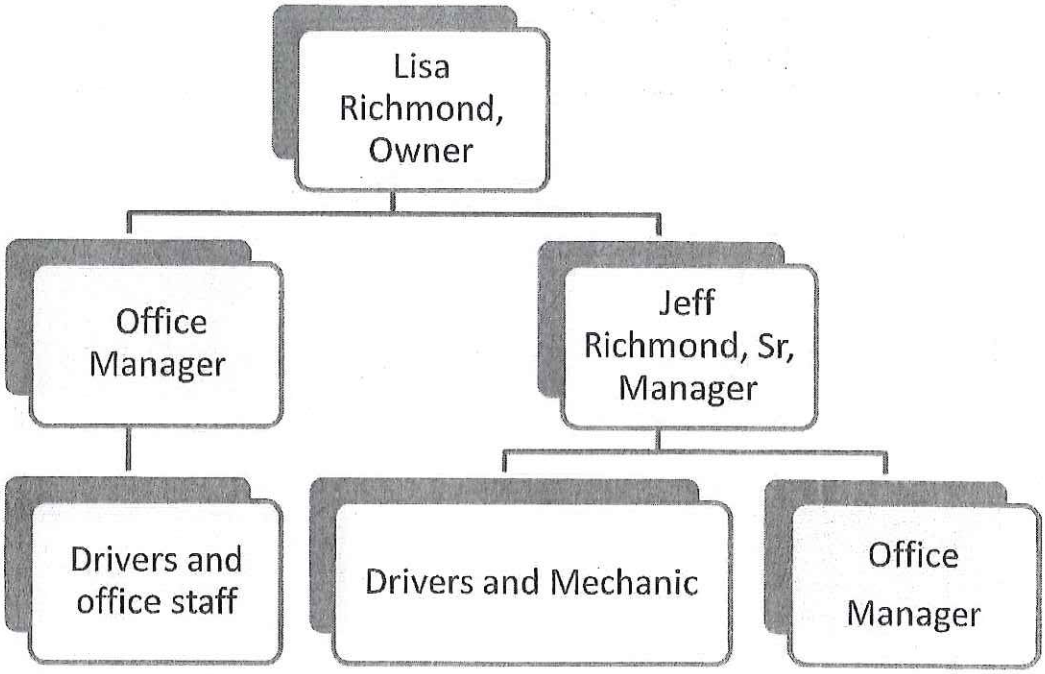
Richmond Transportation will provide transportation to all Ashtabula County residents. We will transport passengers to destinations within Ashtabula County as well as outside of Ashtabula County.

D. Organizational Structure

This company was originally started in the spring of 2011 as a sole proprietorship. Then Richmond Transportation, LLC was formed May 22, 2013. The main source of financial support is through revenue generated from other transportation jobs. The sole owner of the company is Lisa M. Richmond.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

An organizational chart is below.



E. Applicant/Staff Qualifications

Lisa Richmond, Owner, is responsible for scheduling, invoicing, and accounts payable.

Jeff Richmond Sr, Manager, reports to the owner, and is responsible for drivers, vehicles, vehicle maintenance, documentation, and quality assurance.

Office Manager, reports to the owners and works with administrative assistants and drivers to coordinate schedules, drivers, and vehicle assignments. She is also responsible for booking, accounting tasks, and human resources.

Administrative Assistants are responsible for the daily scheduling, driver assignments, trip changes, answering phone calls, and dispatching.

Drivers report to the managers and are responsible for daily pre and post vehicle inspections and as well as transporting passengers in a safe, timely manner.

Mechanics report to the owner and to the manager and is responsible to do regular maintenance on all vehicles and review the pre and post inspection logs and make any necessary repairs.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

The job descriptions are as follows:

Owner:
Responsible for scheduling, invoicing, and accounts payable and receivables

Managers:
Responsible for driver assignments for last minute changes, vehicle documentation, and maintenance and quality assurance

Administrative Assistants:
Responsible for coordinating schedules, making reservations, keeping records and logs, managing accounts receivable and payables. They are also responsible for answering the telephone and assisting clients. They also schedule and assists the owner when needed.

Accountant:
Responsible for payroll and fiscal responsibilities

Drivers:
Provide the transportation for passengers to and from their appointments and assist them when needed. They are responsible to perform a pre and post daily inspection on vehicles and wheelchair lifts and complete the proper documentation as evidence. They are to maintain their vehicle for cleanliness.

Mechanics are responsible to do regular maintenance on all vehicles and review the pre and post inspection logs and make any necessary repairs. They are responsible to order needed supplies and parts and to keep the vehicles and shop clean. They communicate with the drivers to keep all vehicles in good working order.

Our drivers have been with our company for 1 to 10 years and all of our drivers are over 25 years old and have a clean driving record.

All drivers passed the Ohio BCI & I as well as the FBI criminal background check and have no criminal background history and are annually recheck through the Ohio BCI & I and FBI. All drivers are also screened through the Federal Exclusion Screening. OBMV checks are run annually on each driver.

All drivers are CPR and First Aid certified and are certified to operate wheelchair lifts and certified in handling all passengers especially the elderly. Each driver must successfully pass the Defensive Drivers course.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Exhibit II

(Fee Schedule)

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Richmond Transportation
Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile	$ 3.45	Unit Rate of $3.45 per mile for each trip with mileage beginning at the Base Lot at: 5456 Main Avenue, Ashtabula, Ohio; and, with mileage ending when the vehicle returns to the Base Lot.
Round Trip	$ 3.45	A round trip begins at Base Lot, picks up passenger, takes the passenger to their destination, returns the passenger to their home and returns to the Base Lot.
Wait Time	$ 0.45	Wait time will be calculated as follows: The first 5 minutes are free, and each minute thereafter will be $0.45 a minute not to exceed 480 minutes (8 hours) per trip. If a ride is shared, the wait time will start when the last person in the trip is dropped off and will end when the last passenger is picked up to return to Ashtabula. This charge is per trip not per passenger.
Shared Rides	NA	A Shared Ride will be divided equally among the passengers. Total Mileage ÷ Number of Passengers = Cost per Passenger per Trip.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Richmond Transportation**
Date: **8/28/2025 10:11:56 AM**

This search produced the following list of **18** possible matches:

Name/Organization	Address
AfricaHouse International	1695 East 81st Street
African Refugee Educational and Cultural Services	3800 Sullivant Avenue
Aldrich, Thomas	185 N. Chestnut St.
Clarich, David	1178 E. Aurora Road
Frick, David	
Friedrich, Cindy	1/2 104 Wood Street
Helping Africans in a New Direction	6084 Busch Blvd. #4
Horn of Africa	4174 Christy Bloom Drive
Price, Jennifer	3156 Josephine St. NW
Price, Scott	16098 #25 State Route 235
Rice, John	
Richardson, Robert	C/O Jeffrey Hunter, ESQ
Richey, Nelda	522 Laura Dr.
Ricketts, Mark	335 Willow Road
Somali American Youth	5732 Pine Tree St. W Apt. G
Somali Development Agency/Americom	4312 Westport Road
Strickler, Ryan	
Strickling, Vivian	11755 Norbourne Dr., Apt. 1001

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Contract No.: 26-3008-HRT

FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$200,000.00**, and free from any previous encumbrances.

Agreement Title: A **Health Related Transportation Contract** between **Ashtabula County Job & Family Services** and **Richmond Transportation**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/22/2025

Docusign Envelope ID: 579D4CDE-7346-4DB7-97F1-27014E67D9CD

Contract No.: 26-3008-HRT

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Richmond Transportation** for a **Health Related Transportation Contract for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 26-3009-ERT

This contract made and entered into on the 1st day of **October 2025** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Sunset Transportation & Rentals, LLC** located at: **4690 Lake Road East, Geneva, Ohio 44041 (business mailing address: 4519 East Maple Road, Geneva, Ohio 44041)**, and whose phone number is: **440-361-4013 or 440-855-5314**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2025,** through **September 30, 2026** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 20,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **OWF, SNAP ET/ABAWD, SNAP ET, LEAP, PRC**. Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

transportation as space permits, with the cost of service being recovered as outlined in a separate agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2026 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

spreadsheet and the following information for each trip:
- ACJFS program to be charged
- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available,

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide background checks of all employees that provide direct services to transportation participants and provide copies of the background checks to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire background checks.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub, or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: 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. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Disabilities Act of 1990.

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services
FB74060D0EAC4B8...

9/18/2025
Date

DocuSigned by:

David McGrath

Sunset Transportation & Rentals, LLC
2C8F8A8517744C4...

9/19/2025
Date

Signed by:

8CC3D2025A6D44F...

DocuSigned by:

Casey Kozlowski

3E6154CBF4DA44C...

9/24/2025
Date

Signed by:

Kathryn Whittington

Ashtabula County Board of Commissioners
72C9CAC40E3D4A8...

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Exhibit I

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Request for Proposals
For
Transportation Services

Health Related Transportation
Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #4-25

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 26
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

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.

Ride Data

For the period of 10-1-23 to 9-30-24, 43,096 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

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

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

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

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 transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	Date: 6-13-25
Question Period Begins	Date: 6-13-25
Pre-Proposal Conference	Date: 6-24-25 @ 10:00 a.m.
Question Period Ends	Date: 6-24-25 @ 4:00 p.m.
Proposals Due to Ashtabula County Board of Commissioners	Date: 7-11-25 @ 2:30 p.m.
Agreement Effective Date	Date: 10-1-25

Pre-Proposal Conference:

A pre-proposal conference will be held on June 24, 2025, at 10:00 a.m. at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-11-25, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-25

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

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. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall 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.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall 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.
11. The Applicant shall 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.
12. The Applicant shall 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 securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

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

1. The Applicant 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.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

3. All vehicles shall:
    a. Be equipped with seat belts for each individual 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.

IV. 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. In order 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 as a result 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 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:
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 three (3) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

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.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

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: (Cover pages are provided in Attachment C 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
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 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: 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) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). 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.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

(b). Define a round trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: 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: 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.

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 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 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:
1. A unit of service is equal to one mile.
2. 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.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. 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.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

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 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,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

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:

- 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.
    - *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.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling of trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *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.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

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 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. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Acceptance and Rejection of 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 the 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 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.
(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 Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant 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.

Agreement Period:
The agreement has a tentative effective date of **10-1-25 through 9-30-26**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis 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:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

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

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
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 Applicant 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.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

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:
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)).

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Appendix I

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

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

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. 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.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

8. Emergency Brakes:
    a. The vehicle must have a functional emergency brake that is capable of stopping 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.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

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

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. 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.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. **Tires:**
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. **Exhaust System**:
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

16. Lights:
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. Gas Tank:
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following 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.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

ATTACHMENT A
TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Sunset Transportation Partners Inc.

ADDRESS: 1627 W. 9th St. Ashtabula, OH 44004

PHONE: 440-855-5314 FAX: ---

SERVICE SITE (if different than above): 4690 Lake Rd. East

ADDRESS: Geneva, OH 44041

PHONE: 440-361-4013 FAX: ---

FEDERAL TAX I.D. NUMBER: 84-2898424

EXECUTIVE DIRECTOR/DIRECTOR: David McGrath

PROGRAM COORDINATOR: Amy Blake EMAIL: amyblake@sunsettaxis.com

FISCAL CONTACT: Amy Blake EMAIL: amyblake@sunsettaxis.com

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 an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: David McGrath SIGNATURE: X

(Note: original signature must be in blue ink)

TITLE: President DATE: 7/10/2025

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Sunset Transportation
Employment Related & Health Related Transportation
RFP #4-25

Section 3
Program Planning and Development

A. Program Description

Sunset Transportation has been committed to providing private transportation, tours, and shuttle services to residents of Ashtabula County and surrounding areas since 2012. It is a top priority that Sunset Transportation's program planning and development meets all the requirements requested by Ashtabula County Job & Family Services' (ACJFS) commitment to providing health and employment related transportation services. Sunset Transportation operates the business in compliance with all applicable federal, state and local laws, and complies with: non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of all individuals and in the provisions of services. Sunset Transportation complies with all federal, state and local laws, rules, and executive orders and other legal requirements as they apply to transportation.

Sunset Transportation is committed to providing transportation to those who are pre-approved by ACJFS with safe, timely and well-mannered service. It is our priority to make sure all customers are treated with respect and equality. Sunset Transportation does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation or military status, in any of its operations. Sunset Transportation complies with the Equal Employment Opportunity Affirmative Action plan, as well as the Drug Free Workplace Act. Sunset Transportation takes responsibility to be aware of and maintain all required license and certifications necessary to provide service to pre-approved customers of ACJFS eligible programs. All utilized vehicles have insurance in compliance with Ohio's financial liability law requirement. A copy of the certificate of insurance and vehicle registration is maintained in each vehicle. All vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the Ohio Revised Code for motor vehicles.

All drivers that are employed and/or contracted with Sunset Transportation have a valid Ohio motor vehicle operator's license, and a license appropriate to each vehicle when necessary. Drivers have at least two years of driving experience and an annual OBMV check is performed on each driver. Criminal background checks on all drivers are performed in accordance with section 109.572 of the Ohio Revised Code, as well as initial, post incident/accident and random drug screens. Drivers take responsibility to physically inspect all vehicles before and after each trip and they are trained on how to do so upon hire. Upon hire, drivers are trained on basic maneuverability, passenger assistance, how to report and document incidents or complaints, and how to document and submit daily trip reports. As part of initial training, all drivers are CPR & First Aid certified and have successfully completed the Passenger Assistance Course. Sunset Transportation ensures all 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

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

of difficulty, proper way to offer assistance to participant, proper assistance techniques. Each operator is trained and skill tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting and wheelchair-bound participant. Drivers are trained on how to conduct a wheelchair lift inspection and this is required, and documented, on a daily basis. All drivers wear a name badge with photo ID for security. Other applicable trainings are provided to employees as necessary.

Sunset Transportation is proposing to provide 410,000 miles of transportation service, at a rate of $3.65 per mile, to eligible participants through ACJFS health and employment related transportation programs. If more miles are available Sunset would like the opportunity to be awarded as many as possible. Upon award, Sunset Transportation will continue to employ a NEMT Project Director to help support the program. The Project Director will continue to organize, monitor, report, and carry out the transportation program designed especially for participants of ACJFS eligible programs. We will also continue to employ a Operations Manager to train and oversee all hired drivers, to handle the dispatch of calls and to directly assist the Project Director. We will continue to hire and employ responsible and dedicated drivers. Most of our drivers have been with us since we initially started working with ACJFS. With this amount of dedication to the proposed program, Sunset Transportation can be fully committed to providing the best service to all ACJFS participants.

B. Summary of Service

1. **Days & Hours of Service:** Sunset Transportation will take reservations for rides Monday thru Friday 8am-5pm. Ride times are flexible and will be provided 7 days a week 24 hours a day by reservation. Our ride line answering system will be available 7 days a week 24 hours a day. Sunset Transportation's excellent customer-oriented staff will answer the phones for reservations and schedule drivers at appropriate times.
2. **Provider Experience:** Sunset Transportation has been providing a variety of transportation services for 12+ years. We are family owned and operated and have several five-star reviews from our committed local relationships and fantastic customer base. Sunset Transportation has several contracts within Ashtabula County for community/vendor events and we have become the highest rated company in the community. Sunset Transportation is also finishing up a sixth year of providing NEMT services to ACJFS eligible participants, as well at our second year operating the ACTS project. Based on ACJFS employee feedback, as well as participant feedback, we have provided safe and excellent services through our contract with ACJFS. ACJFS participants have provided very positive feedback to our Project Director and Driver Manager in regards to the service we provided them.
3. **Specifications:**
    a. A single trip charge will be calculated based on at a flat rate per mile of $3.65. Trips will be calculated from base, to client location, to the destination drop off location, and then back to base.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

b. Round trip charges will be calculated based on at a flat rate per mile of $3.65 A round trip ride is calculated from base, to client location, then to destination, then returns the passenger to their home, and back to base. A wait time of $.45 a minute will be charged (first 5 minutes are free to allow the passenger time to exit the vehicle/enter their destination, and the wait time will not exceed 480 minutes). If a ride is shared, the wait time will start when the last person in the trip is dropped off and will end when the last passenger is picked up to return to Geneva. This charge is per trip not per passenger.

c. Multiple passenger trips will be provided if/when appointment times and similar destinations are being requested on the same day. Miles calculated for a shared trip will be split between all passengers. We will divide the total trip charge by the total number of passengers and charge the same amount of miles for each passenger, at the agreed upon rate.

d. Sunset operates a diverse fleet of:
(13) 14-passenger vans
(3) 12-passenger vans
(2) 10-passenger vans
(12) 6-passenger vans
(3) 3-passenger vehicles
(7) wheelchair-accessible vehicles (including low-profile minivans, transit vans, and a larger bus)

e. We will plan our reservations and routes accordingly so that all passengers arrive at their destination on time, and without unreasonable time added to their trip. Upon taking the reservation, our transportation team will identify opportunities to ride share based on vehicle capacity, destination, and appointment times. Sunset considers after appointment wait time within 30 minutes to be reasonable, but past 60 minutes to be unreasonable. Prolonged wait time affects our customer service if passengers are unhappy--due to being left to wait at their destination for a significant time past the completion of their appointment because of a ride share situation. It will always be expressed to the passenger that they could be a part of a ride share and we will plan their trip to include a time "buffer" for this. We have plenty of vehicles and drivers needed to get each customer to their appointment, and back home, within a reasonable time.

f. All trips are monitored throughout the day and will be scheduled so passengers do not wait more than fifteen minutes from the stated pick-up or delivery time. If trips are a part of a ride share, they may be required to wait more than 15 minutes from their stated appointment return time per the ACJFS ride share policy.

g. Drivers are required to notify Sunset Transportation immediately of known pick-up delays that will exceed beyond 15 minutes of the scheduled pick-up time. While Sunset Transportation expects drivers to be on time, there may be an unforeseen circumstance that occurs beyond the control of the driver.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

When the delay of a scheduled pick up time is reported to Sunset Transportation, all attempts will be made to notify the passenger. Routine Reservations require a 2-business day notice, but last minute requests will be honored if the schedule allows it. If a change in schedule in needed, the passenger must call as soon as possible so the transportation team can make scheduling arrangements. If changes cannot be made, the passenger will be notified and referred back to the appropriate party (ACJFS). Sunset Transportation requires a 2-hour notice to cancel an existing reservation. If a 2-hour notice cannot be provided, we ask the passenger to please cancel as soon as possible. If a driver arrives for a scheduled pickup, and the member did not cancel the reservation in advance, a no show complaint against the member may be documented.

h. Our transportation schedules are constantly monitored throughout the day with communication to all drivers. We assure that 90% of shared ride trips will take no more than 60 minutes more than the time required to accomplish the same trip, at the same time of day, under the same traffic and weather conditions, as a non-shared ride.

i. All incidents, accidents or complaints will be reported to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury will be reported immediately.

C. Geographic Service Area

Sunset Transportation will provide transportation both within and outside of Ashtabula County. When taking reservations for trips outside of the county, our transportation team will assure that the schedule allows for the trip time, as well as any wait time that is necessary.

D. Organizational Structure:

Sunset Transportation & Rentals LLC was originally started in 2012 as Sunset Taxi LLC. The LLC was changed in 2018 as the company began partnering with several community vendors and events to provide public shuttle transportation services. As the company continued to grow, a separate business entity was formed as Sunset Transportation Partners Inc., which now operates our large transportation programs and partnerships. The main sources of financial support it through these community contracts. ***Organizational chart attached.**

E. Applicant/Staff Qualifications:

President: David McGrath is the President and Owner of Sunset Transportation, where he oversees public relations and employee hiring. He holds a Public Relations Degree and brings over 20 years of experience in public safety and transportation. David has also owned and operated several successful local businesses. He is deeply passionate about both his business and Ashtabula County. With his skills in promoting business and

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

community activities, David builds strong relationships with other local businesses and community leaders. His generosity to his employees and community fosters a strong sense of loyalty, contributing to the success of his business and partnering programs.

NEMT Project & Billing Director: Our NEMT Project Director at Sunset Transportation is currently responsible for assisting the president with specific administrative tasks, data collection, invoicing and reporting, accounts payable, and managing compliance. With over 8 years of administrative experience and more than 10 years of experience in non-profit program coordination and management, the NEMT Project Director has successfully run our entire NEMT program for the past 7 years. This has ensured we meet all requirements set by Ashtabula County Job & Family Services (ACJFS) for providing health and employment-related transportation services. The NEMT Project Director has also taken on the data collection and reporting for our newest project, ACTS, which requires a high level of skill and time management. These skills have led to increased efficiency in their role. Upon award, the NEMT Project Director will continue overseeing all transportation program management, including invoicing, accounts payable, data collection and reporting, HR-related tasks, budget recording and evaluation, record keeping, and passenger communication as needed.

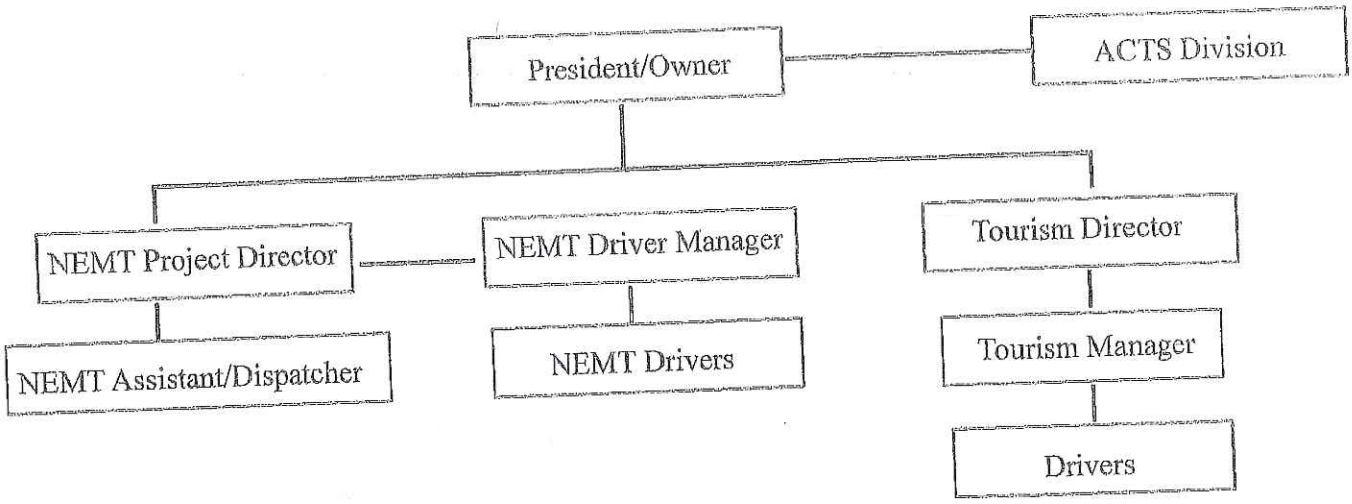
NEMT Operations Manager: Sunset Transportation employs a full time Transportation Operations Manager. Our Transportation Operations Manger has several years of experience working for Sunset Transportation and is responsible for the daily oversight of our drivers, driver scheduling, scheduling passengers for services, as well as vehicle maintenance and records. This position plays a key role in ensuring daily operations run smoothly.

Drivers: Drivers are responsible for trip recording, daily vehicle inspections, as well as providing safe and reliable transportation to all passengers. Drivers are over the age of 21 and have at least 2 years of transportation experience. Sunset Transportation employs several full-time drivers to help carry out the transportation contract with ACJFS. More part time contracted drivers will be hired if the need arises or when we add to our fleet of vehicles.

***Job descriptions attached.**

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

D. Organizational Structure



Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Exhibit II

(Fee Schedule)

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Sunset Transportation
Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile	$ 3.45	Unit Rate of $3.45 per mile for each trip with mileage beginning at the Base Lot at: 4690 Lake Rd E, Geneva, Ohio; and, with mileage ending when the vehicle returns to the Base Lot.
Round Trip	$ 3.45	A round trip begins at Base Lot, picks up passenger, takes the passenger to their destination, returns the passenger to their home, and returns to the Base Lot.
Wait Time	$ 0.45	Wait time will be calculated as follows: The first 5 minutes are free, and each minute thereafter will be $0.45 a minute, not to exceed 480 minutes (8 hours) per trip. If a ride is shared, the wait time will start when the last person in the trip is dropped off and will end when the last passenger is picked up to return to Geneva. This charge is per trip not per passenger.
Shared Rides	NA	A Shared Ride will be divided equally among the passengers. Total Mileage ÷ Number of Passengers = Cost per Passenger per Trip.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Sunset Transportation & Rentals**
Date: **8/28/2025 10:14:33 AM**

This search produced the following list of **0** possible matches:

Name/Organization	Address

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Contract No.: 26-3009-ERT

FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$5,000.00**, and free from any previous encumbrances.

Agreement Title: An **Employment Related Transportation Contract** between **Ashtabula County Job & Family Services** and **Sunset Transportation & Rentals, LLC**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/19/2025

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Contract No.: 26-3009-ERT

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Sunset Transportation & Rentals, LLC.** for an **Employment Related Transportation Contract for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 26-3010-HRT

This contract made and entered into on the 1st day of **October 2025** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Sunset Transportation & Rentals, LLC.** located at: **4690 Lake Road East, Geneva, Ohio 44041 (business mailing address: 4519 East Maple Road, Geneva, Ohio 44041)**, and whose phone number is: **440-361-4013 or 440-855-5314**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Title XIX of the Social Security Act, Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2025,** through **September 30, 2026** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state, and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 800,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **Title XX transportation, Non-emergency Transportation (NET), Pregnancy Related Services Transportation (PRS).** Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

    The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

    Federal Award Project Description: FFY 2026 Transportation

    Name of Federal Awarding Agency: Department of Health and Human Services

    Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

    Federal Award Identification Number (FAIN): Not available at this time

    Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

    Is the Award Research and Development: No

    Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

    (1) A one-page summary invoice signed by an authorized representative and will include:
    - Contract number
    - Service month and year
    - Provider's name, address, telephone number and billing contact person's name
    - Total amount invoiced for the month

    (2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:
    - ACJFS program to be charged

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide copies of background checks, driver's license, and a certified driving history from the Bureau of Motor Vehicles of the Ohio Dept. of Public Safety, for all employees that provide direct services to transportation participants, to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e. two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: 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. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

9/18/2025
Date

DocuSigned by:
David McGrath
2C8F8A8547744C4...

Sunset Trustee

9/19/2025
Date

Signed by:
8CC3D2025A6D44F...

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

9/24/2025
Date

Signed by:
Kathryn Whittington
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Exhibit I

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Request for Proposals
For
Transportation Services

Health Related Transportation
Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #4-25

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 26
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

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.

Ride Data

For the period of 10-1-23 to 9-30-24, 43,096 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

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

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

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

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 transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	Date: 6-13-25
Question Period Begins	Date: 6-13-25
Pre-Proposal Conference	Date: 6-24-25 @ 10:00 a.m.
Question Period Ends	Date: 6-24-25 @ 4:00 p.m.
Proposals Due to Ashtabula County Board of Commissioners	Date: 7-11-25 @ 2:30 p.m.
Agreement Effective Date	Date: 10-1-25

Pre-Proposal Conference:

A pre-proposal conference will be held on June 24, 2025, at 10:00 a.m. at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-11-25, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-25

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

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. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall 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.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall 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.
11. The Applicant shall 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.
12. The Applicant shall 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 securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

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

1. The Applicant 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.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

3. All vehicles shall:
    a. Be equipped with seat belts for each individual 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.

IV. 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. In order 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 as a result 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 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:
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 three (3) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

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.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

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: (Cover pages are provided in Attachment C 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
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 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: 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) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). 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.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

(b). Define a round trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: 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: 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.

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 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 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:
1. A unit of service is equal to one mile.
2. 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.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. 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.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

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 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,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

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:

- 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.
    - *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.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling of trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *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.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

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 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. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Acceptance and Rejection of 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 the 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 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.
(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 Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant 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.

Agreement Period:
The agreement has a tentative effective date of **10-1-25 through 9-30-26**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis 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:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

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

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
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 Applicant 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.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

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:
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)).

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Appendix I

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

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

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. 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.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

8. Emergency Brakes:
    a. The vehicle must have a functional emergency brake that is capable of stopping 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.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

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

10. Horn: Must operate as designed.

11. Windshield & Windows:
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. Emergency Door:
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. 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.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. Springs & Shocks:
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. Tires:
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. Exhaust System:
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

16. Lights:
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. Gas Tank:
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following 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.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

ATTACHMENT A
TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Sunset Transportation Partners Inc.

ADDRESS: 1627 W. 9th St. Ashtabula, OH 44004

PHONE: 440-855-5314 FAX: --

SERVICE SITE (if different than above): 4690 Lake Rd. East

ADDRESS: Geneva, OH 44041

PHONE: 440-361-4013 FAX: --

FEDERAL TAX I.D. NUMBER: 84-2898424

EXECUTIVE DIRECTOR/DIRECTOR: David McGrath

PROGRAM COORDINATOR: Amy Blake EMAIL: amyblake@sunsettaxis.com

FISCAL CONTACT: Amy Blake EMAIL.: amyblake@sunsettaxis.com

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 an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: David McGrath SIGNATURE: X

(Note: original signature must be in blue ink)

TITLE: President DATE: 7/10/2025

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Sunset Transportation
Employment Related & Health Related Transportation
RFP #4-25

Section 3
Program Planning and Development

A. Program Description

Sunset Transportation has been committed to providing private transportation, tours, and shuttle services to residents of Ashtabula County and surrounding areas since 2012. It is a top priority that Sunset Transportation's program planning and development meets all the requirements requested by Ashtabula County Job & Family Services' (ACJFS) commitment to providing health and employment related transportation services. Sunset Transportation operates the business in compliance with all applicable federal, state and local laws, and complies with: non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of all individuals and in the provisions of services. Sunset Transportation complies with all federal, state and local laws, rules, and executive orders and other legal requirements as they apply to transportation.

Sunset Transportation is committed to providing transportation to those who are pre-approved by ACJFS with safe, timely and well-mannered service. It is our priority to make sure all customers are treated with respect and equality. Sunset Transportation does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation or military status, in any of its operations. Sunset Transportation complies with the Equal Employment Opportunity Affirmative Action plan, as well as the Drug Free Workplace Act. Sunset Transportation takes responsibility to be aware of and maintain all required license and certifications necessary to provide service to pre-approved customers of ACJFS eligible programs. All utilized vehicles have insurance in compliance with Ohio's financial liability law requirement. A copy of the certificate of insurance and vehicle registration is maintained in each vehicle. All vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the Ohio Revised Code for motor vehicles.

All drivers that are employed and/or contracted with Sunset Transportation have a valid Ohio motor vehicle operator's license, and a license appropriate to each vehicle when necessary. Drivers have at least two years of driving experience and an annual OBMV check is performed on each driver. Criminal background checks on all drivers are performed in accordance with section 109.572 of the Ohio Revised Code, as well as initial, post incident/accident and random drug screens. Drivers take responsibility to physically inspect all vehicles before and after each trip and they are trained on how to do so upon hire. Upon hire, drivers are trained on basic maneuverability, passenger assistance, how to report and document incidents or complaints, and how to document and submit daily trip reports. As part of initial training, all drivers are CPR & First Aid certified and have successfully completed the Passenger Assistance Course. Sunset Transportation ensures all 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

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

of difficulty, proper way to offer assistance to participant, proper assistance techniques. Each operator is trained and skill tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting and wheelchair-bound participant. Drivers are trained on how to conduct a wheelchair lift inspection and this is required, and documented, on a daily basis. All drivers wear a name badge with photo ID for security. Other applicable trainings are provided to employees as necessary.

Sunset Transportation is proposing to provide 410,000 miles of transportation service, at a rate of $3.65 per mile, to eligible participants through ACJFS health and employment related transportation programs. If more miles are available Sunset would like the opportunity to be awarded as many as possible. Upon award, Sunset Transportation will continue to employ a NEMT Project Director to help support the program. The Project Director will continue to organize, monitor, report, and carry out the transportation program designed especially for participants of ACJFS eligible programs. We will also continue to employ a Operations Manager to train and oversee all hired drivers, to handle the dispatch of calls and to directly assist the Project Director. We will continue to hire and employ responsible and dedicated drivers. Most of our drivers have been with us since we initially started working with ACJFS. With this amount of dedication to the proposed program, Sunset Transportation can be fully committed to providing the best service to all ACJFS participants.

B. Summary of Service

1. **Days & Hours of Service:** Sunset Transportation will take reservations for rides Monday thru Friday 8am-5pm. Ride times are flexible and will be provided 7 days a week 24 hours a day by reservation. Our ride line answering system will be available 7 days a week 24 hours a day. Sunset Transportation's excellent customer-oriented staff will answer the phones for reservations and schedule drivers at appropriate times.
2. **Provider Experience:** Sunset Transportation has been providing a variety of transportation services for 12+ years. We are family owned and operated and have several five-star reviews from our committed local relationships and fantastic customer base. Sunset Transportation has several contracts within Ashtabula County for community/vendor events and we have become the highest rated company in the community. Sunset Transportation is also finishing up a sixth year of providing NEMT services to ACJFS eligible participants, as well at our second year operating the ACTS project. Based on ACJFS employee feedback, as well as participant feedback, we have provided safe and excellent services through our contract with ACJFS. ACJFS participants have provided very positive feedback to our Project Director and Driver Manager in regards to the service we provided them.
3. **Specifications:**
    a. A single trip charge will be calculated based on at a flat rate per mile of $3.65. Trips will be calculated from base, to client location, to the destination drop off location, and then back to base.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

b. Round trip charges will be calculated based on at a flat rate per mile of $3.65 A round trip ride is calculated from base, to client location, then to destination, then returns the passenger to their home, and back to base. A wait time of $.45 a minute will be charged (first 5 minutes are free to allow the passenger time to exit the vehicle/enter their destination, and the wait time will not exceed 480 minutes). If a ride is shared, the wait time will start when the last person in the trip is dropped off and will end when the last passenger is picked up to return to Geneva. This charge is per trip not per passenger.

c. Multiple passenger trips will be provided if/when appointment times and similar destinations are being requested on the same day. Miles calculated for a shared trip will be split between all passengers. We will divide the total trip charge by the total number of passengers and charge the same amount of miles for each passenger, at the agreed upon rate.

d. Sunset operates a diverse fleet of:
(13) 14-passenger vans
(3) 12-passenger vans
(2) 10-passenger vans
(12) 6-passenger vans
(3) 3-passenger vehicles
(7) wheelchair-accessible vehicles (including low-profile minivans, transit vans, and a larger bus)

e. We will plan our reservations and routes accordingly so that all passengers arrive at their destination on time, and without unreasonable time added to their trip. Upon taking the reservation, our transportation team will identify opportunities to ride share based on vehicle capacity, destination, and appointment times. Sunset considers after appointment wait time within 30 minutes to be reasonable, but past 60 minutes to be unreasonable. Prolonged wait time affects our customer service if passengers are unhappy--due to being left to wait at their destination for a significant time past the completion of their appointment because of a ride share situation. It will always be expressed to the passenger that they could be a part of a ride share and we will plan their trip to include a time "buffer" for this. We have plenty of vehicles and drivers needed to get each customer to their appointment, and back home, within a reasonable time.

f. All trips are monitored throughout the day and will be scheduled so passengers do not wait more than fifteen minutes from the stated pick-up or delivery time. If trips are a part of a ride share, they may be required to wait more than 15 minutes from their stated appointment return time per the ACJFS ride share policy.

g. Drivers are required to notify Sunset Transportation immediately of known pick-up delays that will exceed beyond 15 minutes of the scheduled pick-up time. While Sunset Transportation expects drivers to be on time, there may be an unforeseen circumstance that occurs beyond the control of the driver.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

When the delay of a scheduled pick up time is reported to Sunset Transportation, all attempts will be made to notify the passenger. Routine Reservations require a 2-business day notice, but last minute requests will be honored if the schedule allows it. If a change in schedule in needed, the passenger must call as soon as possible so the transportation team can make scheduling arrangements. If changes cannot be made, the passenger will be notified and referred back to the appropriate party (ACJFS). Sunset Transportation requires a 2-hour notice to cancel an existing reservation. If a 2-hour notice cannot be provided, we ask the passenger to please cancel as soon as possible. If a driver arrives for a scheduled pickup, and the member did not cancel the reservation in advance, a no show complaint against the member may be documented.

h. Our transportation schedules are constantly monitored throughout the day with communication to all drivers. We assure that 90% of shared ride trips will take no more than 60 minutes more than the time required to accomplish the same trip, at the same time of day, under the same traffic and weather conditions, as a non-shared ride.

i. All incidents, accidents or complaints will be reported to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury will be reported immediately.

C. Geographic Service Area

Sunset Transportation will provide transportation both within and outside of Ashtabula County. When taking reservations for trips outside of the county, our transportation team will assure that the schedule allows for the trip time, as well as any wait time that is necessary.

D. Organizational Structure:

Sunset Transportation & Rentals LLC was originally started in 2012 as Sunset Taxi LLC. The LLC was changed in 2018 as the company began partnering with several community vendors and events to provide public shuttle transportation services. As the company continued to grow, a separate business entity was formed as Sunset Transportation Partners Inc., which now operates our large transportation programs and partnerships. The main sources of financial support it through these community contracts. ***Organizational chart attached.**

E. Applicant/Staff Qualifications:

President: David McGrath is the President and Owner of Sunset Transportation, where he oversees public relations and employee hiring. He holds a Public Relations Degree and brings over 20 years of experience in public safety and transportation. David has also owned and operated several successful local businesses. He is deeply passionate about both his business and Ashtabula County. With his skills in promoting business and

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

community activities, David builds strong relationships with other local businesses and community leaders. His generosity to his employees and community fosters a strong sense of loyalty, contributing to the success of his business and partnering programs.

NEMT Project & Billing Director: Our NEMT Project Director at Sunset Transportation is currently responsible for assisting the president with specific administrative tasks, data collection, invoicing and reporting, accounts payable, and managing compliance. With over 8 years of administrative experience and more than 10 years of experience in non-profit program coordination and management, the NEMT Project Director has successfully run our entire NEMT program for the past 7 years. This has ensured we meet all requirements set by Ashtabula County Job & Family Services (ACJFS) for providing health and employment-related transportation services. The NEMT Project Director has also taken on the data collection and reporting for our newest project, ACTS, which requires a high level of skill and time management. These skills have led to increased efficiency in their role. Upon award, the NEMT Project Director will continue overseeing all transportation program management, including invoicing, accounts payable, data collection and reporting, HR-related tasks, budget recording and evaluation, record keeping, and passenger communication as needed.

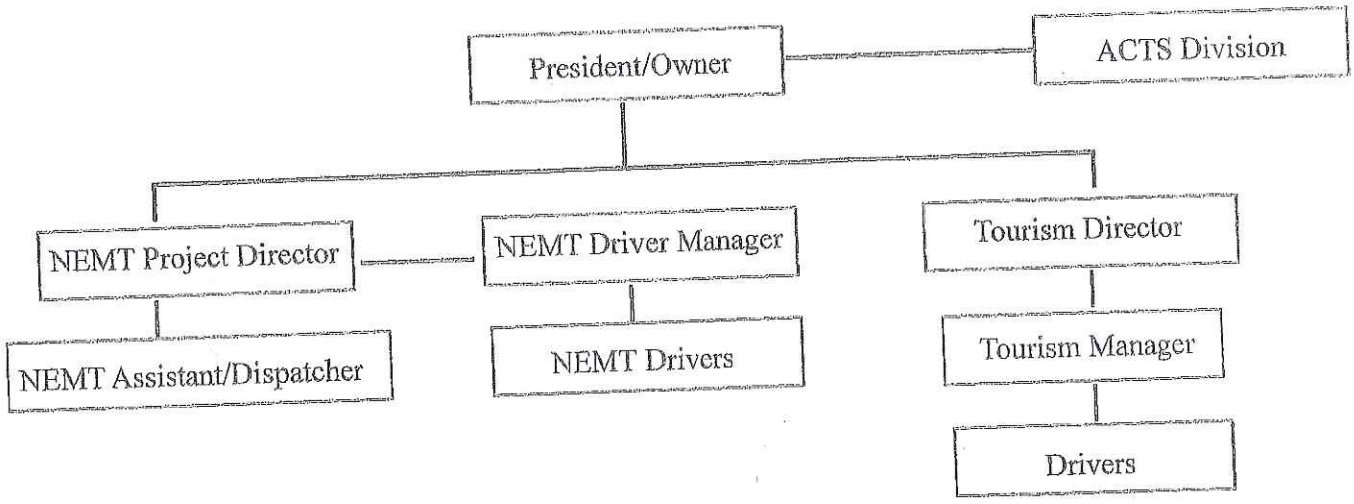
NEMT Operations Manager: Sunset Transportation employs a full time Transportation Operations Manager. Our Transportation Operations Manger has several years of experience working for Sunset Transportation and is responsible for the daily oversight of our drivers, driver scheduling, scheduling passengers for services, as well as vehicle maintenance and records. This position plays a key role in ensuring daily operations run smoothly.

Drivers: Drivers are responsible for trip recording, daily vehicle inspections, as well as providing safe and reliable transportation to all passengers. Drivers are over the age of 21 and have at least 2 years of transportation experience. Sunset Transportation employs several full-time drivers to help carry out the transportation contract with ACJFS. More part time contracted drivers will be hired if the need arises or when we add to our fleet of vehicles.

***Job descriptions attached.**

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

D. Organizational Structure



Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Exhibit II

(Fee Schedule)

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Sunset Transportation
Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile	$ 3.45	Unit Rate of $3.45 per mile for each trip with mileage beginning at the Base Lot at: 4690 Lake Rd E, Geneva, Ohio; and, with mileage ending when the vehicle returns to the Base Lot.
Round Trip	$ 3.45	A round trip begins at Base Lot, picks up passenger, takes the passenger to their destination, returns the passenger to their home, and returns to the Base Lot.
Wait Time	$ 0.45	Wait time will be calculated as follows: The first 5 minutes are free, and each minute thereafter will be $0.45 a minute, not to exceed 480 minutes (8 hours) per trip. If a ride is shared, the wait time will start when the last person in the trip is dropped off and will end when the last passenger is picked up to return to Geneva. This charge is per trip not per passenger.
Shared Rides	NA	A Shared Ride will be divided equally among the passengers. Total Mileage ÷ Number of Passengers = Cost per Passenger per Trip.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Sunset Transportation & Rentals**
Date: **8/28/2025 10:14:33 AM**

This search produced the following list of **0** possible matches:

Name/Organization	Address

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Contract No.: 26-3010-HRT

FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$200,000.00**, and free from any previous encumbrances.

Agreement Title: A **Health Related Transportation Contract** between **Ashtabula County Job & Family Services** and **Sunset Transportation & Rentals, LLC**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/19/2025

Docusign Envelope ID: D66D012C-19C5-40EF-82DC-14087AD1C97E

Contract No.: 26-3010-HRT

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Sunset Transportation & Rentals, LLC.** for a **Health Related Transportation Contract for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25