



**REQUEST FOR PROPOSALS
FOR
TRANSPORTATION SERVICES**

Date issued: February 27, 2019

Due date for proposal: April 1, 2019 at 9:00 AM

LATE PROPOSALS WILL BE REJECTED

For further information regarding this RFP contact:
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PERRY COUNTY TRANSIT

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1.0 REQUIREMENTS AND SPECIFICATIONS

1.1 Introduction and Purpose of the Request for Proposal

Perry County Transit (PCT) is a county agency that administers public transportation under the general administrative authority of the Board of Perry County Commissioners and the Ohio Department of Transportation (ODOT). PCT is seeking transportation providers to provide services to complement their normal operating hours.

The purpose of this document is to provide interested parties information, on a fair and competitive basis, and in a manner, that will ensure the highest possible quality of services, to enable them to prepare and submit a written proposal for transportation services. PCT intends to use the results of this process to award at least one contract for transportation services. Any contract awarded must be approved by the Board of Perry County Commissioners.

PCT maintains the right to award a contract to one, multiple, all or none of the proposers based on needs fulfillment.

Successful Proposers will submit the required information on 8 ½ x 11 white paper. **A total of one original and three (3) copies of the proposal should be included in the proposal package.** You may request a soft copy of the attachments for completion. The following required documents **should be typed:**

1. Letter of Intent which is a letter stating the contact information for the business.
2. Experience, Past Performance, and Service Components should be clearly identified within the proposal.
3. Additional information should be clearly identified within the proposal.

The following required documents **may be handwritten:**

1. Signature affidavit needs to be carefully read and completed. (Attachment A)
2. Reference Sheet is list of references that can speak to the quality and performance of the business for similar services. (Attachment B)

Proposals should be packaged in a sealed envelope and clearly marked on the outside of the envelope with the following information:

- Proposer's Name and Address
- Proposal Due Date: April 1, 2019 at 9:00 AM
- Proposal Drop Off Information:
Perry County Job & Family Services (PCT Administration Office)
ATTN: RFP for Transportation services
212 South Main Street
P.O. Box 311
New Lexington, OH 43764-0311

A successful Proposer will ensure that their proposal is either mailed or dropped off by April 1st, 2019 at 9AM at the Perry County Job and Family Services (PCT Administrative Office) at 212 South Main Street, New Lexington, Ohio 43764. At the time of delivery, the Perry County Job

and Family Services staff will time and date stamp the proposal. **Proposals received after the deadline will not be accepted.**

1.2 Terms/Abbreviations

The following terms and acronyms are used throughout the RFP

- Board means the Board of Perry County Commissioners.
- PCT means Perry County Transit.
- Contractor means the successful proposer awarded the contract.
- Department means the Perry County Transit.
- Proposer means an organization, agency, or individual submitting a written proposal in response to the RFP.
- RFP means Request for Proposal.

1.3 Scope of Project

PCT is seeking transportation providers to complement our normal operating hours. Contractors will be contacted by PCT on an as needed basis when the contractor's services are needed. Contractors are reimbursed within 30 days for their services following the submission of a monthly invoice.

1.4 Services to Be Provided

Contractors will need to be available on demand 24 hours a day 7 day a week. Contractors will be required to enter into a contract with the agency.

A. Services Requested

1. Provide a statement disclosing the identity of the person(s) who will be providing the transportation services. Please include the following information in the statement:
 - a. Name
 - b. Medicaid provider name (if applicable)
 - c. Physical address
 - d. Mailing address if different
 - e. Tax identification number (if applicable)
 - f. Medicaid provider number (if applicable)
 - g. National provider identifier (NPI) (if applicable)
 - h. Hours contractor is available
 - i. Valid Driver's License
 - j. Proof of Car Insurance
2. Complete a criminal background check having the results sent to Perry County Job and Family Services P.O. Box 311 New Lexington, Ohio 43764. Due to the results of the background check being mailed directly to PCT, please provide the date and a copy of the receipt for the background check.
3. Please include an inventory of vehicles, driver's records, policies, and assurances.

4. The Contractor, owner and each direct service employee is subject to search within the following systems:
 - a. The system award management (SAM) database at www.sam.gov
 - b. Ohio Medicaid provider exclusion/suspension list found at <http://medicaid.ohio.gov/provider/EnrollmentandSupport/ProviderExclusionandSuspensionList>
 - c. Office of the Inspector general for HHS Exclusion Database found at <https://exclusions.oig.hhs.gov/>
 - d. Ohio Department of Developmental Disabilities Abuser Registry found at https://its.prodapps.dodd.ohio.gov/ABR_Default.aspx
 - e. Sex offender and child-victim offender database established by BCI&I found at <http://www.icrimewatch.net/index.php?AgencyID=55149> (be sure to click the option to search all published offenders, not just the ones in your area)
 - f. Inmate database established by the Department of Rehabilitation and Correction found at <https://appgateway.drc.ohio.gov/OffenderSearch>
 - g. Auditor of State's finding for recovery database found at <https://ohioauditor.gov/findings.html>

B. Cost information for the RFP

Please submit a cost proposal. All pricing should be clear and straightforward. Provide examples of at least two trips and charges. You may utilize rates such as loaded miles, cost per trip and wait time.

2.0 GENERAL INSTRUCTIONS AND CONDITIONS FOR PROPOSERS

2.1 General Instructions

The evaluation and selection of a contractor and the contract will be based on the information submitted in the proposal plus references and any required oral presentations. Elaborate proposals (e.g. excessive letters of recommendation) beyond that sufficient to present a complete and effective proposal, are neither necessary nor desired. PCT and the Board of Perry County Commissioners are not liable for any cost incurred by proposers to reply to this RFP.

2.2 Contract Period

The contract will be for a period of one year beginning April 4, 2019 and ending March 31, 2020. PCT, at its sole discretion, may decide to extend the contract for a term of one or two years contingent upon the level of future federal and state funding, provider effectiveness and demonstrated need for the services being provided. A contract and any extension require the approval of the Board of Perry County Commissioners.

2.3 Funding Level for Contract

The successful Contractor may invoice for services on a monthly or other agreed upon time frame. PCT has budgeted an adequate amount of funds to cover any contract expenditure. Due to a significant portion of the Department's funding relying on the appropriations of the ODOT, the budgeted funds should be considered conditional. Actual contract amount is contingent upon the

winning proposal, final negotiated cost and availability of funds.

2.4 Incurring Costs

Neither the Department nor the County is liable for any cost incurred by proposers in replying to this RFP

2.5 Public Information

All proposals shall be deemed to be public records within the meaning of Chapter 149 of the Ohio Revised Code. However, the contents of the responses to the RFP will not be deemed public records and will be treated as confidential information until completion of the evaluation process. If a proposer believes that the RFP requires the disclosure of technical, proprietary, or trade secret information that the Proposer is not willing to make public, such information should not be submitted. No part of the proposal may be designated as confidential.

2.6 Proposals Are Unconditional

All proposals shall be unconditional. Any proposal that purports to impose conditions not included in this RFP will be deemed non-responsive. The Department may, however, waive minor informalities and omissions in a proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to interests of the Department or to fair competition. The successful proposer will be required to execute a contract acceptable to the Department and the County within ten calendar days from acceptance of the proposal or within such further time as designated by the Department.

2.7 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the Department. In the event that the Department finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

ACTION ITEM	DELIVERY DATE
RFP Issued	February 27, 2019
Deadline for receiving RFP questions	March 27, 2019 at Noon
Deadline for issuing RFP answers	March 27, 2019 at 4:30 PM
RFP deadline	April 1, 2019 at 9:00 AM
Proposals opened	April 1, 2019 at 9:30 AM at PCT Admin
Notification of intent to award	April 1-8, 2019

2.8 Provider E-mail Address

All prospective proposers must provide an e-mail address to PCT in order to receive answers to questions submitted regarding this RFP, updates, material changes, and supplements to this RFP.

Proposers are responsible for obtaining any such changes without further action from the Department.

3.0 PROCEDURES FOR SUBMISSION OF PROPOSAL

3.1 RFP Availability

Copies of this RFP may be obtained by telephone, visiting www.perrycountytransit.com, or by contacting Tammy Goniea at (740) 342-3556, e-mail: tamara.goniea@jfs.ohio.gov, or by visiting 212 South Main Street, New Lexington, Ohio 43764.

3.2 RFP Deliverable

All proposals must be addressed to and received by Tammy Goniea at 212 S. Main St., New Lexington, Ohio 43764. The envelope should also state “ATTN: Transportation services RFP”.

Proposals should be received on or before 9:00 AM April 1, 2019. Proposals should be clearly marked “TRANSPORTATION SERVICES RFP.” Proposals must be received at the above address prior to the specified deadline. All proposals must be time-stamped by agency staff upon delivery. Proposals not so stamped will not be accepted. All proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer’s name and address.
- Request for proposal title: “Transportation services RFP”
- Proposal due date

3.3 RFP Original and Copies

Each proposer must submit an original and three (3) copies of its proposal. All proposals must be packaged and sealed.

3.4 Inquiries

Written questions concerning this RFP must be submitted and received by PCT no later than the date specified in the Calendar of Events. Questions may be submitted by e-mailed to: tamara.goniea@jfs.ohio.gov. The Department will endeavor but shall not be required to answer any such request for information. If it does, and PCT deems it necessary, the answers will be provided to everyone that received copies of this RFP. All answers will be sent to the e-mail address provided by the proposer. Questions and answers will be posted on www.perrycountytransit.com.

3.5 Revision/Withdrawal of Proposal

Proposals may be corrected, modified, or withdrawn prior to the deadline for submission by submitting the required number of copies of such correction, modification, withdrawal or a new submission, clearly marked on the outside envelope with the appropriate heading, by the deadline listed in this RFP. Proposals may not be withdrawn or modified for a period of sixty (60) days after the opening of the proposals.

3.6 Oral Presentations

Selected proposers may be required to make oral presentations to supplement their proposals, if requested by the Department. The Department will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the Department on the date scheduled may result in rejection of the proposer's proposal.

3.7 Limitations

The RFP does not commit PCT to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for services. The Department reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is the best interest of PCT. The Department may require the selected organizations to participate in negotiations and to submit any fiscal, technical, or other revisions of their proposals that may result from negotiations.

3.8 Contract Award

The Department may award a cost reimbursement contract based on offers received, without discussion of such offers with the proposers. Each proposal should, therefore, be submitted in the most favorable terms from a cost and technical standpoint. However, the Department reserves the right to conduct an on-site monitoring review of the proposer and/or request additional data, oral discussion, or presentation in support of the proposal.

4.0 GENERAL REQUIREMENTS AND PROPOSAL FORMAT

The narrative part of the proposals must present the following information and be organized with the following headings (4.1, 4.2, 4.3, 4.4 and 4.5). Each heading should be separated by tabs or otherwise clearly marked. Proposals should be typed (standard typeface, 12-point font) and submitted on 8.5 x 11 white paper (no less than 1" margins) bound securely.

4.1 Letter of Transmittal

Prepare a letter transmitting the proposal on business letterhead. The letter should identify the name, phone number, and email address of a key contact person. The letter must have the signature of a person with authority to obligate the business. The transmittal letter shall also contain a statement that the proposal is a firm offer for a sixty (60) day period.

4.2 Experience and Capabilities

Provide a brief description of your organization. Include your organization's experience as it relates to the services specified in this RFP. Be specific and identify projects, dates, years of experience and services performed.

4.3 Service Components

Describe how you will fulfill the scope and service requirements specified in Section 1.3 and Section 1.4. Provide supporting documentation of cited past performance. Incorporate past

experience working with public agencies, including a PCT if applicable.

4.4 Proposer References

Proposers must include in their proposals a list of organizations, including points of contact (name, address, and telephone number) that can be used as references for work performed in the area of service required. Use the format shown in Attachment B to provide this information. Selected organizations may be contacted to determine the quality of work performed and staff assigned.

4.5 Required Forms

Along with the narrative portion of the proposal, the following forms are required to be attached:

- Attachment A - Signature Affidavit; and
- Attachment B - Reference Form (or similar format).

5.0 PREPARING THE COST PROPOSAL

5.1 General

The cost proposal will be scored using a standard quantitative calculation where the most points will be awarded to the proposal with the lowest perceived cost. Various costing methodologies and models are available to analyze the cost information submitted to determine the potential value to be derived by PCT. The Department will select one method and use it consistently throughout the evaluation.

5.2 Format for Submitting Cost Proposals

The proposer should submit a cost proposal that clearly identifies all fees to be charged for the requested services as listed in Section 1.4. Any additional cost information needs to be provided in a manner that clearly defines cost for each additional item.

5.3 Fixed Price Period

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the due date for the proposals.

6.0 PROPOSAL SELECTION AND AWARD PROCESS

6.1 Preliminary Evaluation

A preliminary review of all proposals submitted on time to ensure the proposal adheres to the mandatory requirements specified in the RFP. Proposals that meet the mandatory requirements will be deemed qualified. Those that do not, shall be deemed non-qualified. Non-qualified proposals may be rejected at PCT's discretion. In the event that all proposers do not meet one or more of the mandatory requirements, PCT reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in the RFP.

Qualified proposals in response to this RFP must contain the following mandatory requirements:

- A. Timely submission – The proposal is received at the address designated above no later than the specified deadline. Proposals mailed but not received at the designated location shall be deemed non-qualified and will be rejected.
- B. Transmittal Letter;
- C. Experience and capabilities;
- D. Service Components;
- E. Cost proposal;
- F. Signature Affidavit; and
- G. References.

6.2 Scoring Evaluation

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request oral presentations, and use the results in scoring the proposals.

6.3 Right to Reject Proposals and Negotiate Contract Terms

PCT reserves the right to accept or reject any and all proposals or reject any part thereof. Further, PCT reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into such a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, PCT may negotiate a contract with the next highest scoring proposer.

6.4 Evaluation Process

PCT reserves the right to interview or to seek additional information relating to criteria already in the RFP from any candidate after opening the proposals, but before entering into a contract, to reject any proposal if it deems it to be in the best interests of the Department, and to award a contract to the next qualified proposer. The Department reserves the right to check references identified by any proposer or associated with any previous employer of any employee of the proposer identified in the proposal. Based upon the results of the evaluation, PCT will select the proposal deemed to be most advantageous, with price and other factors considered. PCT reserves the right to award the contract based on considerations other than price.

6.5 Award of Contract

PCT will prepare a contract with the successful proposer and recommend its approval by the Board of Perry County Commissioners.

7.0 EVALUATION CRITERIA

7.1 Mandatory Criteria

PCT will evaluate the proposals based on the required criteria listed in the RFP.

7.2 Scoring

Proposals will receive scores based on two categories:

1. Experience and Capabilities; and
2. Cost.

See Attachment C for the evaluation scoring sheet that will be utilized to score the proposals.

8.0 PROTEST PROCEDURE

8.1 Protests

Any potential, or actual, proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
 - 1) The name, address and telephone number of the protestor;
 - 2) A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - 3) A request for a ruling by PCT;
 - 4) A statement as to the form of relief requested from PCT;
 - 5) Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely protest shall be considered by PCT if it is received within the following periods:
 - 1) A protest based upon alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for the receipt of proposals shall be filed no later than 1:00 p.m. on the closing date for the receipt of proposals, as specified in the Calendar of Events, of this RFP.
 - 2) If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 1:00 p.m. of the fifth (5th) calendar day after the notification of intent to award date as specified in the Calendar of Events, of this RFP.
- C. An untimely protest may be considered by PCT if the Department determines that the protest raises issues significant to PCT's procurement system. An untimely protest is one received by the Department after the time periods set forth in Item B of this section.
- D. All protests must be filed at the following location:

Perry County Job and Family Services (PCT Administration)
212 S. Main Street
P.O. Box 311
New Lexington, Ohio 43764

- E. When a timely protest is filed, a contract award will not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless PCT determines that a delay will severely disadvantage the Department. The proposer(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- F. The Department will issue written decisions on all timely protests and shall notify any Contractor who filed an untimely protest as to whether or not the protest will be considered.

8.2 Caveats

PCT is under no obligation to issue a contract as a result of this solicitation if, in the opinion of the Department, none of the proposals are responsive to the objectives and needs of PCT. The Department reserves the right to not select any Contractor should the Department decide not to proceed. Changes in this RFP of a material nature will be provided to the e-mail address provided to PCT. All proposers are responsible for supplying the Department with a valid email address and for obtaining any such changes without further notice by the Department.

ATTACHMENT A: SIGNATURE AFFIDAVIT

PERRY COUNTY TRANSIT

SIGNATURE AFFIDAVIT

In signing this proposal, I/we also certify that I/we have not either directly or indirectly entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other person or Proposer to submit or not to submit a proposal, that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor, that this proposal has not been knowingly disclosed prior to the opening of the proposals to any other proposer or competitor, that the above statement is accurate under the penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the Department in this request for proposal, and declare that the attached proposal and pricing are in conformity therein.

Signature

Date

Name (Type or Print)

Organization

Title

Address

Email

Phone

ATTACHMENT B: REFERENCE SHEET FORMAT

PERRY COUNTY TRANSIT

FOR PROPOSER: Provide organization’s name, address, and contact person, telephone number, and appropriate information on the services provided within the past 5 years with requirements similar to those included in this RFP.

1) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

2) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

3) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

ATTACHMENT C: PROPOSAL EVALUATION SHEET

Transportation services RFP Evaluation

Proposal Submitted by:

Compliance Checklist for Proposal Acceptance

- Submitted by deadline
- One original and three (3) copies
- RFP formatted correctly
 - paper, font, margins
- Transmittal letter
- Experience and capabilities
- Service components
- Cost proposal
- Required attachments:
 - Signature Affidavit
 - References

Evaluator's Assessment

- Responsive
- Non-Responsive

Transportation services Evaluation Criteria

Proposal submitted by:		
Evaluation Criteria	Maximum Points	Points Awarded
EXPERIENCE AND CAPABILITIES	50	
Ability to provide services 24 hours a day 7 day a week.	10	
Ability to provide statement for identifying persons who will be providing transportation services and criminal background checks.	10	
Ability to provide driver's records, policies and assurances.	10	
Ability to comply with searches of Contractor, owner and each direct service employees of various registries.	10	
Ability to provide an inventory of vehicles.	10	
Total Points Awarded	50	
PRICE AND COST	50	
Proposer's budget is in the clear and concise format.	15	
Proposer's rate does not exceed the cost analysis	15	
Overall cost effectiveness of proposer's budget (assess any additional expenses or fees included in the proposed rate).	20	
Total Points Awarded	50	
Grand Total Points Awarded	100	
Comments:		
Evaluator's Printed Name		
Evaluator's Signature		Date