

March 30, 2018

ADDENDUM #1

Request for Proposal # 18-05-541 Butler County Community Schools Liaison Program Services For Butler County Department of Job and Family Services

This is to provide all prospective bidders with Addendum #1 to Request for Proposal (RFP) No. 18-05-541, Butler County Schools Liaison Program Services, issued by Butler County Department of Job and Family Services on March 6, 2018.

Addendum #1 is being issued to make the following changes, modifications or clarifications:

Table of Contents, Attachment H –Certificate of Compliance revised to delete this attachment as it is no longer required for inclusion in the proposals received for this RFP.

Table of Contents, Attachment I –Proposal Requirements Checklist revised to delete reference to Attachment H-Certificate of Compliance as a required form for inclusion in the proposals received for this RFP.

Section 6 – Certificates and Additional Required Forms is amended to read in its entirety:

Section 6 - Certificates and Additional Required Forms: This section should include the original forms, completed as required. Only the original copy of the bid is required to have content in this section. **Failure to include these forms/items with bid may be reason for bid disqualification.**

- Bid bond or certified check, cashier check or money order **(Mandatory)**
- Delinquent Personal Property Tax Affidavit (Attachment E)
- Certification of No Findings for Recovery (Attachment F)
- Form Sub W-9 (Attachment G)
- Workers compensation insurance certificate.
- Current certificate of professional insurance and commercial general liability insurance with limits of not less than one million dollars (\$1,000,000.00) per claim and three million dollars (\$3,000,000.00) in the annual aggregate per occurrence to cover loss, liability or damage committed by agency or agency's agents or employees.
- Copy of a valid business license or certificates of good standing as proof of incorporation and authorization to do business in Ohio or certificate of good standing of an Ohio corporation (as issued by the Ohio Secretary of State).
- Copy of bidder's most recent independent audit report or financial statements, year-end balance sheet, and income statement.
- Bidder disclosure. **Reference Section 4.6**

No other items in the Request for Proposal, other than those listed here, have been altered.

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1.0) RFP PURPOSE

2.0) SCOPE OF SERVICES

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- 2.4) TANF Definition
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3.0) PROVIDER PROPOSAL

- 3.1) Proposal Narrative
- 3.2) Budget/Budget Narrative

4.0) ADMINISTRATIVE AND GENERAL INFORMATION

- 4.1) Contract Term
- 4.2) Purchase of Professional Services
- 4.3) Bid Bond
- 4.4) Availability of Funds
- 4.5) Proposal Cost and Duration
- 4.6) Bidder Disclosures
- 4.7) Prohibited Contacts
- 4.8) Contractual Obligations
- 4.9) Order of Precedence
- 4.10) Subcontracting
- 4.11) BCDJFS Employees
- 4.12) Bid Rejection
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5.0) RFP INFORMATION

- 5.1) BCDJFS Contact Person
- 5.2) RFP Registration
- 5.3) Bidder's Conference
- 5.4) RFP Question and Answer Submission
- 5.5) RFP Clarification
- 5.6) Addenda to RFP
- 5.7) Bid Opening
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6.0) RFP SUBMISSION

- 6.1) Deadline for Submittal
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7.0) BID EVALUATION

- 7.1) Bid Evaluation Process
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- 7.4) Bidder Certification/Signature Page

ATTACHMENTS

- Attachment A – 2017 Federal Poverty Guidelines
- Attachment B – Subgrant Agreement Template
- Attachment C – Bid Certification/Signature Page
- Attachment D – Bid Quotation Sheet
- Attachment E – Delinquent Personal Property Tax Affidavit
- Attachment F – Certification of No Findings for Recovery
- Attachment G – Form Sub W-9
- Attachment I – Proposal Requirements Checklist

PROPOSAL REQUIREMENTS CHECKLIST

Butler County Community School Liaison Services - CONTRACT NO. 18-05-541

BIDDER: _____

- _____ 1 Bid Certification/Signature Form (Attachment D)
- _____ 2 Bid Quotation Sheet (Attachment E)
- _____ 3 Proposal Narrative (See Section 3.1)
- _____ 4 Cost Proposal (See: Section 3.2)
- _____ 5 Bid bond, certified check, cashier check, or money order
- _____ 6 Delinquent Personal Property Tax Affidavit (Attachment F)
- _____ 7 Certification of No Findings for Recovery (Attachment G)
- _____ 8 Form Sub W-9 (Attachment H)
- _____ 9 Professional References
- _____ 10 Workers Compensation Insurance Certificate
Current certificate of professional liability insurance and commercial general liability insurance and guarantee the purchase of insurance with limits of not less than one million (\$1,000,000) per claim and three million (\$3,000,000) in the annual aggregate per occurrence to cover loss, liability or damage committed by agency or agency's agents or employees.
- _____ 11 Copy of valid business license or certificate of good standing as proof of incorporation and authorization to do business in Ohio (as issued by Ohio Secretary of State).
- _____ 12 Copy of bidder's most recent audit report or financial statements, year end balance sheet, and income statement.
- _____ 13 Bidder Disclosure