

April 23, 2018

## **ADDENDUM #2**

### **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 #2 to Request for Proposal (RFP) No. 18-05-541, Butler County Community Schools Liaison Program Services, issued by Butler County Department of Job and Family Services on March 6, 2018.

**Addendum #2 is being issued to make the following changes, modifications or clarifications:**

**Table of Contents, Attachment J –Civil Rights Compliance form for inclusion in the proposals received for this RFP.**

**Table of Contents, Attachment I –Proposal Requirements Checklist revised to include reference to Attachment J-Civil Rights Compliance form as a required form for inclusion in the proposals received for this RFP.**

**In order to expand this Program into all Butler County schools, it has been decided to increase the maximum contract dollar amount allowed.**

**Section 4 – ADMINISTRATIVE AND GENERAL INFORMATION, Subsection 4.2) Purchase of Professional Services is amended to read in its entirety:**

Whenever BCDJFS requires services rendered by persons or organizations that possess skills not available from employees of BDDJFS and the need to purchase such services arises, professional services will be procured through an alternative bid process or through the issuance of a Request For Proposal (RFP). This RFP is issued to purchase professional services which are expected to cost in excess of twenty-five thousand dollars (\$25,000.00) and no cents, but no more than one million one hundred thousand dollars and no cents (\$1,100,000.00) for Year One; one million one hundred fifty thousand dollars and no cents (\$1,150,000.00) for Year Two; one million two hundred thousand dollars and no cents (\$1,200,000.00) for Year Three to cover all services being requested.

**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)
- Civil Rights Compliance (Attachment J)

- 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.**

## **Table of Contents**

### **1.0) RFP PURPOSE**

### **2.0) SCOPE OF SERVICES**

- 2.1) Provider Requirements
- 2.2) Program Requirements
- 2.3) Staff Requirements
- 2.4) TANF Definition
- 2.5) Eligibility and Referrals

### **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
- 4.13) Bid Withdrawal

### **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
- 5.8) RFP Timeline

### **6.0) RFP SUBMISSION**

- 6.1) Deadline for Submittal
- 6.2) Preparation and Number of Copies
- 6.3) Proposal Content

## **Table of Contents continued**

### **7.0) BID EVALUATION**

- 7.1) Bid Evaluation Process
- 7.2) Contract Period, Funding & Invoicing
- 7.3) Delinquent Personal Property Tax Affidavit
- 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 J – Civil Rights Compliance
- Attachment I – Proposal Requirements Checklist

## CIVIL RIGHTS COMPLIANCE

Vendor 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; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42); and 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 Vendor receives Federal financial assistance from FNS; and hereby gives assurances that it will immediately take measures necessary to effectuate this agreement.

Vendor agrees that it shall post in conspicuous places, available to employees and applicants for employment, notices stating that Vendor complies with all applicable federal and state non-discrimination laws.

Neither Vendor, nor any person claiming through Vendor, shall establish or knowingly permit any such practice or practices of discrimination or segregation in reference to anything relating to this agreement or in reference to any contractors or subrecipients of said agreement.

\_\_\_\_\_  
Signature of Representative of Vendor

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

**PROPOSAL REQUIREMENTS CHECKLIST**

**Butler County Community Schools 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 Civil Rights Compliance (Attachment J)
- \_\_\_\_\_ 10 Professional References
- \_\_\_\_\_ 11 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.
- \_\_\_\_\_ 12 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).
- \_\_\_\_\_ 13 Copy of bidder's most recent audit report or financial statements, year end balance sheet, and income statement.
- \_\_\_\_\_ 14 Bidder Disclosure