

BUTLER COUNTY COMMISSIONERS  
Cindy Carpenter      Donald L. Dixon      T.C. Rogers

REQUEST FOR PROPOSAL (RFP)  
FOR  
Professional Services to include:

**BUTLER COUNTY COMMUNITY SCHOOLS  
LIAISON PROGRAM SERVICES**

**CONTRACT NO. 18-05-541**

Issued by

Butler County Department of Job and Family Services  
Butler County Government Services Center  
315 High Street, 9<sup>th</sup> Floor  
Hamilton, Ohio 45011

ISSUE DATE: March 6, 2018

**PROPOSAL DEADLINE DATE AND TIME:  
Tuesday, May 15, 2018  
10:30 A.M. (EDT)**

Bid Must Be Sealed, Delivered To, and Received By:

**BUTLER COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES  
BUTLER COUNTY GOVERNMENT SERVICES CENTER  
315 HIGH STREET, 9<sup>TH</sup> FLOOR  
HAMILTON, OHIO 45011  
Attention: Mary Ann Williams**

Each proposal shall bear on its face the Name and Address of the Provider and shall be plainly marked "BCDJFS – Proposal for Contract No. 18-05-541."

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## **1.0) RFP PURPOSE**

Butler County Community Schools Liaison Services Program (currently called Success) is a family and student assistance program to eliminate or minimize risk factors/barriers to each participant's academic success for TANF-eligible families whose children are enrolled at designated schools located in Butler County school districts during the contract period. The program objective is to assist eligible to meet minimum academic standards as set forth by each local school district. Additionally, it is the objective of the Program to increase the reading ability of referred qualified participants and to identify and access social and health services to meet the child/family's basic social/medical/behavioral health needs enabling the parent(s) to maintain the home, to be able to care for the child(ren) in their own home, and/or to maintain employment or obtain higher-paying employment. The target population is students enrolled in grades K-12 in the 10 Butler County school districts.

## **2.0) SCOPE OF SERVICES**

### **2.1) Provider Requirements**

- a) The successful bidder must agree to comply with all federal and state laws applicable to BCDJFS and guarantee that professional services be performed in accordance with all applicable specifications contained within this RFP.
- b) The successful bidder must agree to keep confidential all information conveyed by BCDJFS to bidder during work, which information is required to be kept confidential by law, including HIPAA, and all other federal laws and regulations. The successful bidder, its agents, and its employees shall comply with all federal and state laws applicable to BCDJFS through terms of awarded agreement.

### **2.2) Program Requirements**

- a) The successful bidder will be responsible to implement and facilitate the process of establishing programs and strategies to assist eligible participant to eliminate or minimize risk factors and barriers to each participant's academic success. Describe your organization's ability to address the following:
  - i) Receipt and process of client referrals to determine if each referral is eligible for Program services. Final details regarding the client referral process will be negotiated with the successful Bidder.
  - ii) Establish goals for Program and direct Program curriculum to ensure Program goals are met;
  - iii) Build a rapport with all Butler County school systems to persuade each school system to participate in the program;
  - iv) Develop and implement programs and services which increase specific skills critical to the formation and maintenance of self-sufficiency and intact families and supporting the parents in ways that do not compromise the parents' employment. Programs shall include without limitation, programs that:
    - (1) Foster increased awareness of and access to basic needs such as medical and dental care, transportation, and healthy food;

- (2) Increase parental involvement with child's teachers and school work;
  - (3) Improve positive parenting skills;
  - (4) Increase academic achievement, particularly in reading and math;
  - (5) Assist parents to remove barriers to employment;
  - (6) Increase school attendance and better classroom behavior by reducing student absenteeism by identifying and reducing barriers for habitual truancy;
  - (7) Make certified counseling available for eligible participants during school hours;
- v) Document results of established programs;
  - vi) Enable BCDJFS to monitor activity under the contract by submitting a report along with the **monthly** request for reimbursement. Final details regarding the client referral process will be negotiated with the successful Bidder.
  - vii) Prepare extensive year end evaluation of the program which encompasses all details to include without limitation, pre-and post-quantitative and qualitative outcomes;
  - viii) Track the requested areas of assistance and referral (i.e. shelter, food, medical, counseling, etc.)
  - ix) Evaluate the program to ensure that it is addressing the needs of eligible caregivers.
  - x) This program has served 2,024 children in 2015-2016 and 2,164 children in 2016-2017. The successful bidder must perform at a comparable rate.
  - xi) Assist eligible families in the processing of online BCDJFS benefit applications through Ohio-Self Service WEB at <https://odjfsbenefits.ohio.gov>

### 2.3) **Staff Requirements**

#### **Liaison:**

- At least a Bachelor's degree in social services, sociology, psychology, or related field.
- Two (2) years relevant work experience in family/social services.
- Knowledge of or access to community resources and health and human system operations.

#### **Supervisor:**

- At least a Bachelor's degree (Master's degree preferred) in social services, sociology, psychology, or related field.
- Five (5) or more years' relevant work experience in family/social services.
- Knowledge of or access to community resources and health and human system operations.

### 2.4) **TANF Definition**

- a) On August 22, 1996, "The Personal Responsibility and Work Opportunity Reconciliation Act of 1996" (P.L.104-193, also known as PRWORA) became law. This comprehensive, bipartisan legislation changed the nation's welfare system into one requiring work in exchange for time-limited cash assistance. It created the **Temporary Assistance for Needy Families (TANF)** program, which replaced the Aid to Families with Dependent Children (AFDC), and supplanted the Job Opportunities and Basic Skills Training (JOBS) programs under Title IV of the Social Security Act. The law marked the end of federal entitlement to assistance.
- b) To be considered an allowable service under this RFP, all services provided by the resulting Agreement must address one of the four (4) purposes of the TANF program established to promote family stability. These four (4) purposes are as follows:
  - i) To aid needy families so that children may be cared for in their own home or the home of relatives;
  - ii) End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
  - iii) Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies;
  - iv) Encourage the formation and maintenance of two-parent families.

**2.5) Eligibility and Referrals**

During the contract period, Provider shall supply services to low income TANF eligible clients served through the implementation of a Program identified as Butler County Community School Liaison Services. Provider shall determine eligibility of participants to the Program based on the same criteria as BCDJFS and shall collect information from participants on the number of family members and their respective household income. Eligible clients shall be members of a family unit with a household income that falls at or below the 200% of Federal Poverty Guidelines. A copy of the most current published guideline measures, the 2017 Federal Poverty Guidelines, is attached hereto as **Attachment A**. All individuals must be a resident of Butler County.

**3.0) PROVIDER PROPOSAL**

**3.1) Proposal Narrative**

Each bidder is required to furnish BCDJFS with a proposal which will address all specifications/questions issued. Each page of the narrative must be numbered sequentially at the bottom of the page. Proposals must include responses to the following items and include each question/statement prior to the response.

Organizational Capacity

- a) State the name of the organization and describe the organization's background, history, and experience providing similar services and how that experience can benefit this Program.
- b) State the organization's accreditations and certifications presently held or the timeline for any accreditations Bidder is in the process of obtaining and include as an attachment.

- c) Provide the names of members of your governing or advisory board, if applicable.
- d) State the number of employees that will be assigned to this Program, job titles, responsibilities and expectations, and the number of TANF eligible clients expected to be served.
- e) State the training requirements and qualifications of Bidder's staff to successfully deliver proposed Program services, including who provides the training and who will be supervising staff. **Reference Section 2.3 – Staff Requirements.**
- f) State how services will be monitored to ensure guidelines are followed. **Reference Section 2.2 – Program Requirements.**
- g) Submit a budget and a budget narrative defining all costs associated with the Butler County Community School Liaison Program, including, but not limited to, expenditures for salaries, benefits, operational and program costs. **Reference Section 3.2 – Budget/Budget Narrative below.**
- h) Provide a minimum of three (3) written professional references with contact information regarding Program services.
- i) Provide a copy of a current Table of Organization.
- j) Provide a copy of Organization's most recent independent audit.

Program Description

- a) Provide a description of the organization's proposed program and services.
- b) Describe Bidder's plan for a systematic approach and follow up measures to be used to ensure timely responsive Program services.
- c) Bidder should state a timeline and listing of materials and activities to implement the Program.
- d) Describe what measures will be taken by Provider to initiate and maintain an on-going referral structure and marketing network with county agencies and local businesses.
- e) Describe any other types of services that will be provided to eligible participants.
- f) Describe how Provider will capture quantitative and qualitative outcomes for evaluation of program.

**3.2) Budget/Budget Narrative**

All bidders shall furnish a **line item budget** spreadsheet detailing all costs that will be charged for the proposed services. BCDJFS does not require a specific budget format; however, the budget format should reflect all cost classifications. **Separate budget spread-sheets are required for each contract year:** Year One: August 1, 2018 through July 31, 2019, Year Two: August 1, 2019 through July 31, 2020, Year Three: August 2020 through July 31, 2021.

The bidder shall also include a detailed **budget narrative** containing a description of the cost and the calculations used to determine the amounts included in the line item budget and which demonstrates how costs are related to the service(s) presented in the proposal. Bidders must prove justification for all costs as the basis for determining if all proposed costs are reasonable and necessary.

Provider must take note that "profit" will be a separately negotiated element of price pursuant to OAC 5101:9-4-07, if Provider is a for-profit organization.

Bidder's proposed expenditures included in the line item budget must be allowable costs as defined by the Federal guidelines as set forth in 2 CFR 200.

**Reimbursement per unit shall not exceed accumulative actual cost per unit.**

Should the Bidder acknowledge that total costs for the Program include funds from other sources, Bidder's budget must include all proposed Program costs and indicate the funding source, whether paid by and through BCDJFS.

**Definition of allowable costs:**

Any Line Item can be identified as a Direct or Indirect cost. There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service but indirect with respect to the program or service proposed or other final cost objective. It is essential that each item of cost be treated consistently in like circumstances either as a direct or indirect cost. Some guidelines for determining direct and indirect costs charged to the program or services being proposed are provided as follows:

Direct costs are those allowable program expenses that are 100% identifiable to the program with a particular final cost objective. Typical direct costs are:

- Compensation of employees for the time devoted and identified specifically to the performance of the service or program.
- Cost of materials acquired, consumed, or expended specifically for the purpose of the service or program.
- Equipment and other approved capital expenditures.
- Travel expenses incurred specifically to carry out the services or program.

Indirect costs are those costs incurred for a common or joint purpose benefiting more than one service area or cost objective. After direct costs have been determined and assigned directly to the program or service as appropriate, indirect costs are those remaining to be allocated to benefited cost objectives. A cost may not be allocated to a program or service as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to the program or service as a direct cost. Allowable indirect costs include, but are not limited to, the accounting and budgeting functions, personnel & procurement functions, and other agency administration costs. Indirect costs may not include unallowable program costs. Please refer to the section titled "Unallowable Program Costs" contained within this document.

If indirect costs are included in the budget, the provider must attach a statement setting forth the proposed method of apportioning such costs between the proposed program and other activities of the agency. The methodology should reflect the overhead, general, and/or administrative percentage rate. A cost allocation plan, time studies, or other methods may be required to determine the percentage expensed to the program.



For all governmental agencies: As referenced in federal OMB Uniform Guidance 2 CFR Part 225, the cost of services provided by one agency to another within the governmental unit may include allowable direct costs of the service plus a pro rate share of indirect costs. A standard indirect cost allowance equal to 10% of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) may be used in lieu of determining the actual indirect costs of the service. If the organization proposing services is a governmental unit, it may be beneficial to use this standard indirect cost allowance.

**The maximum allowable percentage of indirect costs is ten percent (10%) of Salaries and Fringe Benefits.**

The line item budget shall include, but need not be limited to the following cost categories:

**Salaries:**

Salaries expense includes wages and salaries for which a W-2 will be issued. All others are contracted services for which a 1099 is issued. List all position titles and staff costs which are the costs of all direct labor used on the program. Also, indicate the number of staff that hold the title listed. All staff who work in any capacity in the program or programs to be contracted, plus all management and administrative staff, must be listed with the percentage of time dedicated to the program and specific amounts paid to each. When positions listed are less than full-time, a cost allocation plan, time study, or other methodology must accompany the budget. The budget narrative should include a breakdown of the hourly rate of pay, hours per week and number of weeks devoted to the program to support the salary or wages of each staff member listed on the budget.

**Payroll Taxes:**

Payroll taxes include employer contributions to social security, state and municipal retirement systems, unemployment insurance, and worker compensation. Indicate the percentage used in calculating the amount withheld for each employee whose time is allocated to the program.

**Unemployment %:**

When computing unemployment taxes, the percentage of time the staff devotes to the contracted program is to be used to calculate the amount of unemployment taxes attributed to the contracted program for that staff person up to the first \$9,000 per employee wages, per year.

**Fringe Benefits:**

Fringe benefits include life and health insurance plans, employer contributions to pension plans, and benefit plans. Indicate the total Program staff benefits, charged by the percent of time to the contracted program.

**Professional Fees & Contracted Services:**

Professional fees are when Provider pay auditors, accountants, payroll processors, program consultants, computer support, etc. A contract service would also include maintenance costs on a building and/or equipment. These costs are used to pay for services from a company or individual who is not an employee of the Provider, but who performs a service for which he/she is paid. List each contracted purchase of service professional individually. Do not report these costs in the salaries section of the projected budget.

**Administrative:**

Costs associated with the overall administration of the program services and staff, including accounting procedures and fiscal control of program funds. **This line item must not exceed ten percent (10%) of Salaries and Fringe Benefits.**

**Occupancy Costs:**

Occupancy costs include the rental of space and those costs associated with the rental of space (e.g. utility costs-heat, electricity, water). Indicate the program cost based on a proration of space used and the associated utility costs. It may be necessary to actually measure the space used by the programs to achieve a proper proration of these costs. When space is rented, indicate the unit amount per square foot (e.g. rent = \$1000 per mo. ÷ 100 sq. feet = \$10.00 per sq. foot).

The budget narrative should describe how the rate per square foot is determined. It should also describe whether the facility is being used for purposes other than the BCDJFS related services and if so, how the costs will be apportioned to the proposed services. Indicate whether the costs of utilities and maintenance of the space are included in the rent or lease payment.

Indicate the dollar amount for the budget period, for the contracted program based on a cost allocation plan or other methodology which indicates an applicable percentage of total costs.

**Utilities:**

Costs not included with occupancy costs, such as gas heat and electricity may be listed as a separate line item.

**Communications:**

Program and other office telephone lines, including voice, fax, and data allocated to the program or calculated or prorated based on actual usage (i.e. the number of phone lines used and amount of long distance calls). Cell phones costs are based on business use only. The narrative budget should indicate whether these costs are directly devoted to the proposed services or part of an overall organizational cost of which a portion is allocated.

**Consumable Supplies:**

Indicate the amounts for items used or consumed for the purchased Program. Generally, supplies are items such as stationary, paper, pens, file folders, envelopes, and specific program supplies such as assessment tools. Program and other types of supplies are items such as cleaning supplies, toilet paper, mops, brooms, paper towels and floor cleaner. The narrative budget should describe how these costs were determined and the procedures for acquisition (e.g. solicitation of three individual price quotes or use of a provider established by a competitive procurement process).

**Travel Costs:**

Indicate actual travel costs incurred directly under the activity of the contracted program. The budget narrative must estimate the total number of miles to be traveled by all program staff, utilizing historical data as necessary. Enter the mileage amount and the mileage reimbursement rate used to calculate mileage cost.

**Insurance (when applicable):**

**See Attachment B, Reference Article IV Insurance.**

**Equipment Costs:**

Cost of personal property purchased for the program services, such as computers and other equipment lease (e.g. copier). All purchases with a potential price or lease amount in excess of \$500 must be pre-authorized in writing by BCDJFS personnel. Equipment items purchased for a program, and costing more than \$100.00 for any single item, become the property of BCDJFS and must be surrendered at contract termination. Any individual equipment item costing more than \$100 is to be included as equipment cost. Prior written authorization from BCDJFS must be received by Provider prior to purchase of computer equipment and any equipment over \$500. If equipment is necessary for the effective operation of the program, the bidder must provide an analysis of lease

versus purchase alternatives to support the determination of the most economical approach. Computer software is to be reported under the supplies or equipment category depending on the amount. A percentage of the total equipment cost may apply when it is utilized by more than one program area. In any case, the budget narrative must identify and describe equipment having a general program use and must describe the procedures the bidder utilized for all equipment acquired for the program.

**Professional Fees and Contracted Services:**

Professional fees are payments for/to auditors, accountants, payroll processors, program consultants, computer support, etc. A contract service would also include maintenance costs on a building and/or equipment. These costs are used to pay for services from a company or individual who is not an employee of the Bobber/Provider, but who performs a service for which he/she is paid. List each contracted purchase of service professional individually. Do not report these costs in the salaries section of the projected budget.

**Miscellaneous:**

Include any allowable costs not reported in any other category. Typical miscellaneous costs include, but are not limited to, items such as printing, advertising and postage. Advertisement costs include the cost of printing fliers and placing newspaper, cable, or newspaper ads for recruitment purposes. All costs included must be identified in the budget narrative along with justification for all costs included and requested by the proposal budget.

**4.0) ADMINISTRATIVE AND GENERAL INFORMATION**

**4.1) Contract Term**

The funding period will be approximately August 1, 2018 through July 31, 2019 with two (2) one-year extension options contingent upon the availability of funds and successful provider performance as defined and/or negotiated with the Butler County Department of Job and Family Services (BCDJFS). BCDJFS shall not compensate Providers for any expenses incurred as a result of the RFP process. BCDJFS has the right to contract with another program provider if any program provider's performance is less than adequate.

**4.2) Purchase of Professional Services**

Whenever BCDJFS requires services rendered by persons or organizations that possess skills not available from employees of BCDJFS 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 zero cents, but no more than **one million dollars and no cents (\$1,000,000.00)** annually for Year One, Year Two and Year Three to cover all services being requested.

**4.3) Bid Bond**

An original bid bond in the amount of 5% of the proposed budget must be included with the bid. **Failure to submit the required bid bond will result in immediate bid disqualification.** The bond must be in the form of a surety bond, certified check, cashier's check or money order from a solvent bank or savings and loan association with Butler County Job and Family Services identified as the obligee. Bonds will be returned to all bidders within thirty (30) days of contract award.

#### **4.4) Availability of Funds**

This RFP is conditioned upon the availability of federal, state, or local funds which are appropriated or allocated for payment of the proposed services. If, during any stage of this RFP process, funds are not allocated and available for the proposed services, the RFP process will be canceled. BCDJFS will notify registered bidders at the earliest possible time if this occurs. If additional funding becomes available during the term of the contract, and at BCDJFS' discretion, BCDJFS reserves the right to amend Provider's contract to increase the contract value.

#### **4.5) Proposal Cost and Duration**

No costs will be paid to the bidder to cover the cost of preparing a proposal or procuring a contract for services or supplies pursuant to this RFP. The bidder must certify that the proposal and pricing will remain in effect and unchanged for a minimum of ninety (90) days from the date of the bid opening.

#### **4.6) Bidder Disclosures**

Bidder must disclose any pending or threatened court actions and/or claims against the Bidder, parent company or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may be cause to reject the proposal and/or contract.

#### **4.7) Prohibited Contacts**

The integrity of the RFP process is very important to BCDJFS in the administration of our business affairs, in our responsibility to the residents of Butler County, and to the Bidders who participate in the process in good faith. Behavior by any prospective bidder that violates or attempts to manipulate the RFP process in any way is taken very seriously. Examples of unauthorized communications are:

- a) Telephone calls;
- b) Prior to the award being made, letters and faxes regarding the project or its evaluation made to anyone other than the **BCDJFS Contact Person** as listed in **Section 5.1**;
- c) Visits in person or through a third party attempting to obtain information regarding the RFP;
- d) E-mail except to the **BCDJFS Contact Person** as listed in **Section 5.1**.

Neither prospective bidders nor their representatives are authorized to communicate with individuals associated with this project during the RFP process. If the prospective bidder attempts any unauthorized communication, BCDJFS will reject the Bidder's proposal. The definition of individuals associated with this project is further defined as:

- a) Butler County public officials;
- b) BCDJFS Contact Person as listed in Section 5.1; and
- c) BCDJF staff involved with the RFP development, management and/or evaluation process.

#### **4.8) Contractual Obligations**

See the BCDJFS Subgrant Boilerplate (**Attachment B**) for minimum **contractual requirements of all BCDJFS providers**. BCDJFS reserves the right to add or delete contractual language to meet the contract needs. Specific scope of service and reimbursement terms of the contract

shall be negotiated with the successful Bidder.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award.

Proposals submitted for funding consideration must be consistent with and, if funded, operated according to all applicable federal regulations, State of Ohio policies, and BCDJFS policies and procedures.

The contract award will not be final until BCDJFS and the successful bidder have executed a mutually satisfactory contractual agreement. No contract activity may begin prior to the execution of a contractual agreement between the successful bidder and BCDJFS.

If the successful bidder refuses or fails to execute the contract, BCDJFS may award the contract to another bidder whose proposal complies with all the requirements of the RFP and any addenda thereto.

BCDJFS reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the service purpose or content substantially or to prohibit such service.

#### **4.9) Order of Precedence**

The successful Bidder's proposal, this RFP and other applicable addenda will become part of the final contract. In the event of conflict or contradiction between the contract language and exhibits, the RFP and the bidder's proposal, the following order of precedence will be followed:

- a) The final contract (boilerplate contract and any Exhibits) or Subgrant
- b) The RFP
- c) The Provider's proposal and attachments

#### **4.10) Subcontracting**

The hiring or use of outside services, subcontractors, or consultants in connection with the work presented within this RFP shall not be permitted without prior written approval by BCDJFS, and such hiring entered into by Provider shall not be binding upon BCDJFS. The Provider must agree to seek and obtain written approval by BCDJFS for the use of any subcontractor prior to use of that subcontractor for services to be provided under any resulting contract.

#### **4.11) BCDJFS Employees**

The successful Bidder warrants that for the term of any contract with BCDJFS, Bidder shall not solicit BCDJFS employees to work for Provider.

#### **4.12) Bid Rejection**

Ohio Revised Code 307.90 and 307.91 permits Butler County Job and Family Services to reject all bids, waive technicalities and to amend the original estimate and to advertise for new bids on the required items, products or services. BCDJFS reserves the right to reject any or all bids on any basis without disclosure of a reason. The failure to make such a disclosure will not result in the accrual of any right, claim or cause of action by any unsuccessful bidder against BCDJFS.