

**Request for Proposals  
Ottawa County Department of Job and Family Services**

**FOR**

**Regional Strategic Workforce and Economic Recovery Plan**

**CFDA #17.278/Workforce Innovation & Opportunity Act-  
Dislocated Worker**

**Issue Date: Wednesday, April 24, 2019**

**Closing Date/ Time: Tuesday, May 28, 2019, at 10:00 a.m.**

**Contact Person:**

**Stephanie Kowal  
Ottawa County Department of Job and Family Services  
8043 W. State Rte. 163, Suite 200  
Oak Harbor, Ohio 43449  
(419) 707-8649  
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## **Timeline**

<b>Activity</b>	<b>Date</b>
Release of Request for Competitive Proposals to complete a Regional Workforce & Economic Development Analysis	9:00 a.m., Wednesday, April 24, 2019
Pre-Proposal Bidders Conference	1:00 p.m., Friday, May 3, 2019
Last Date & Time for Submission of Written Questions	4:30 p.m., Wednesday, May 15, 2019
Date of Posting Answers to Questions on the Ottawa County website at <a href="http://www.co.ottawa.oh.us/index.php/legal-notices-bids/">http://www.co.ottawa.oh.us/index.php/legal-notices-bids/</a>	4:30 p.m., Wednesday, May 22, 2019
Due Date for Proposal Submission	10:00 a.m., Tuesday, May 28, 2019
Proposal Opening	10:05 a.m., Tuesday, May 28, 2019
Rating Team review, evaluation of proposals and selection of provider	1:00 p.m., Wednesday, May 29, 2019
Negotiations Complete/ All Signatures Acquired	Tuesday, June 4, 2019
Regional Workforce & Economic Development Analysis Contract Start Date	Thursday, June 6, 2019

## **Section I – Background**

The Ottawa County Department of Job and Family Services (OCDJFS), on behalf of the Workforce and Economic Development agencies of Huron, Sandusky, Seneca and Ottawa Counties, is seeking sealed proposals from Qualified Firms to conduct and complete a Regional Strategic Workforce Analysis and Economic Recovery Plan for the four county region. The finished report will include information and strategies to prepare the region for the potential closure of the Davis Besse Nuclear Power Station.

Davis Besse provides 700 high-paying jobs with more than \$65 Million in annual payroll. Indirect jobs total more than 900 with an additional \$29.9 Million in annual payroll. Additionally, Davis Besse contributes more than \$22 Million annually in direct tax revenues that support local schools, police and fire departments and other public services. The economic impact will be regional, state and nationwide.

The finished Regional Strategic Workforce Analysis and Economic Recovery Plan will include an inventory of employees and skills at Davis Besse that could be redeployed into other targeted jobs within the region, as well as an in-depth industry analysis and identifiable implementation steps to achieve economic growth and stability within the region. In order to provide wealth and economic prosperity for the region, the finished report will also identify strategies to maintain and expand the industries, attract new industries to the region, and keep and attract new talent to the region with skill sets that will help our existing industries compete in the global economy.

***The closing date for proposals is Tuesday, May 28, 2019, at 10:00 a.m. Proposals must be received by the closing date and time, at the office of the Ottawa County Department of Job & Family Services, 8043 W. State Rte. 163, Suite 200, Oak Harbor, Ohio 43449.***

A Conference will be held for those planning to submit proposals at 1:00 p.m., Friday, May 3, 2019, in Conference Room B of the Ottawa County Community Resource Centre, 8043 W. State Rte. 163, Suite 200, Oak Harbor, Ohio 43449.

***All Proposals must identify how the entity will meet all expectations of the project. Any Proposal that fails to address all identified project deliverables, may be excluded from consideration.***

## **Section 2 - Objectives**

The Strategic Workforce Analysis and Economic Recovery Plan will include assimilation of existing statistical resources, online surveying and key visioning sessions. Existing resources and community plans may include, but are not limited to, Labor Market Information through the Ohio Department of Job and Family Services, Coordinated Transportation Plans, Community Housing Plans, Economic Development Comprehensive plans, and County Regional Planning Office Plans. Visioning sessions include feedback from citizens, local businesses and employees, local elected officials, public school officials and other leaders and key partners in the communities. Final product will utilize these tools in order to complete the following:

- A. Regional Economic and Background Assessment.
  - 1.) SWOT Analysis of labor shed and community businesses with reference to workforce resources.
  - 2.) Comprehensive four county industry cluster analysis, including regional industry clusters of opportunity and the identification of regional industry attraction assets. (Proposals that demonstrate partnership with existing resources for statistical data analysis will receive additional consideration in the evaluation of proposals).
  - 3.) Identification of commuting patterns for employed individuals into and out of Huron, Ottawa, Sandusky and Seneca Counties.
  - 4.) Analysis of real estate transactions to identify individuals moving into the region, and where those individuals are moving from. Information to be used as part of talent attraction plan.
  - 5.) Summarization of housing available by income level and geographic area within four county region.
  
- B. Completion of an Industry Specific Workforce Needs Assessment
  - 1.) Industry Specific Skill Set and Training Needs Assessment for manufacturing, agriculture, healthcare, construction, service (including travel/tourism), and transportation/logistics industries of the four counties.
  - 2.) Current and projected regional employee skill sets and identification of skills needed to place job seekers into opportunities within the labor shed, both by industry sector and by geography of residence (i.e., zip code of residence).
  - 3.) Proposed strategies to attract job seekers to the area, as well as plans to upskill existing job seekers for quicker placement into the workforce.
  - 4.) Wage and benefit survey within the regional labor shed with the goal of improving local industries' competitiveness for skilled labor, in the above referenced industry clusters. This may include examination of information beyond the four counties partnering on this project. For example, consideration of wage and benefit information from the top three counties that each county loses works to, if outside of Huron, Ottawa, Sandusky and Seneca Counties.

- C. Identify and Recommend Partnerships with Potential Training Partners
  - 1.) Local and regional community colleges for industry specific training identified in the assessments.
  - 2.) Creation of demand driven skills training that enables upward mobility for students in identified industry clusters and aligns with existing programs.
  - 3.) Establish framework for business matchmaking events between potential employees and employers by industry cluster.
  
- D. Summarize data to be used for the development of an Economic Development Strategy based on the SWOT and Industry Cluster Analysis that:
  - 1.) Summarizes past economic development planning efforts, workforce data and past challenges with workforce development.
  - 2.) Provides redevelopment suggestions.
  - 3.) Provides clear goals and objectives, with timeframes identified.
  - 4.) Identifies incentives for implementation of strategies.
  - 5.) Provides a visual representation of strategy with GIS mapping.
  
- E. Present data in a manner that is easily integrated into the development of a talent attraction and implementation plan for the region. Information should reflect items that would lead to action steps with short, mid- and long-term goals, responsible parties and potential funding sources.
  
- F. Completion of Analysis and Plan
  - 1.) Initial data analysis and proposed strategies identified in writing to regional work team no later than February 28, 2020.
  - 2.) Final analysis and strategies provided in writing to regional work team no later than May 29, 2020.

#### **Section 4: Proposal Guidelines**

In order to complete a fair comparison of proposals received, all proposals should include only information essential to ensure the review committee understands the entity's ability to meet expectations of this RFP. Generic marketing and sales information will not be considered in the selection of proposal.

One copy of proposal submitted should have all identifying information for the submitting entity extracted. This should clearly marked as Responses should be concise, and straightforward to information requested. Proposals should not exceed 25 single sided, 12-point font print. Each section requiring a response should be clearly marked with a heading.

From the issuance date of this RFP, until the contract award has been formally announced by the OCDJFS, there may be no communications concerning the RFP between any vendor which

expects to submit a proposal and any employee of the Area 7 Workforce Development Board, Ottawa County Department of Job and Family Services, OhioMeansJobs Ottawa County, Ottawa County Improvement Corporation, Sandusky County Economic Development Corporation, Sandusky County Department of Job and Family Services, OhioMeansJobs Sandusky County, Huron County Development Council, Tiffin Seneca Economic Partnership, Seneca County Department of Job and Family Services and OhioMeansJobs Seneca County. This prohibition extends to any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of the bidder. The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to the Question and Answer Period;
2. As necessary in any pre-existing or on-going business relationship between aforementioned entities and any vendor which could submit a proposal in response to this RFP;
3. As part of a clarification question to make a final selection;
4. If it becomes necessary to revise any part of this RFP, OCDJFS will notify only those vendors who were sent or requested an RFP package;
5. Any Public Records Request (PRR) made through any of the aforementioned entities;

The OCDJFS is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source different from the Question and Answer process described in this RFP. Any attempts at prohibited communications by vendors may result in the disqualification of those vendors' proposals.

## **Section 5: Completing & Submitting Proposals**

The Ottawa County Department of Job and Family Services reserves the right to revise this schedule in the best interest of the State of Ohio, the Ohio Department of Job and Family Services (ODJFS), Area 7 Workforce Development Board, Regional Workforce Planning Group and/or to comply with the State of Ohio and Local procurement procedures and regulations and after providing reasonable notice.

- A. All proposals must be submitted in the format of **ONE original hard copy and ONE electronic copy (PDF format)**. **The copy of proposal provided in electronic format must remove all identifying information from the narrative and budget of the proposal. See "Proposal Format" in this Article for more information. All proposals must be submitted to the Ottawa County Department of Job & Family Services, 8043 W. State Rte. 163, Suite 200, Oak Harbor, Ohio 43449.** Proposals and all supporting documentation must be contained in sealed envelopes marked **"Proposal for Regional Strategic Workforce Analysis and Economic Recovery Plan."**

The Ottawa County Department of Job & Family Services will accept sealed proposals

including supporting documentation, until 10:00 a.m., Tuesday, May 28, 2019. At 10:05 a.m., same day, received proposals will be opened publicly and summary read aloud. Responses to this Request for Proposals must be submitted timely and in the stated format. The proposals may either be submitted via regular mail or in person. **Faxed or E-mail applications will NOT be accepted.** Failure to follow the format may result in immediate exclusion from consideration. Proposals will be subject to the general requirements and general terms as set forth by the OCDJFS, Area 7 Workforce Development Board, Ohio Department of Job and Family Services and the Workforce Innovation and Opportunity Act.

## **Section 6: Proposal Format**

The **ORIGINAL HARD COPY** should be on white 8 ½ x 11-inch paper, with easily legible font, 12-point size, single spaced and single sided with all business identifying information, originally signed pages, assurances and certifications.

The **ELECTRONIC COPY** may be on flash drive or CD, and must be an exact replica of the hard copy of the proposal ***with the exception that all entity identifying information is removed from Sections V – XI of the proposal.*** The proposal packet must be assembled according to the following outline and format. The forms necessary to provide the referenced information are included in the Request for Proposal Response Section. **Failure to follow the outline may result in rejection of the proposal.**

- I. Cover Page – includes name of entity submitting proposal, address, contact person, telephone number, and amount requested (*Attachment #2*)
- II. Checklist for submitting proposal (*Attachment #3*)
- III. Competitive Proposal Affidavit (*Attachment #4*)
- IV. Representations, Assurances and Certifications (*Attachment #5*)
- V. Management Summary – Provide, in summary form, an overview of the information contained in proposal.
- VI. Company qualifications – Provide background information on company. Include all basic information and statement why this proposal should be considered. Identify any unique qualities that make entity qualified to perform the services.
- VII. Company Experience – Describe entity’s expertise and experience in the areas of economic development strategic planning, data collection and analysis and action step development.
- VIII. Company Results – List five (5) current or recent clients for whom entity has provided services related to economic or community development planning. Please list the specific type of work completed, time frame of contracted relationship. For each client, include the company name, address, phone number and name/email of contact person with whom references may be obtained.
- IX. Staff – provide a brief resume of qualifications of key personnel who will be



- responsible for this project. Include only key personnel that will be actively engaged strategic aspects of project, not support staff.
- X. Proposal and Project Schedule – Summary of steps and tasks to be undertaken for project plan. Identify any key partnerships (paid or in kind). Outline should include estimated dates or hours needed to complete significant events or milestones of project. Include a statement on the expectations for the efforts to be provided by officials and staff working on behalf of the regional economic and workforce development partners, to complete the project.
- XI. Proposal Pricing – Provide an itemized budget (please use *Attachment #1*) and budget narrative that breaks down the major tasks and rates, and provides rationale for costs identified in budget. Specify total anticipated hours for completion of project, in order to estimate a unit cost (per hour).
- XII. Performance Bond – In accordance with Ohio Revised Code Section 307.88, all proposals with an annual cost in excess of \$10,000 must be accompanied by a performance bond or certified check in the amount equal to 5% of the Proposal amount. According to Ohio Revised Code Section 9.311, a bid for a contract with the state or any political subdivision, district, institution, or other agency of the state, for the rendering of services, or the supplying of materials, or for the construction, demolition, alteration, repair, or reconstruction of any public building, structure, highway, or other improvement shall be deemed non-responsive and shall be rejected if the bidder submits with his bid a bid bond, performance bond, payment bond, or combination of those bonds, executed by a surety **not licensed**, or a surplus lines company **not approved**, by the superintendent of insurance to execute such a bond in the state. All of bonds shall affirmatively state on their face that the surety is authorized to execute bonds in the state and that the liability incurred is within the limits of section 3929.02 of the Revised Code. Failure to include this statement shall not cause the bid to be deemed non-responsive and rejected if the surety is in fact authorized to execute bonds in the state and the liability incurred is within the limits of section 3929.02 of the Revised Code.

**One Hard copy and one electronic copy (PDF format) will be submitted in one sealed envelope.** The electronic copy must contain **ALL** documents of the **ORIGINAL HARD COPY** in electronic format.

All proposal materials must be submitted in one sealed package marked **“Proposal for Regional Strategic Workforce Analysis and Economic Recovery Plan.**

## **Section 7: Evaluation and Award of Agreement**

All timely proposals will be reviewed based upon the criteria listed in this section. The selected bidder proposal and rejected bidder proposals will be notified in writing by Friday, May 31,

2019, by a representative of the OCDJFS. The written notice will constitute as official notification of selection or rejection of the Proposal. All proposals will be reviewed by a committee with an interest or expertise in workforce development and/or economic development services, but with no conflict of interest into the selection of the provider. The OCDJFS will make a recommendation to the Ottawa County Commissioners, based on the review process and selection. The startup, initiation, implementation, service delivery, and evaluation of the program will be from the date of the execution of contract to the termination of the contract. Requests for Proposal will first be rated on a Pass/Fail to determine that all requirements of the RFP and RFP format have been met. If only one response is received, the System reserves the right to award the contract based upon that entity passing this first test without any additional rating. If more than one proposal is received, all proposals that pass the first criteria will be rated against a total value of 100 possible points. A vendor agreement will be awarded to highest quality proposal at the most cost effective price. All proposals will be rated in accordance with the following rating scale:

<b>Criteria</b>	<b>Maximum Point Value</b>
Proposal's plan and ability to deliver Objectives identified in this RFP	40
Entity's experience in administering studies of similar scope and requirement. (Including reference check results of current or prior customers)	20
Proposal includes description of type of existing data will utilize and partnerships with existing entities to collect and interpret that data.	15
Proposal identifies a realistic project timeline that demonstrates ability to complete all deliverables in a qualitative manner, within a nine month time frame (rather than maximum 12 month timeframe)	15
Budget and Budget Narrative with Cost/Price Analysis (See Attachment 6 for details)	10
<b>Total Points Available</b>	<b>100</b>

- B. All proposals become the property of the OCDJFS, and will be a matter of record. The OCDJFS will have the right to use all ideas, or adaptations of those ideas, contained in any proposal received in response to this Request for Proposals. Selection or rejection of the proposal will not affect this right.
- C. A contract will be awarded to the best proposal for each element which, in the judgment of the review committee and County officials, to be in the best interest of the regional workforce and economic development systems. The Board of the Ottawa County Commissioners reserves the right to reject any and all proposals, and to waive any

informalities.

- D. All respondents to this Request for Proposals are hereby advised that due to the complex and technical nature of this service, it is impossible to write specifications covering all service provisions. Therefore, the OCDJFS reserves the right to award a contract or contracts on factors other than price. The contract award or awards will be made to the responsible vendor or vendors whose proposal(s) will be the most advantageous to the procuring party, past performance, experience, compliance with proposal specifications, prices, and other factors considered in that order.
- E. All costs directly related to preparation of the Request for Proposal will be the sole responsibility of, and will be borne by, submitting vendor.
- F. This Request for Proposals does not constitute an offer. Acceptance of proposals for review does not commit the OCDJFS to award a contract, nor is the OCDJFS liable for any costs incurred in the preparation of a proposal.
- G. Entities submitting proposals in excess of \$100,000 must abide by the following additional requirements:
  - a. A certification that the contractor is not on the EPA List of Violating Facilities, but is in compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act 42 USC 1857(h), Section 508 of the Clean Water Act 33 USC 1368, Executive Order 11738, and Environmental Protection Agency Regulations 40 CFR Part 15. The Contractor shall be required to report any violations to the State/County agency and to the U.S. EPA Assistant Administrator for Enforcement (EN-329).
  - b. A certification that the contractor and/or its principals are or are not on the General Services Administration's "List of Parties Excluded from Federal Procurement or Non-procurement Programs" in accordance with Executive Orders 12549 and 12689.
  - c. A certification that the contractor will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. The contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

- H. Contractor must comply with mandatory standards and policies regarding energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163, 89 Stat. 871).
- I. Contractor must perform its obligation under the agreement in conformity with all applicable laws, regulations, procedural requirements, either Federal, State or local.
- J. All current and potential charges regarding this service must be in the unit cost unless the OCDJFS approves of a special separate charge.
- K. Contractor must have edits built into the Contractor's invoice system to safeguard against over billing.
- L. Contractor must agree that when any warrant issuance results in an overpayment, the OCDJFS shall be reimbursed by check by the Contractor within thirty (30) days of discovery of the error if the specific Department has previously reimbursed the Contractor for this claim, unless otherwise agreed to offset further invoices by said amount.
- M. Contractor must agree to retain all records pursuant to agreements for a minimum of three years after final payment. If any litigation, claim, audit, negotiation or other action involving the records occurs, the records must be retained with the completion of the action. Any fully authorized representative shall have immediate access to all records upon requests.
- N. Contractor will maintain in force for the life of the contract insurance covering liability of the insured against all risks of physical loss, shortages, or damages from an external or internal cause including employee infidelity, theft of funds, property damage and personal injury by accidents, theft, vandalism, etc. **Proof of Insurance must be submitted with the proposal.** Employers' liability coverage limits will be \$1,000,000 per claim and \$1,000,000 in annual aggregate. Professional liability and commercial general liability coverage, including sexual and physical abuse, broad form property damage, personal injury, advertising injury, completed operations, products liability and fire damage with limits not less than \$1,000,000 per claim and \$1,000,000 in the annual aggregate to cover any loss, liability or damage alleged to have been committed by the Provider or the Provider's employees, agents or volunteers. The liability policies shall name Ottawa County Department of Job and Family Services, Board of Ottawa County Commissioners and its employees as Additional named Insured.
- O. Contractor agrees to the fact that the Contractor's insurance policy and the certificate of insurance furnished to the OCDJFS will contain a provision providing that, in the event

of cancellation or non-renewal of the policy, the OCDJFS shall be given thirty (30) days prior written notice.

- P. Contractor must agree that reimbursement payable under contract is subject to availability of Federal, State and County funding. If during the RFP process, funds are not available for the proposed services, the RFP process will be canceled. Only Contractors who have requested proposals from the OCDJFS will be notified of the cancellation at the earliest possible time.
- Q. Contractor must agree that in the event of breach of contract by the Contractor, the OCDJFS reserves the right to legal, administrative and contractual remedies.
- R. Contractor must agree that the contract may be terminated by the OCDJFS by giving the Contractor thirty (30) days prior written notice.
- S. Contractor must agree to comply with all proposal specifications regardless of whether or not individual items are specifically addressed in contract form.
- T. Contractor must provide a disclosure of any pending or threatened court actions and/or claims against the Contractor. This information may not cause rejection of the proposal; but withholding the information may be cause to reject the proposal.
- U. Contractor must provide a certification that it is in compliance with standards of conduct under Ohio Revised Code Sections 102.03, 102.04, 2921.42 and 2921.43. Contractor will not promise, or give to any employee of Ottawa County, and/or any employee of Ottawa County Department of Job and Family Services, Ottawa County Improvement Corporation, OhioMeansJobs Ottawa County, Sandusky County Department of Job and Family Services, Sandusky County Economic Development Corporation, OhioMeansJobs Sandusky County, Huron County Development Council, Seneca County Economic Development, Seneca County Department of Job and Family Services, OhioMeansJobs Seneca County, or any other individual regardless of their employment status, anything of value that could influence that employee in their decision on awarding contracts. Contractor will not try to influence an employee to violate any procurement policy, and/or of the Ohio Revised Code, or Federal Procurement Regulations.
- V. The Provider warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the Provider.
- W. The System and Departments reserve the right to accept proposals with minor clerical errors such as misspellings, incorrect page order or similar non-consequential errors.

- X. Provider and/or its employees, agents or their representatives will not purchase, transfer, use or possess illegal drugs or alcohol nor abuse prescription drugs in any way while performing duties or responsibilities resulting from a contract related from this RFP process.

An interested party may dispute a solicitation or other request by the OCDJFS for offers for a contract; for the procurement of property or services; the cancellation of such a solicitation or other request; an award or proposed award of such a contract; and a termination of such a contract, if the dispute alleges that the termination was based on improprieties in the award of the contract. Disputes must be in writing within 5 days of the notice of offer, award, cancellation or termination. Disputes must be addressed as follows: Ottawa County Department of Job and Family Services, 8043 W. State Rte. 163, Suite 200, Oak Harbor, Ohio 43449 Attention: Stephanie Kowal, Director

The filed dispute shall include:

- 1) The name, street address, electronic mail address, and telephone and facsimile numbers of the interested party,
- 2) Be signed by the interested party or its representative,
- 3) Identify the solicitation title and/or contract in dispute,
- 4) Set forth a detailed statement of the legal and factual grounds of the dispute including copies of relevant documents,
- 5) Set forth all information establishing the purpose of filing a dispute,
- 6) Set forth all information establishing the timeliness of the dispute,
- 7) Specifically request a ruling, and if desired a hearing, by the Director or Designee of the Department of Job and Family Services,
- 8) State the form of relief requested, and
- 9) Attach any documents to support the dispute.

**Attachment #1**

**Ottawa County Department of Job & Family Services  
Contract Proposal Budget Worksheet**

**Program/ Project Name:**

**Bidder Name:**

Description	Estimated Amount
<b>1. Staff</b>	
A. Salaries	
B. Payroll-Related Expenses	
<b>Total Staff Costs</b>	
<b>2. Operations</b>	
A. Travel and Short-Term Training	
B. Consumable Supplies	
C. Occupancy Costs	
D. Indirect Costs	
E. Other	
<b>Total Operational Costs</b>	
<b>3. Equipment</b>	
A. Equipment Subject to Depreciation	
B. Small Equipment Purchases	
C. Leased and Rented Equipment	
<b>Total Equipment Costs</b>	
<b>4. Sub-Total of All Costs</b>	
<b>4. Less Fees Collected by Provider/ Provider Match Funds to provide services under contract</b>	
<b>Total Program Costs</b>	

<b>Budget Computation</b>	
Total Operating Expenses	
Divided by Total Operating Units	
<b>Equals Unit Rate</b>	

Unit Rate	
Multiplied by Number of Units Proposed	
<b>Equals Total Proposed Contract Amount</b>	

**Ottawa County Department of Job & Family Services  
MONTHLY EXPENSE REPORT**

<b>Provider:</b>	<b>Provider Federal ID#:</b>		<b>Month:</b>
<b>Contract:</b>			
<b>Classification of Expenditures</b>	<b>Budget Available</b>	<b>Total Actual Expenses</b>	<b>Balance Remaining</b>
<b>I. Personnel</b>			
A. Salaries			
B. Payroll-Related Expenses			
<b>Total Personnel Costs</b>		<b>\$0.00</b>	
<b>II. Operations</b>			
A. Travel and Short Term Training			
B. Consumable Supplies			
C. Occupancy			
D. Indirect Costs			
E. Miscellaneous (i.e., mileage)			
<b>Total Operational Costs</b>		<b>\$0.00</b>	
<b>III. Equipment</b>			
A. Depreciation			
B. Purchases			
C. Leased and Rented			
<b>Total Equipment Costs</b>		<b>\$0.00</b>	
<b>Classification of Expenditures</b>	<b>Budget Available</b>	<b>Total Actual Expenses</b>	<b>Balance Remaining</b>
Total Program Expenses		<b>\$0.00</b>	
Hours billed			
Calculated Unit Rate		<b>#DIV/0!</b>	
Contracted Unit Rate			

I Certify that the above information is correct and in accordance with the term of the contract.

\_\_\_\_\_  
**Provider Representative Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**OCDJFS Signature to Authorize Payment**

\_\_\_\_\_  
**Date**



***ATTACHMENT 2***

***Regional Strategic Workforce Analysis & Economic Recovery Plan Proposal***

***Name, Address, Telephone, Contact Person Of Entity Submitting Proposal***

***Total Amount Requested***  
***Total Estimated Hours to Complete Project***  
***Estimated Cost Per Hour***

### *ATTACHMENT 3*

## **Checklist for Submitting Proposals**

All proposals responding to *Regional Strategic Workforce Analysis & Economic Recovery Plan* Request for Proposals must include the following

- Checklist for Submitting Bids
- Competitive Proposal Affidavit
- Representations, Assurances and Certifications
- Entity Project Information and Qualifications
- Budget and Budget Narrative
- Performance Bond
- Electronic copy of proposal saved in PDF format with entity identifying information removed from Sections V – XI of Proposal

*ATTACHMENT 4*

COMPETITIVE PROPOSAL AFFIDAVIT  
State of Ohio

I, \_\_\_\_\_, \_\_\_\_\_,  
(Name of person signing affidavit) (Title)

swear that \_\_\_\_\_  
(Name of Individual, Corporation, or Organization)

(NON-COLLUSION AFFIDAVIT) its agents, officers, or employees have not directly, nor indirectly, entered into any agreements, participated in any collusion, nor taken any action to restrain free competition in connection with this proposal.

(NON-DISCRIMINATION AFFIDAVIT) its agents, officers or employees will not discriminate in the hiring of employees for work under this proposal or in providing services sent forth in this proposal on the basis of race, color, religion, sex, age, disability, national origin or ancestry, or political affiliation or belief.

(PERSONAL PROPERTY TAX DELINQUENCY STATEMENT) The organization is not now charged with any delinquent personal property taxes on the general tax list of personal property of the county. If such delinquency is now charged, a statement setting forth the unpaid delinquent taxes and any due and unpaid penalties and interest now follows:

\_\_\_\_\_  
\_\_\_\_\_

(CERTIFICATION) The information contained in this proposal fairly represents the organization and its proposed operating plans and price for the Scope of Services and Deliverables described in the Request for Proposals. I acknowledge that I have read and understand the requirements and provisions of this Request for Proposals, and this organization is prepared to provide the Scope of Services and Deliverables, as specified in this proposal.

I certify that I am authorized to sign the attached proposal, and to commit this organization to the provisions described in the Scope of Services and Deliverables, and other provisions contained in the Request for Proposals. Furthermore, I can and do certify that this is a firm offer to complete the items outlined in the Request for Proposals.

I further certify that my organization does not have an outstanding Finding for Recovery with the Ohio Auditor of State office.

I do certify that this organization is not currently involved in any state of formal bankruptcy proceedings

I certify that my organization is not on the EPA List of Violating Facilities, but is in compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act 42 USC 1857(h), Section 508 of the Clean Water Act 33 USC 1368, Executive Order 11738, and Environmental Protection Agency Regulations 40 CFR Part 15.

I do certify that my organization is required to report any violations to the State/County agency and to the U.S. EPA Assistant Administrator for Enforcement (EN-329).

I do certify that my organization and/or its principals are not on the General Services Administration's "List of Parties Excluded from Federal Procurement or Non-procurement Programs" in accordance with Executive Orders 12549 and 12689.

I do certify that my organization will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352.

I do certify that my organization shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

Finally, I certify that all information contained in this proposal is true and correct, and shall be open to verification, should The Department choose to do so.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My Commission Expires:

\_\_\_\_\_

\_\_\_\_\_, Ohio



16. The company certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this Request for Proposals.  Yes  No
17. The company certifies it will not use the contract funds to lobby?  Yes  No
18. The company certifies it is a drug-free work place?  Yes  No
19. The company certifies it is not delinquent on any Federal debt?  Yes  No

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Signature

Date



**Part II - Specific Costs**

Cost Element	Necessary/ Reasonable		Basis for Judgement (at least one)				
	Yes	No	Independent Agency Estimate	Compared/ Other Current Offers	Compared/ Past Offers	Verified Market Price/Quote	Other (List)
Staff Costs							
Fringe Benefits (based on current rates)							
Materials training/ Programs							
Materials - office supplies/ general							
Equipment							
Facilities							
Communications							
Insurance							
Travel							
Consultants (if applicable)							
Accounting/ Audits							
Legal Services							
Photocopying/ Printing							
Indirect Costs							
Subcontracts							
Other							



**Part III - Profit/ Fee**

Bidder is (circle one): For Profit Not for Profit

If not-for-profit, no profit allowable.

If for-profit, amount of profit proposed: \$ \_\_\_\_\_

Profit listed as percent of total other costs in proposal: \_\_\_\_\_ %

Profit is (circle one): Reasonable Not Reasonable/  
Excessive

If profit is deemed reasonable, describe basis for judgement:

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If profit is deemed excessive, list profit objective to be negotiated: \$ \_\_\_\_\_  
OR \_\_\_\_\_ %

**Part IV - Signature(s)**

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