

## Request for Quotes

From: Ottawa County Department of Job and Family Services

Attn: Tamara Gibson

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Oak Harbor, OH 43449

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Date: February 28, 2020

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Ottawa County Department of Job and Family Services is requesting quotes for services listed below. Please provide individual prices and completed Certification for Potential Transportation Vendors by March 18, 2020. Applicant is responsible for cost and delivery of responses, which may be provided to above contact by fax, email, or hard copy delivery.

**Service:** Alternative Demand-Response Transportation.

**Description:**

- Provide alternate transportation when transportation needs cannot be met through OCTA or prepaid fuel cards, per County Transportation Plan.
- Provide pre-scheduled and pre-authorized transportation to eligible Ottawa County clients, to/from approved locations, to meet program and/or case plan requirements, visitation, job search, non-emergency medical appointments, employment and training, or as a supportive service to agency clients. All transportation and clients are subject to prior authorization and approval by OCDJFS staff.
- Ensure that all applicable Department of Transportation and Department of Medicaid requirements for transportation services are met by Vendor and vendor staff.
- Ensure that any vendor staff providing direct service to clients have successfully passed a BCI and FBI background check, and a copy of the results of that background check are provided to the Ottawa County Department of Job and Family Services, prior to provision of services.
- Upon approval by OCDJFS, and based on distance of trip, include wait time of driver between drop-off of client and return trip, as part of billing.
- Maintain client records for review by OCDJFS or Auditor of State, as part of monitoring process.
- By the 30th day after the last day of the service month, provide monthly invoice, with total cost, date/time of service, client name, pick up point, drop off point, and if applicable, paid waiting period and cost per participant per trip.
- Completion and compliance with attached Vendor Certification.

**Ottawa County Department of Job and Family Services**  
**Certification for Potential Transportation Vendors**

Agency/ Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Owner/ Manager: \_\_\_\_\_

1. I certify that prior to providing any direct services to clients of the Ottawa County Department of Job and Family Services, any staff of my agency will have completed a BCI and FBI background check, in accordance with Ohio Administrative Code 5160:15-14 (*Note: The result of the criminal background check must substantiate that no direct-service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to an offense listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code*).
2. I certify that I have conducted a search in the following databases and determined that my organization and I are not currently listed in any of the databases as sanctioned or excluded.
3. I certify that I have conducted a search in the following databases on each of my employees and determined that none are currently listed in any of the databases as sanctioned or excluded.
4. I certify that prior to providing direct service to clients through a vendor agreement with Ottawa County Department of Job and Family Services, a search of the following databases will be conducted on new staff and determined that none are currently listed as sanctioned or excluded.
5. I will provide verification to the Ottawa County Department of Job and Family Services of all searches and verifications conducted on staff, prior to those staff providing direct services to clients through a vendor agreement.

Databases to be Searched:

<https://medicaid.ohio.gov/provider/EnrollmentandSupport/ProviderExclusionandSuspensionList>

Ohio sex offender and child-victim offender database:

<http://sheriffalerts.com/counties.php?state=oh>

Ohio inmate database:

<https://appgateway.drc.ohio.gov/OffenderSearch>

Ohio Nursing Registry:

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/nurse-aide-registry/nurseaideregistry>

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Signature of Owner/ Manager

Date