

OhioMeansJobs Career Services – Procurement Process

Ottawa County Department of Job and Family Services issued a Request for Proposal (RFP) for the operation of Career Services through OhioMeansJobs Ottawa County. The RFP was issued February 15, 2021. A letter about the RFP was sent to potential bidders (those who have in the past contacted the agency and requested to be put on a potential bidder list for workforce development services). A legal notice was placed with the *Port Clinton News Herald*, a local newspaper with widespread circulation, and the RFP and legal notice were posted on the Ottawa County website at www.co.ottawa.oh.us/index.php/legal-notices-bids. Interested parties could submit questions on the RFP by fax or email, and all questions received were answered and posted on the Ottawa County website by March 12, 2021. The deadline for proposals and the bid opening was held on April 9, 2021. Proposals included one copy with identifying information of the bidder, and one copy, to be used to rate the proposals, with no identifying information of the bidder.

Selection process:

Included in the RFP was an evaluation sheet that would be used by independent raters, to evaluate the content and merit of each proposal. This included a review of minimum requirements and cost-price analysis, done by the Ottawa County Department of Job and Family Services. A total of 100 points were available for each proposal. The raters selected were completely isolated from the procurement process but have direct involvement in serving businesses and job seekers. Two proposals were received, met minimum criteria, and were evaluated. Following were the results of the evaluation:

Proposal Number	Points Earned	Percentage	Cost per Unit (2080 hours per year)	Total Requested
1	100/ 100	100%	\$51.48/ hour	\$107,085.32
2	82/100	82%	\$58.46/ hour	\$121,586.88

Proposal Number 1, from the Ottawa County Improvement Corporation was selected as the best proposal and lowest cost.