



UNION COUNTY HUMAN SERVICES

Department of Job and Family Services
Senior Services
Union County Agency Transportation Service (UCATS)
940 London Ave., Suite 1800
Marysville, Ohio 43040

P 937.644.1010
F 937.644.8700

NOTICE – REQUEST FOR SEALED PROPOSALS Union County Human Services

Senior Sales Tax Levy Community Grants for 2024

Proposal Due Date: October 6, 2023, at 4:30 PM

The Board of County Commissioners acting through Union County Senior Services (UCSS), is now accepting sealed proposals for Senior Sales Tax Levy Community Grants for the 2024 calendar year from organizations that wish to provide services that will help the senior population of Union County to live safely and independently in their homes.

A copy of this Notice is posted at <https://www.PublicNoticesOhio.com>. The complete Request for Proposals is available online on Union County Senior Services' website <https://www.unioncountyohio.gov/senior-services-home>, upon request, by email to union_accts_recv@jfs.ohio.gov.

Submit sealed proposals by October 6, 2023, at 4.30 P.M. to the attention of Deputy Director Janell Alexander at the address listed below with the subject line: Senior Sales Tax Levy Community Grants.

Union County Human Services
940 London Avenue, Suite 1800
PO Box 389
Marysville OH 43040
Email: union_accts_recv@jfs.ohio.gov

The name of each RFP responder will be publicly announced at that time. Union County reserves the right to contract with multiple organizations in a service category. Union County may award contracts to the offerors whose proposal is the most advantageous to Union County Senior Services taking into consideration the evaluation factors and criteria in the complete Request for Proposals. Union County may award contracts in whole or in part to one or more offerors. Union County reserves the right to reject any or all proposals.

Union County Senior Services, 940 London Avenue, Suite 1800, Marysville, OH, 43040, is responsible for the publication of this Notice.

Union County Senior Services

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To The Publisher:

Please publish the foregoing Notice in its entirety one (1) time.

As provided in R.C. §7.16

- Please post the foregoing Notice in its entirety on <https://www.PublicNoticesOhio.com/>
- Please run a single (1) insertion of the following abbreviated form one (1) one week after the foregoing full-format publication date.

Please provide a Proof of Publication to the Union County Human Services, Suite 1800, 940 London Avenue, Marysville, Ohio, 43040

Cost of this notice should be billed to Union County Senior Services.

Abbreviated Form:

Notice-Revised Request for Proposals

The Board of County Commissioners invites qualified Respondents to submit Proposals under R.C. 307.362 for **Senior Sales Tax Levy Community Grants for 2024** to provide various services that will help the senior population of Union County to live safely and independently in their homes.

Proposals must be received by 4.30 p.m. EST on Friday, October 6, 2023, at the Union County Human Services Offices, 940 London Avenue, Suite 1800, Marysville, Ohio 43040, or union_accts_recv@jfs.ohio.gov.

A copy of the complete Notice is posted at <https://www.PublicNoticesOhio.com>. The complete Request for Proposals is available online on Union County Senior Services' website <https://www.unioncountyohio.gov/senior-services-home>

Union County Senior Services, 940 London Avenue, Suite 1800, Marysville, Ohio, 43040; 937-644-1010; union_accts_revc@jfs.ohio.gov is responsible for publication of this notice.

UNION COUNTY HUMAN SERVICES
UNION COUNTY, OHIO

SENIOR SERVICES

REQUEST FOR SEALED PROPOSALS
Union County Human Services

Senior Sales Tax Levy Community Grants for 2024

RFP Release Date: September 1, 2023

Proposal Due Date: **October 6, 2023 at 4:30 PM**

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Union County Senior Services Request for Proposals (RFP)

Overview and Background

Union County Senior Services uses funding from the Union County sales tax levy as well as federal and state funding to provide a variety of services to enable seniors to live safely and independently in their homes. Union County Senior Services will make available approximately **\$200,000** in Senior sales tax levy funding.

The Board of County Commissioners, Union County, Ohio, acting through Union County Senior Services is seeking sealed proposals under Ohio R.C. §307.862 from qualified RFP responders (Responders) to meet the objectives of the Union County sales tax levy that wish to provide services that will help the senior population of Union County to live safely and independently in their homes.

RFP Release, Deadlines, and Timetable

RFP Release Date – Friday, September 1, 2023

RFP Submittal Deadline – 4:30 pm, Friday, October 6, 2023

Proposal Review and Selection Process

Union County Senior Services anticipates a four-week timeline to conduct the proposal review and selection process. Union County Human Services reserves the right to reject any or all proposals as determined by Union County Human Services. Union County reserves the right to conduct post-proposal discussions with any Responder(s). Union County reserves the right to short list the submitted proposals and conduct a panel review. During this process, Responders may be asked to formally present their proposals to Union County. Union County reserves the right to reject all proposals and portions of submitted proposals. Union County may award a contract to the offeror whose proposal is determined to be the most advantageous to the county, taking into consideration the evaluation factors and criteria set forth in the request for proposals. Union County may award a contract in whole or in part to one or more offerors. Union County reserves the right to contract with multiple organizations in a service category. Union County reserves the right to reject any or all proposals.

RFP Response Components, Requirements, and Options

Instructions for Completion of Proposal

Respondents are responsible for examining all conditions of participation and relevant service specifications and requirements in this Request for Proposals before submitting a Proposal.

Organization Contact Form

Please use this form to identify the Respondent, to provide contact information and pertinent information about the people allowed to complete this Proposal, the contact person designated to work directly with Union County Senior Services (UCSS) in receiving referrals and the person designated to handle billing. In addition, confirm that you agree to comply

with the attached Conditions of Participation. All individuals involved in the administration of, and provision of services must be both aware of and in compliance with these specifications.

Statement of Organizational Purpose, List of Board Members (if applicable), Organization By-Laws (if applicable), and Table of Organization (if applicable)

Please describe your organization, its history and mission.

Disclosure of Ownership (if applicable)

List the names of all individuals and organizations having direct or indirect ownership interest of 5 percent or more in the Respondent entity.

Certificate of Good Standing (if applicable)

If the Respondent is a corporation or a limited liability company, please submit a copy of the current Certificate of Good Standing issued by the Secretary of the State of Ohio with the proposal.

Workers' Compensation Certificate (if applicable)

Please provide a copy of your agency's current Ohio Bureau of Workers' Compensation Certificate of Premium Payment with the proposal. If the Responder does not have an active Workers' Compensation account, please explain.

Documentation of Insurance Coverage (if applicable)

Please provide a certificate of insurance for the required liability coverage with the proposal. Updated certificates of insurance will be required during the contract term.

Before providing services, the successful Respondent must provide both a certificate of insurance naming Union County as an additional insured as the insurance relates to the work done, service provided, and/or product delivered, and policy provision or endorsements as may be required for the services or products provided and documenting the County's additional insured status.

Non-Discrimination and Equal Employment Opportunity Statement

All Respondents must complete and sign the attached non-discrimination and equal employment opportunity document.

Proposed 2024 budget using the budget template

IRS Determination Letter (if applicable)

Employer Identification Number

All Respondents submit a W9 for processing payments through the Union County Auditor's Office.

IRS Form 990 (if applicable)

Service/Program Description

1. What need, problem, or challenge experienced by seniors will your program address and how will your program meet the Senior sales tax levy's objective to support seniors to live safely and independently in their home?

2. What does your program propose to do to address the need, problem, or challenge stated in the previous question?

3. Describe the proposed service to be delivered by your agency and how the unit of service is defined. Include a geographical description of the area to be served. If you are applying for funding for more than one program, describe each program separately.

4. What are the goals or outcomes of your program(s)? For example, how do you quantify the service and track service outcomes?

5. How many seniors will be impacted by your program(s)?

6. Describe eligibility requirements of your program.

8. Describe how the Senior sales tax levy will be spent on your program.

Budget Worksheet

** Complete a separate sheet for each Program **

Program Name:

Agency Name:

Dates of Program Operation:

Agency Fiscal Year:

PROGRAM REVENUE (specific to the program for which you seek funding)

See page 2 for definitions

Proposed 2024

Senior Sales Tax Levy

United Way Support

Government Support

Foundations/Private Grants*

In-Kind Support*

Program Fees

Client Contributions

Other Revenue*

Interest/Investment Income

Total Program Revenue

\$0.00

PROGRAM EXPENSE (specific to the program for which you seek funding)

See page 2 for definitions

Proposed 2024

**Senior Sales
Tax Levy**

Salaries (Program Staff)

Contract Labor

Benefits/Taxes (Program Staff)

Professional Fees

Supplies

Travel

Communication (phone, fax, email)

Occupancy/Utilities

Affiliate Payments

Major Property/Equipment

Acquisition/Rental & Maintenance

Conference/Training

Program Administration

Postage/Shipping/Printing

Other (List)

Other (List)

Total Program Expenses

\$0.00

\$0.00

Zip Codes Served in Union County

Broadway	43007
Irwin	43029
Magnetic Springs	43036
Marysville	43040
Milford Center	43045
Plain City	43064
Raymond	43067
Richwood	43344
Unionville Center	43077
West Mansfield	43358

Organization Contact Form

1) Respondent's Name _____

Physical Address _____

Mailing Address _____ Area Code/ Phone _____

City _____ State _____ Zip _____ Email _____

2) Federal Tax ID Number: _____

3) Type of Agency: () Public () Private/Non-Profit () Private/For-Profit

4) Name and position of person authorized to sign proposal/contract for Responder
Name: _____ Position: _____

Mailing Address _____ Area Code/Phone _____

City _____ State _____ Zip _____ Email _____

5) Name and e-mail address of contact person who Union County Senior Services is to coordinate services.

Name _____ Email _____

6) Name and e-mail address of fiscal/billing contact person.

Name _____ Email _____

I understand and agree to the Conditions of Participation in the Purchase of Service Proposal. I am authorized to commit the above organization to fulfill these conditions. Further, I have read, understood, agreed to, and obligate the Respondent to provide the service(s) described in the Service Specifications of those services for which we are submitting a quotation.

Signature _____ Title _____ Date _____

Non-Discrimination and Equal Opportunity Employment Unsworn Statement

(Made on penalty of perjury)

On behalf of _____, the Responder making this proposal, I affirm that Responder does not and will not discriminate against any employee or applicant for employment on the basis of race, disability, religion, color, sex, or national origin.

If awarded a contract under this proposal, Respondent shall take affirmative action to make sure employees are treated during employment without regard to their race, disability, religion, color, sex, or national origin. If successful under the foregoing proposal, Respondent shall post non-discrimination notices in conspicuous places available to employees and applicants for employment setting out the provisions of this Statement.

If awarded a contract under this proposal, Respondent shall post non-discrimination notices in conspicuous places available to employees and applicants for employment setting forth the provisions of this Statement. Further, Respondent does not and shall not discriminate on the basis of race, color, religion (creed), sex, age (except as permitted by law), national origin (ancestry), disability, marital status, military status, genetic information, gender identity, sexual orientation, low-income status, or limited English proficiency in providing its services.

I affirm that I have full authority to make this Statement and that I have the knowledge necessary to make these statement truthfully.

Respondent

By: _____

Signature

Name: _____

Position: _____

Date: _____

Address: _____

Witness:

Signature

Name: _____

Date: _____

Proposal Format

By 4:30 pm ET on October 6, 2023, all Responders must submit **either**:

- One (1) printed, paper copy of all proposal materials; **or**
- One (1) electronic file copy of all proposal materials in Portable Document Format (PDF) as an email attachment.

The proposal must be signed by individual(s) legally authorized to bind the Proposer(s) and must contain a statement that the proposal and the prices contained therein shall remain firm for a period of one hundred-eighty (180) days after October 6, 2023.

Proposal submittal address:

To the attention of Deputy Director Janell Alexander at the address listed below with the subject line: Contract Services for Senior Services.

**Union County Human Services
940 London Avenue, Suite 1800
PO Box 389
Marysville OH 43040**

Email: union_accts_recv@jfs.ohio.gov

The name of each RFP responder will be publicly announced at that time and place. RFP responder attendance is optional. Submitted proposals shall not be made publicly available until after a project agreement has been successfully executed with the selected Responder.

The submitted bids shall be clearly marked "Senior Sales Tax Levy Community Grants for 2024" on the front of the envelope or the top of the package that encloses the proposal documents.

Responders shall not contact any person who is an employee, officer, elected official or agent of Union County, to discuss this RFP, except Union County's Authorized Representative. Union County may disqualify any Responder who makes such contact.

Responders may submit their proposals before the stated deadline. Failure to submit the required formats by this deadline may result in disqualification from the RFP process. Union County shall bear no responsibility for the cost of preparing and submitting proposals by any Responder. No extensions shall be granted for responses to this RFP.

Evaluation Criteria and Scoring

Union County will select a Responder which it determines to be capable of providing a high-quality product at a reasonable cost, in accordance with Section 307.86 of the Ohio Revised Code. The following is a partial list of criteria which will be used to evaluate proposals:

- Similar project experience, personnel knowledge and qualifications
- Compliance with RFP instructions and requirements
- Project costs
- Proposed project timeline

Union County reserves the right to reject any proposal and all proposals, or to increase or decrease or omit any item or items, or to waive any informality in any proposal(s) as determined by Union County.

Terms, Conditions, Limitation, and Exceptions

- A. This RFP does not obligate Union County Senior Services to issue an award or to pay any costs of preparing a proposal in response to this RFP.
- B. The proposals will become part of Union County Senior Service's official files with no obligation on Union County's part.
- C. Union County Senior Services shall not be held accountable if material from proposals is obtained without the consent of the Responder by parties other than Union County, at any time during the proposal evaluation process.
- D. All proposals received and any or all-supporting documentation are subject to the Ohio Public Records Act and Ohio law generally. However, in accord with R.C. §307.862(C), proposals and related documents or records related to negotiations will not be available for inspection or copying until after the award of a contract. Union County Senior Services will use due diligence to protect materials conspicuously marked by any Responder as "proprietary," "trade secret "or "confidential". General technology approach or business model information does not constitute "proprietary," "trade secret" or confidential information. If Union County Senior Services receives a request for such documents or records, Union County Senior Services will notify the submitting Responder of such a request at least three (3) business days before producing any such record. The submitting Responder may, at its sole cost and expense, object to any such production of such records and to pursue any and all remedies available to it, whether in law or in equity, to protect its Intellectual Property interests in the records. If the submitting Responder does not take action to protect the requested records within five business days after notice from Union County Senior Services, Union County Senior Services will respond to the records request using its reasonable judgment.
- E. Responder(s) shall offer no gratuities, favors, or anything of monetary value to any official or employee of Union County.
- F. Responder(s) shall not collude in any manner, or engage in any practices, with any other Responder(s), which may restrict or eliminate competition or otherwise restrain trade. This is not intended to preclude subcontracts and joint ventures for: (1) responding to this RFP, or (2) establishing a project team with the required experience and/or capability to provide the services specified. Conversely, Union County can combine or consolidate proposals, or portions thereof, for the purposes mentioned.

- G. All proposals submitted must be the original work product of the Responder. The copying or paraphrasing of the work product of another Responder is not permitted.
- H. The RFP and the related responses of the selected Responder may by reference become part of any formal agreement between the selected Responder and Union County. Union County and the selected Responder may negotiate a contract or contracts for submission to Union County for consideration and approval. If an agreement cannot be reached with the selected Responder, Union County reserves the right to select an alternative Responder.
- I. Union County reserves the right to negotiate with alternative Responder(s) the exact terms and conditions of the contract.
- J. Granting of exclusive negotiation rights does not commit Union County to accept all or any term of the proposal(s). The final terms of any agreement will be agreed upon during negotiations. Negotiations may be terminated at any time by Union County for failure to reach mutually acceptable terms.
- K. Union County reserves the right to request clarification of any proposal after all proposals have been received.
- L. Union County reserves the right to select elements from different individual proposals and to combine and consolidate them to best serve Union County's interest. Union County reserves the right to reduce the scope of the project and evaluate only the remaining elements from all proposals. Union County reserves the right to reject specific elements in any proposal and to complete the evaluation process based only on the remaining items.
- M. Any disputes arising out of this agreement that result in litigation shall be litigated in the appropriate court in Union County, Ohio.
- N. This RFP, the responses thereto, and any awarded contract shall for all purposes be construed and enforced under the laws of the State of Ohio. All Responders shall comply with any applicable orders, rules, or regulations of the Federal Communications Commission ("FCC"), Public Utilities Commission of Ohio ("PUCO"), and Federal and State law in submitting a response to this RFP, and during the term and in performance of any contract awarded because of this RFP.
- O. Entities submitting proposals must be able to enter into a legally binding contract. All contract(s) amount(s) resulting from this solicitation will be paid directly to the entity submitting accepted proposal(s). In any accepted proposal(s), to authorize payments directly to another third party upon contracting the proposing entity may be required to fully execute such proper payment authorization forms as acceptable to Union County.
- P. Union County reserves the right to conduct, for security reasons, a lawful background investigation on the selected Responders, its principal party, personnel, or subcontractors. Responders agree to cooperate with Union County in this endeavor and to provide any permitted, reasonably necessary information. Union County will, upon the Responder's written request, provide a copy of such background investigations to

the Responders, to the extent allowable by law. Dependent upon the results of the background check, Union County may request the Responders to immediately remove an individual from participation on this project. Responders shall not knowingly assign any personnel with records of criminal conviction(s) to this Project without advising Union County of the nature and gravity of the offense. In fulfilling the obligations under this section, Union County and the Responder shall comply with all laws, rules, and regulations relating to making investigative reports and disclosing the information. Union County and the Responder shall, if allowed by law, indemnify, defend, and hold each other harmless against any wrongful disclosure by the indemnifying party, its employees, and/or agents of the reports and the information.

- Q. All selected Responders shall be required during the project to cooperate fully, and in any reasonable manner Union County shall request, with the Union County elected officials, officers, agents, employees, contractors, subcontractors, and volunteers. Further, selected Responders shall have to coordinate their implementation(s) with all other selected Responders and all other projects being undertaken by Union County. If any problem or difficulty should arise regarding such attempts at cooperation and coordination, Union County shall be immediately informed and will determine how the parties are to proceed.

Conditions of Participation

1. All grants entered by Union County Senior Services represent an explicit agreement between all parties to work cooperatively with and supportive of one another toward the successful implementation of the goals of this grant.
2. Grantee commits to coordinate all related activities and services with Union County Senior Services and to support a community wide coordinated and integrated system of care.
3. Grantee agrees to provide quarterly financial and programmatic reports (reports must include numbers of seniors served by grant dollars) to Union County Senior Services on the following dates: April 15, July 15, October 15 & January 15 and in a format prescribed by Union County Senior Services. Grantee will include an invoice identifying the amount of money spent on each funded program. The invoice will specify the Quarter/Year for which the funds were spent, the organization name and address and the invoice amount.
4. Upon grant approval, grantees will be allocated funds on an annual basis. Grant funds are provided on a reimbursement basis in a timely manner following the submission and approval of the quarterly programmatic and financial reports.
5. Each Grantee will maintain all necessary records and information to complete financial and programmatic reports as required by Union County Senior Services. All financial and program performance records will be available for review by authorized representatives of Union County Senior Services. All programmatic and financial records must be retained by the grantee for a period of at least three years.
6. Grantee agrees to add the Union County Senior Sales Tax Project designated logo for levy funded programs to all stationary, brochures and advertisements related to the program supported by the grant throughout the duration of the funding period. The Grantee agrees to supply a copy of any publication related to the program supported by the grant to Union County Senior Services to be kept on file.
7. Union County Senior Services reserves the following rights and privileges:
 - A. To accept, reject or negotiate the modification of any application, proposal or budget submitted;
 - B. To require additional information regarding the participating organization including structure, finances, services or project proposed;
 - C. To increase, decrease, revise, or terminate any resulting grant based on any of the following:
 - 1) Failure of grantee to comply with these Conditions of Participation;
 - 2) Failure of grantee to satisfactorily meet the goals of this proposal;
 - 3) Failure of grantee to provide or obtain other funding as represented in the approved grant budget;
 - 4) Failure of grantee to adequately address specific written concerns of Union County Senior Services in a timely manner;
 - 5) Insufficient resources available to Union County Senior Services; or
 - 6) Any other reasonable circumstance that impairs or prevents the performance of services as planned; or which fails to promote a coordinated and effective use of system resources.

8. Any changes in the information provided in the proposal will be provided in writing to Union County Senior Services within ten days of occurrence and be subject to negotiation regarding the continuation of the grant.

We have reviewed and accept the above Conditions of Participation, which will apply to our organization and service or project in the event we are selected as a grantee by Union County Senior Services.

Signature of Authorized Person

Date

Please print full name/Title