

## **REQUEST FOR PROPOSAL FOR TRANSPORTATION**

### **General Information**

Putnam County Job & Services (PCJFS) will receive proposals for transportation services for individuals referred by PCJFS. They include transporting individuals in Putnam County and surrounding area. PCJFS wants to contract with an or multiple experienced transportation provider(s) for assistance in providing transportation services for eligible individuals.

### **Conflict of Interest**

No vendor will promise or give any PCJFS employee anything of value that could influence the employee in their decision on awarding contracts/vendor agreements. No vendor will try to influence an employee of PCJFS to violate any procurement policies of the agency, applicable Ohio Revised Code requirements and federal procurement regulations.

### **Availability of Funds**

This RFP and all agency contracts/vendor agreements are contingent on the availability of funds. If, during the RFP process, funds are not available for the proposed services, the RFP process will be canceled. The vendor will be notified at the earliest possible time. PCJFS is not required to compensate the vendor for any expenses incurred as a result of the RFP process.

## **VENDOR PROJECT REQUIREMENTS**

### **Program Description**

PCJFS is seeking a provider(s) for transportation services. The goal of the program is to provide transportation services for customers referred to by PCJFS for medical appointments, testing or procedures, workforce transportation and to assist child visitations, court and other appointments in Putnam County and the surrounding area as deemed necessary by PCJFS.

### **Program Characteristics**

The Transportation Provider must be:

1. Culturally responsive to the customers they transport.
2. Respectful of the customers they transport.
3. Timely and reliability in providing customer transportation, including prompt pick-up and drop offs.

### **Staff Requirements**

Experience in providing transportation services to individuals in the immediate area of

Putnam County, and/or individuals of similar locations and characteristics. Indicate which staff will be involved directly with providing the transportation services. Staff resumes, driver's license and proof of insurance must be submitted with the proposal.

It is expected transportation services include the need for the services at various times throughout the day.

### **Vendor Requirements**

Familiarity with Putnam County is beneficial but not required. Experience is taken into consideration with vendor selection.

Each employee must submit to a background check and have a clean driving record.

Must be licensed to conduct work in the State of Ohio.

Must be registered with the System for Award Management (SAM.gov)

### **Exclusions**

Transportation Services funds may not be used to pay for:

1. Medical, psychological, psychiatric, therapeutic, diagnostic services or treatment.
2. Services that can be paid for by third party resources such as Medicaid, private health insurance, etc.
3. Construction or purchase of facilities or buildings.
4. Purchase of equipment.

### **Target Population**

This proposal is limited to serving Putnam County residents who are referred for services by PCJFS.

### **Project Deliverables**

The vendor must be able to measure and report the following statistical information during the contract period:

Service Delivery Expectations:

- The number of individuals served who are transported to his or her appointments timely.

Output Effectiveness:

- The number of individuals served
- The number of individuals who are no-calls, no-show
- The mileage
- The number of trips

### **Billing Requirements**

Invoices should be submitted via email to [judy.solomon2@jfs.ohio.gov](mailto:judy.solomon2@jfs.ohio.gov) on a monthly basis by the 10<sup>th</sup> of each month following the month that services were provided. The invoice will include the miles transported per trip, the name of individuals served, date of service, the destination transported, the negotiated rate and total rate for the transportation provided. Invoices should include proof of signature by the customer who was transported and the total mileage for the trip. Beginning and ending mileage for each trip should also be provided.

### **Submission of Proposals**

Proposals must be received by Putnam County Job & Family Services, 575 Ottawa Glandorf Road, Suite 1, Ottawa, Ohio, 45875 no later than 07/24/26, at 12:00 pm.

Proposals may be submitted by email to [judy.solomon2@jfs.ohio.gov](mailto:judy.solomon2@jfs.ohio.gov), mail, or hand delivered to: Putnam County Job and Family Services, 575 Ottawa Glandorf Road, Suite 1, Ottawa, Ohio 45875

Late proposals will not be considered.

### **Evaluation and Award**

PCJFS will evaluate proposals based on experience, qualifications, ability to provide transportation services, reporting capabilities, and cost. PCJFS reserves the right to request additional information and award a contract in the best interest of the agency.

### **Acceptance and Rejection of Proposals**

PCJFS reserves the right to reject any or all Proposals

### **Contract Period-Funding & Invoicing**

The contract begins on 09/01/2026 and ends on 08/30/2027. However, contracts may be amended by mutual agreement of both parties to extend for an additional two one-year periods with no increase in rate or change in services provided. The vendor shall claim payment only for eligible services provided, in the amount determined by the negotiated budget. Reimbursement by PCJFS will be made within 30 days of receipt of qualified monthly invoices and any required documentation or revisions.

### **Confidentiality & Security**

Any vendor with access to confidential information will be required to keep that information confidential and sign a confidentiality agreement.

### **Record Retention**

The vendor shall maintain all financial, programmatic, and supporting documentation related to this agreement for a minimum of five (5) years following final payment and shall make such records available to PCJFS, state, and federal officials upon request.

### **CONTRACT COMPLIANCE REVIEW AND MONITORING POLICY**

The contract requires the completion of contract compliance reviews, or monitoring, to ensure PCJFS receives quality and cost-effective services.

The scope of the review is for any given month within the vendor agreement period.

#### **Components of a Review-Financial and Service**

Financial reviews are an examination of financial records that can include general ledger journal entries, payroll ledgers, invoices, bank statements, detailed trial balance, annual financial statement, Board minutes, etc. Actual program expenses are reviewed and compared to the program budget submitted to PCJFS to determine the actual cost of the program and the appropriateness of expenses claimed.

Service reviews can include an examination of client records, rosters, quality and quantity assurance data, observation of activities (when appropriate), and/or customer satisfaction surveys. If the vendor had a recent audit, PCJFS requires a copy of the audit be submitted to PCJFS.

Actual service documentation will be compared with services invoiced to and reimbursed by PCJFS.

A copy of the review report is given to the vendor and filed with the vendor agreement. All issues reported must be resolved. When determined necessary by PCJFS, another review is completed within the vendor agreement period. This mini review is to determine and ensure adherence to the compliance report recommendations.

#### **Overpayment Recovery**

An overpayment occurs when there is no documentation to support service(s) invoiced and paid, the consumer was not eligible for the service, or the vendor billed for unallowable costs or costs not in the vendor agreement budget or more than the budget line items.

A repayment plan will be developed with the vendor. Except in unusual circumstances, complete repayment must be made within the vendor agreement duration unless negotiated with and agreed upon by PCJFS.

#### **Proposal Format**

To simplify the process of evaluating proposals, and to assure each proposal receives the same review, all proposals must be submitted in the following format. Proposals must contain all the items listed here in the format provided. Proposal sections must be numbered corresponding to the following format:

- Cover Sheet Form
- Proposal Narrative
- Budget
- Copies of agency professional certifications and resumes
- Verification of auto/liability insurance
- Employee's driver's license
- Workers Compensation Verification

The elements listed below should be included in a detailed narrative format.

- *Summary:* A statement as to the intent of the proposal, the basic program approach, highlighting such details as the estimated number to be served and planned outcomes.
- *Program Description:* A detailed narration of your planned implementation and delivery of Transportation services.
- *Goals/objectives and performance and effectiveness levels:* Discuss target populations and project deliverables as specified in this RFP; projected number of families to be served.
- *Justification for budget costs:* Discuss in detail the budget line-item costs proposed and their justification. Develop and define a unit cost.
- *Fiscal capacity:* Describe your process to capture and report fiscal information, processing payments, etc. What safeguards are in place to ensure fiscal accountability?
- *Reporting requirements:* Describe how you will comply with the reporting requirements that are outlined in this RFP.

## **Budget**

The total cost of the project is important in evaluating the Proposals. The vendor must demonstrate how costs are related to the service presented in the proposal.