



Board of County Commissioners

Steven A. Davis

Jeffrey M. Fix

David L. Levacy

REQUEST FOR PROPOSALS FOR
BUSINESS SUPPORT ANALYSIS AND GRANT WRITING FOR LOCAL TOWNSHIPS AND VILLAGES
UNDER THE AMERICAN RESCUE PLAN

Fairfield County

Email Q&A to ronda.baldwin@fairfieldcountyohio.gov

Release Date for Request for Proposal: August 9, 2021

Q&A Dates: August 9, 2021-September 10, 2021

Deadline for Notice of Intent to Propose: September 10, 2021 @ 4 PM EST

Deadline for Proposal Submission: September 22, 2021 @ 4 PM EST

Operation Start Date: October 18, 2021



1. Requirements and Specifications

1.1. Plan Overview

Under the auspices of the American Rescue Plan (ARP) the Fairfield County Commissioners (FCC) are seeking a consultant to assist local businesses and/or local governments in recovering from the COVID-19 pandemic.

This Request for Proposal seeks an interested, highly qualified firm or individual to conduct comprehensive business support analysis for a minimum of six businesses and/or grant writing services for Fairfield County townships and villages. The contract will be awarded for October 18, 2021 through December 31, 2022 with the option to extend the contract, if warranted. Bids may be submitted as a whole including both business support analysis and grant writing or Consultant(s) may bid for one area only. The deadline for proposal submission is September 22, 2021.

Consultant(s) for the grant writing services will seek and apply for grants on behalf of townships and villages located in Fairfield County. The grant writers will provide technical assistance and planning support through a contract for services to help with problem solving for issues that have arisen from the pandemic and its negative effects to the economy.

Contracted services for business support analysis would solve problems arising from the negative effects of the health emergency for Fairfield County businesses and non-profit organizations.

Consultant(s) will address the need by identifying with respect to problems arising from the pandemic. The primary focus is developing recruitment and retention strategies for local businesses but could expand to other strategic planning opportunities.

FCC will accept and consider proposals from for-profit entities and non-profit organizations, including but not limited to governmental entities, community agencies, educational institutions (excluding traditional elementary and secondary schools), and faith-based organizations. A consortium of organizations may also bid if the proposal clearly delineates the lead organization and the roles and functions it will provide. Individual(s) may also submit a bid.

Fairfield County Economic and Workforce Development (FCEWD) will serve in an advisory role with the Consultant(s). It will provide direction to the Consultant(s) with the expectation that the Consultant(s) will fulfill assigned responsibilities and make decisions on day-to-day activities. The Consultant(s) must be able to physically service the Fairfield County businesses, villages, and townships.

Consultants may apply for both the business support and grant writing support contracts, or each one exclusively.

If applying for both the business support contract and grant writing contract, project outline and costs would need to be independent. It is at the discretion of the county to award the contract as a whole or



for partial elements, based on meeting selection criteria.

Included in this packet are the evaluation criteria to be used in rating proposals. We strongly urge those interested in applying to review these prior to completion of the RFP to understand how the contracts will be scored and awarded.

1.2. Funding

1.2.1. Funding Overview

Funding for this contract is \$150,000 for the business support analysis and \$100,000 for the grant writing contract.

FCC will reimburse the awardee(s) based on agreed upon parameters during contract negotiations. The reimbursement will be based on an hourly fee and will not be processed more frequently than monthly.

A budget should be created to demonstrate how funding will be used. This includes details on hourly rates for individuals that will be supporting the initiative.

This contract will begin October 18, 2021 with a completion date of December 31, 2022. An extension of this contract may be granted, if appropriate. Levels of funding shall not be considered final until all respondent appeals, if any, are decided. Respondents will be notified of an award in writing as soon as the decision is known.

1.2.2. Budget Period and Amount

The total project expenses of the respondent's line-item budget for the services beginning October 18, 2021 must be less than or equal to the estimated total funding available for this RFP as outlined in Section 1.2.1 Budget forms are provided as **Attachment A**.

1.2.3. Administrative and Program Costs

The selected Consultant(s) will be responsible for tracking and reporting costs. The maximum administrative cost is 5%. Administrative costs include the following:

- General administrative functions such as accounting, financial and cash management, procurement, property management, personnel management, and payroll;
- Audit functions and those duties associated with coordinating the resolution of findings



originating from audits, monitoring, incident reports, or other investigations;

- General legal services;
- Oversight and monitoring of administrative functions;
- Goods and services used for administrative functions;
- Developing systems, including information systems, related to administrative functions; and
- The costs of awards made to subrecipient or vendor organizations for administrative services of the awarding agency (for example, a payroll service for staff or participants).
- If applying for both contracts, separate costs for business support and grant writing support.

1.2.4. Indirect Costs

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project but indirectly support all aspects of the organization. Any indirect costs projected to be used by your organization should be noted in the budget and be in accordance with the federal Uniform Guidance. An approved Indirect Cost Rate letter should be included.

1.2.5. Profit/Management Fee

Only commercial for-profit organizations may incorporate profit or a management fee into their budget. Profit must be contained in a single line item on the budget. The maximum allowable profit (NIBT) is 6% of the total funding requested.

1.3. Scope of Services

1.3.1. Business Support Analysis

- A. The Business Support Analysis Consultant(s) should have experience in recruiting, developing plans, and working with businesses in various sectors. Consultant(s) would need to show and develop strategies to support businesses, problem solve, communicate clearly and facilitate open discussions with business owners/leaders as related to retention and recruitment strategies. Consultant(s) will need to share how they will develop and implement these plans. Consultant(s) should be able to identify and evaluate the following:

- Demographics and characteristics of employees
- Understanding what employees want or appreciate (both current and prospective)
- Wages
- Company recruitment methods
- Retention data
- Shift variations



- Benefit package
- Current training programs provided by employer
- Career paths at employer

Final actionable plan for each employer will include the following:

1. SWOT analysis specific to recruitment and retention
 2. Development of Recruitment and Retention plan specific to each employer
 3. Presentation to employer inclusive of Workforce and Economic Development partners
- B. The Grant Writing for Fairfield County Townships and Villages Consultant(s) will have a demonstrated record of successful grant writing at state and federal level. Consultant(s) will be responsible for daily administrative tasks inclusive of:
- Engage with appropriate township or village contacts to understand needs
 - Identify grant opportunities
 - Complete grant applications with input from stakeholders
 - Follow-up and monitor grant submissions, deadlines, inquiries, etc.
 - Complete reporting as required per grant; if grant reports are required more than one year after grant award, the consultant should create a process for village or township to complete required reports

1.4. Civil Rights Compliance

All respondents must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any ARP-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

All respondents must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act. All grievances arising out of the ARP or this RFP must be filed according to the County's established grievance procedures.

1.5. Confidentiality and Security

Any selected Consultant(s) or subcontractor engaging in any service for FCC requiring them to come into contact with confidential information will be required to hold confidential such data.

1.6. Financial Requirements

The selected Consultant(s) shall comply with the Administrative Rules and Costs Limitations of the ARP.



1.7. Availability of Funds

This RFP is conditioned upon the availability of federal, state, or local funds which are appropriated or allocated for payment of the proposed services. If, during any stage of this RFP and resulting contracting process, funds are not allocated and available for the proposed services as projected here within, the contract will terminate concurrent with the notice of reduction/termination of funding. The FCC will notify the respondents at the earliest possible time if this occurs.

If additional funding becomes available during the term of the contract, and at the FCC's discretion, a selected Consultant(s)'s contract may be revised to increase the contract value.

1.8. Policy Changes

This RFP is conditioned upon federal, state, and/or local policy and regulation. If, during any stage of this RFP and resulting contracting process, policy changes occur that would impact how and which services are provided, the FCC reserves the right to terminate the agreement concurrent with the notice of the policy change. The FCC will notify the respondents at the earliest possible time if this occurs.

2. Consultant(s) Proposal

2.1. Narrative Proposal

Attachment C includes an outline of the proposal. Respondents can request the attachment as a Word Document to complete or respondent can submit separately.

Overview

- 1.** Describe your organization or, if an individual, personal history, tied to duties outlined in this RFP. Include a discussion of the history of your organization as well as a description of any activities relevant to your proposed program design.
- 2.** State whether your organization intends to subcontract any services under this proposal. If so, the same information provided in response to item No. 1 above must be given for any and all subcontractor(s). Additionally, a letter of commitment from the proposed subcontractor(s) must be included as an attachment.
- 3.** Describe your organization's structure. List the name(s) and title(s) of all the owners, members of the Board of Directors, along with any other officers of the agency, corporation, or business. Indicate owners, members, or officers who are employed by an organization currently



participating in any or are related to such individuals, including the Fairfield County Board of Commissioners. Include your organization's efforts to ensure transparency with the proposed services and to avoid conflict of interest. The same information must be provided for any and all proposed subcontractor(s).

4. Describe any alternative or leveraged resources, or in-kind contributions, that your organization will commit to FCC. Include the source and the dollar value.
5. Describe a 14-day transition plan for your organization to begin services on October 18, 2021. Include items such as staffing and communications plan, etc.
6. Include two organizational charts as attachments: (1) the respondent's current organizational structure and (2) the respondent's proposed structure if awarded this RFP. Include resumes and job descriptions for key personnel as an attachment. Include knowledge, skills, and experience of staff related to the requirements of this RFP.
7. Provide three (3) references as an attachment for current or past projects that are similar in scope and size of the services your organization is applying for under this RFP. Include organization name, location, key representative's name and contact information (email and phone), and a brief description of services provided.
8. Describe, in detail, how you will fulfill the responsibilities outlined in this proposal. Include: amount of time spent per employer or village/township; how information will be gathered; how information will be presented; and timeline for completion,
9. Describe how you or your organization will communicate with the FCC.
10. Describe how you or your organization will schedule your time to meet townships and/or villages or employers.

2.2. System and Fiscal Administration Components

2.2.1. Insurance Certification

The respondent must provide a current certificate of professional insurance and commercial general liability insurance with limits of not less than \$1 million.

Prior to the effective date of the contract, selected Consultant(s) shall give the FCC the certificate(s) of insurance completed by Consultant(s)'s duly authorized insurance representative, with effective dates of coverage at, or prior to, the effective date of the contract, certifying that at least the minimum



coverage required is in effect; specifying the form that the liability coverages are written by endorsement or through issuance of other policy or policies of issuance without thirty (30) days advance written notice. Waiver of subrogation shall be maintained by Consultant(s) for all insurance policies applicable to this contract, as required by ORC 2744.05.

During the contract and for such additional time as may be required, the selected Consultant(s) shall provide, pay for, and maintain in full force and effect the insurance specified in the contract, for coverage at not less than the prescribed minimum limits covering Consultant(s)'s activities, those activities of any and all subcontractors or those activities anyone directly or indirectly employed by Consultant(s) or subcontractor or by anyone for whose acts any of them may be liable.

2.2.2. Audits

To demonstrate fiscal integrity, the respondent must include copies of its two (2) most recent independent annual audit reports, if available, as well as a statement of cash flow for the 2019 calendar year. For a sole proprietor or for-profit entities, include copies of the two (2) most recent year's federal income tax returns and the most recent year-end balance sheet and income statement.

If no audited statements are available, respondent must supply equivalent financial statements certified by Consultant(s) to fairly and accurately reflect the respondent's financial status. Respondent's failure to provide these documents may result in rejection of the proposal and subsequently a contract will not be awarded. Any confidential information, such as Tax ID Numbers, should be redacted.

2.2.3. Insurance Certification

The respondent shall agree to the items listed in **Attachment D** of this RFP – Assurances and Certifications. This Assurances and Certifications document shall be signed and dated and attached to the respondent's proposal.

2.2.4. Indirect Cost Plan

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project but indirectly support all aspects of the organization. Any indirect costs projected to be used by your organization should be noted in the budget and be in accordance with the Federal Uniform Guidance. An approved Indirect Cost Rate letter should be included.



2.2.5. Subcontracting or Consortium Arrangements

The hiring or use of outside services, subcontractors, or Consultant(s) or the use of consortium arrangements in connection with the work presented within this RFP shall be specifically described in the response. Each entity's roles and responsibilities must be clearly listed. The lead organization must be identified.

2.2.6. Annual Expenditure and Obligation Requirements

Timely investment of funds in the local area is of key importance to the Board. Therefore, the selected respondents will be required to comply with the following guidelines regarding obligation of funds. If these obligation goals are not achieved, the FCC has the discretion to shift funds to other use. These guidelines may be adjusted based on the fiscal policy.

2.3. Cost Proposal

1. Include estimated hours and hourly rate, inclusive of travel.
2. Please include a narrative which describes each line item included in the budget. Include a description of how the costs were calculated.
3. Describe what internal controls are in place to compare actual expenditures with the contract budget and to ensure required expenditure levels are met.
4. Describe how your organization will account for costs that may be disallowed.



3. Proposal Guidelines

3.1. Timeline

RFP Event	Date
RFP is issued	August 9, 2020
Q&A period	August 9, 2021 – September 10, 2021
Deadline for receiving RFP questions	September 10, 2021 @ 4 PM EST
Deadline for notice of intent to propose	September 10, 2021 @ 4 PM EST
Deadline for proposals received	September 22, 2021 @ 4 PM EST
RFP evaluation	September 23-October 1, 2021
Selection of Consultant(s)	October 5, 2021
Start date of contract	October 18, 2021

3.2. RFP Contact

Inquiries should be emailed to ronda.baldwin@fairfieldcountyohio.gov. This email inbox will be reviewed daily by administrative staff. If you do not receive a response within 24 hours, Monday through Friday, please contact us at 740-652-7165.

3.3. Notice of Intent to Propose

Respondents must email their written notice of intent to propose to ronda.baldwin@fairfieldcountyohio.gov no later than 4 PM EST on September 10, 2021. Please include the company name, contact name, contact title, company address, telephone number, and email address. Please call 740-652-7165 to verify that your notice of your intent to propose was received.

3.4. RFP Questions

Any prospective respondent desiring an explanation or interpretation of the RFP or its specifications must email their questions to ronda.baldwin@fairfieldcountyohio.gov. Each question should include a reference to the applicable page number and section of the RFP. The deadline for questions and all responses will be shared with respondents that have given intent to propose their services. Answers to all questions will be posted on the Fairfield County website at businesscounty.com by 4 PM EST on October 14, 2021.



3.5. Addenda to RFP

During the proposal process, the FCC may modify this RFP by the issuance of one or more addendum(s), up to ten (10) business days preceding the proposal due date. Any modification or amendment will be issued as an addendum to the RFP and will become a part of the contract document. Any addenda issued for this RFP will be posted before 4 PM EST on September 6 at businesscounty.com. All respondents that have submitted an intent to propose will also be notified via email of any addenda.

3.6. Proposal Withdrawal

Respondents may withdraw their proposal(s) at any time before the FCC makes its selection of Consultant(s) by providing written notice. Withdrawal of a proposal after the selection exposes a respondent to legal liability for sanctions, including costs for re-procurement, or may result in a contract being awarded to the next selected respondent.

3.7. Prohibited Contacts

The integrity of the RFP process is very important to FCC. Behavior by respondents which violates or attempts to manipulate the RFP process in any way is taken very seriously. Neither respondent nor their representatives should discuss the RFP with individuals associated with the RFP process except as noted above. If the respondent attempts any unauthorized communication regarding the RFP, the respondent's proposal is subject to rejection.

Individuals associated with this program include but are not limited to the following:

1. Public officials; including but not limited to the Commissioners of Fairfield county;
2. Fairfield County staff.

3.8. Existing or Pending Legal Action Disclosures

Respondent must disclose any existing, pending, or threatened court actions and/or claims against the respondent, parent company, or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may be cause to reject the proposal and/or contract.



4. Submission of Proposal

4.1. Proposal Submission

By submitting a proposal, the respondent certifies the proposal and pricing will remain in effect for 180 calendar days after the proposal submission date. Additionally, the respondent will be held accountable to know the specifications and conditions under which the resulting contract will be accomplished, including but not limited to the contents of all proposal documents, regulations, and applicable laws.

Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to ORC 149.43. Any portion of the proposal to be held confidential should be marked “**proprietary**” in the upper right corner and will not be considered public record if it clearly falls within an exemption enumerated in ORC 149.43. Cost proposal pages of the document shall be considered public information.

4.2. Preparation and Number of Copies

1. Hard Copy and Digital Requirements:

Respondents must submit one (1) original proposal and a digital copy of the original proposal. The original proposal must be marked “original” on the cover and must bear the actual original signature(s) of the person(s) authorized to sign the proposal. Only one copy of the respondent’s audited financial statements is required. This copy should be attached to the original proposal.

Print all narratives on 8 ½” x 11” plain white paper with margins of 1” on each side. All narratives must be printed in single space with Times New Roman (or similar) font, 12-point type. Emphasis should be concentrated in conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content.

Each page of the proposal must be numbered sequentially at the bottom of the page. Any narrative must contain a heading which clearly indicates the subject matter. Respondents may use only paper clips or other removable fasteners to secure their proposal. Do not use staples or binding that cannot be removed.

If choosing to use the Word and Excel templates provided, do not change formatting.



The digital copy of the original proposal should be sent to ronda.baldwin@fairfieldcountyohio.gov.

4.3. Proposal Content

Microsoft Word templates may be provided for completion of the narrative and budget portion of the proposal. The proposal must be organized in the following manner:

Cover Page	Cover Page form is provided as Attachment B . Must be signed and dated. It may be requested as a Word Document.
Table of Contents	Description of the information contained in proposal and the related page number.
Proposal Narrative	Responses to the items in Attachment C . May also input into Microsoft Word form that will be supplied based on respondent request.
Required Attachments	<p>Please include the following, as detailed in Section 2.1.</p> <ul style="list-style-type: none"> • Organizational charts • Resumes of key personnel • Job descriptions • List of three references <p>Please include the following, as detailed in Section 2.2.</p> <ul style="list-style-type: none"> • Insurance requirements • Assurances and certifications Attachment D • Indirect cost plan, as applicable • Copies of previous two year’s Audits if applicable
Budget	Complete and submit provided budget form, Attachment A .

4.4. Cost of Developing Proposal

No costs will be paid to the respondent to cover the cost of preparing a proposal or procuring a contract for services or supplies pursuant to this RFP. All materials submitted in response to the RFP will become the property of the FCC and may be returned only at the FCC’s option and at the respondent’s expense.



4.5. False or Misleading Statements

If, in the opinion of the FCC, information included within respondent's proposal was intended to mislead the County in its evaluation of the proposal, the proposal will be rejected.

4.6. Deadline for Submittal

To be considered valid, the entire proposal must be received at the FCWC staff office by 4 PM EST on September 22, 2021. The address (both mailing and physical) is as follows:

Fairfield County Economic and Workforce Development

Attn. Ms. Ronda Baldwin

210 E. Main St., Ste. 405

Lancaster, OH 43130

Proposal packets are to be sealed, and each shall bear the name and address of the respondent. Timely submission is the sole responsibility of the respondent. Late proposals will not be considered for contract award. The digital copy must be in conjunction with the original copy submission. No fax or telephone proposals will be accepted. If mailed, it is the respondent's responsibility to ensure that the proposal was received by the FCWC staff before the deadline.

It is essential that the respondent carefully review all elements in its final proposal. Once received, proposals cannot be altered; however, FCC staff reserves the right to request additional information or clarification as may be required.

4.7. Acceptance and Rejection of Proposals

The decision by the committee shall be final. Waiver of an immaterial defect in the proposal shall in no way modify the RFP documents or excuse the respondent from full compliance with its specifications if respondent is awarded the contract.

4.8. Proposal Evaluation

After the FCC staff reviews the initial submissions to ensure all required documents have been included, a committee comprised of staff from the county, including Economic and Workforce Development staff, will review the responses. All bidders will be notified, in writing, of the results of



the technical evaluation. Respondents whose bids have been rejected have the right to protest the decision.

Copies of the proposals will be given to the review committee for analysis and scoring. The scoring sheet can be found as **Attachment E**. Review committee members will determine if additional information is required to complete the evaluation process. Questions will be submitted in writing to the respondent between September 23 – October 1, 2021. Please make sure a contact for this time period is available for questions. Respondents are asked to reply to any additional questions within 24 hours and supply necessary information within 48 hours or other agreeable term determined by the committee.

A respondent must achieve a minimum score of 75 to be awarded a contract.

The review committee will present a decision to the Fairfield County Commissioners. The Fairfield County Commissioners will create and sign the appropriate contract.

4.9. Proposal Selection

Proposal selection does not guarantee that a contract for services will be awarded. The selection process includes:

1. All respondents will be notified within two (2) days of selection.
2. The FCC will work with the selected Consultant(s) to finalize the details of the contract to be executed between Fairfield County and Consultant(s).
3. If the FCC and selected Consultant(s) are able to successfully agree with the contract terms, the FCC staff has final authority to approve and award contracts.
4. If the FCC and selected Consultant(s) are unable to come to terms regarding the contract in a timely manner as determined by the committee, then the FCC will terminate the contract discussions with the Consultant(s). In such an event, the FCC reserves the right to (1) select another Consultant(s) from the RFP process, (2) cancel the RFP altogether, or (3) reissue the RFP as deemed necessary.

**Attachment A
Business Support Analysis and Grant Writing RFP**

Bidder Name:

Section 1: Staff	
A. Salaries	
B. Payroll-Related Expenses	
C. Consultation Fees	
Total Staff Costs	

Section 2: Operations	
A. Travel and Short-Term Training	
B. Consumable Supplies	
C. Insurance	
D. Occupancy Costs	
E. Indirect Costs	
F. Other	
G. Supportive Services	
H. Stipends	
Total Operational Costs	

Section 3: Equipment	
A. Equipment Subject to Depreciation	
B. Small Equipment Purchases (<\$1,000)	
C. Leased or Rented Equipment	
Total Equipment Costs	

Total Contact Costs	
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**Attachment A
Business Support Analysis and Grant Writing RFP**

A. Salaries - Detail	Position Title	Salary per Hour	Total Hours
Name:			
Name:			
Name:			
Name:			
			Total Salary Cost
B. Payroll-Related Expenses - Detail	Indicate Formula Used		
Social Security			
Workers Compensation			
Unemployment Insurance			
Retirement Expense			
Hospitalization Insurance Premium			
Medicare			
Other:			
Other:			
Other:			
Other:			
			Total Payroll-Related Cost

Section 2: Operations

A. Travel Expenses - Detail
Gasoline & Oil
Vehicle Repair
Vehicle License
Other:
Mileage Rate:
Total Mileage Expense
Conference, Meeting, etc.
Purchased Transport
Total Transportation Cost
B. Consumable Supplies Expenses - Detail
Office Supplies
Program Supplies
Training
Other:
Other:
Total Supplies Cost
C. Insurance Expenses - Detail
Liability
Property
Accident
Other:
Other:
Other:
Total Insurance Costs
D. Occupancy Costs - Detail

**Attachment A
Business Support Analysis and Grant Writing RFP**

Office Space		
Total Square Feet:	Total Cost per Month:	
Cost per Square Foot:	Budget Period (Months):	
Utilities (if not included above)		
Maintenance		
Heat		
Electricity		
Telephone		
Water		
Other:		
		Total Occupancy Costs
E. Indirect Costs - Detail*		
Identify:		
Identify:		
Identify:		
Identify:		
		Total Indirect Costs
F. Other Expenses - Detail (Note: Attach an itemized list.)		
Memberships/Subscriptions		
Printing		
Mailing		
Other:		
Other:		
		Total Other Costs
*Please provide a brief narrative justifying the indirect costs above.		

Section 3: Equipment			
B. Small Equipment Purchases - Detail	Item (Model/Year)	Quantity	Item Cost
Item:			
Item:			
			Total Small Equipment Costs
C. Leased & Rented Equipment - Detail	Item (Model/Year)	Quantity	Item Cost
Item:			
Item:			
			Total Leased & Rented Equipment Costs

Provide a brief budget narrative here justifying the total cost proposal.	
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Attachment B

Proposal Cover Sheet/Signature Page

Business Support Analysis and Grant Writing RFP
Workforce and Economic Development
4465 Coonpath Road NW
Carroll, OH 43112

Respondent Organization's Name:	
Street Address:	
Mailing Address:	
City, State, ZIP:	
Contact Name:	
Contact Title:	
Contact Email:	
Contact Phone Number:	

Name of Person Authorizing this Proposal: _____

Title of Person Authorizing this Proposal: _____

Signature and date of Person Authorizing this Proposal: _____

Attachment C – Employer and Grant Support Proposal

Overview

- 1.** Describe your organization or, if an individual, personal history, tied to duties outlined in this RFP. Include a discussion of the history of your organization as well as a description of any activities relevant to your proposed program design.
- 2.** State whether your organization intends to subcontract any services under this proposal. If so, the same information provided in response to item No. 1 above must be given for any and all subcontractor(s). Additionally, a letter of commitment from the proposed subcontractor(s) must be included as an attachment.
- 3.** Describe your organization's structure. List the name(s) and title(s) of all the owners, members of the Board of Directors, along with any other officers of the agency, corporation, or business. Indicate owners, members, or officers who are employed by an organization currently participating in any or are related to such individuals, including the Fairfield County Board of Commissioners. Include your organization's efforts to ensure transparency with the proposed services and to avoid conflict of interest. The same information must be provided for any and all proposed subcontractor(s).
- 4.** Describe any alternative or leveraged resources, or in-kind contributions, that your organization will commit to FCC. Include the source and the dollar value.
- 5.** Describe a 14-day transition plan for your organization to begin services on October 4, 2021. Include items such as staffing and communications plan, etc.
- 6.** Include two organizational charts as attachments: (1) the respondent's current organizational structure and (2) the respondent's proposed structure if awarded this RFP. Include resumes and job descriptions for key personnel as an attachment. Include knowledge, skills, and experience of staff related to the requirements of this RFP.
- 7.** Provide three (3) references as an attachment for current or past projects that are similar in scope and size of the services your organization is applying for under this RFP. Include organization name, location, key representative's name and contact information (email and phone), and a brief description of services provided.
- 8.** Describe, in detail, how you will fulfill the responsibilities outlined in this proposal. Include: amount of time spent per employer or village/township; how information will be gathered; how information will be presented; and timeline for completion,
- 9.** Describe how you or your organization will communicate with the FCC.
- 10.** Describe how you or your organization will schedule your time to meet townships and/or villages or employers.

Attachment D - Assurances and Certifications

CERTIFICATION LETTER FROM SIGNATORY AUTHORITY

CERTIFICATION: The information contained in this proposal fairly presents the organization and its proposed operating plans and budget for a American Rescue Plan funded program. I acknowledge that I have read and understand the requirements and provisions of the RFP and that the organization is prepared to implement the project/program as specified in this proposal.

I further certify that all information contained in this proposal is true and correct and shall be open to verification should Fairfield County Commissioners or its representatives desire to do so. I also certify that all costs contained in the proposal are real, allowable, necessary, non-defective, and allocable to the program and are not of allocable credits, refunds and rebates, and are not a duplication of funds already available or which will be available from other funding sources.

I agree that should this program be funded, our organization will abide by the rules and regulations, state, and local policies applicable to the law, regulations and plans for administration.

I certify that I am authorized to sign the attached proposal and to commit this organization to the provision of services contained therein.

Finally, I do hereby certify that this organization is not currently in any stage of formal bankruptcy proceedings.

Authorizing Official's Name

Authorizing Official's Title

Social Security Number OR Taxpayer ID Number

Authorizing Official's Signature

Date

Attachment D - Assurances and Certifications

MANAGEMENT ASSURANCES

Fairfield County Commissioners and its representatives will enter into contracts only with organizations that provide reasonable assurance in their applications that they are capable of managing, operating, monitoring and reporting according to federal and state guidelines, and standards of usual and customary business practices. This shall include:

1. Sufficient capability to operate the program.
2. Assurance that any proposed work sites meet the requirements of Fairfield County policies, rules and regulations.
3. Making available for review and monitoring the names and qualifications of their officers, directors, and managing personnel and those of any affiliates or subsidiaries who have operational or fiscal responsibilities for the program services contracted for.
4. Making available a list of all programs for which they are receiving financial assistance during the last three years and that they have substantially complied with the requirements, procedures, and objectives of such programs.
5. Assurance that no information available showing substantial non-compliance with regulations, or if there is, they shall include an acceptable plan to correct such deficiencies.
6. Assurance that all personnel will have the basic training in the applicable requirements and regulations for the program being funded prior to the program beginning.
7. Assurance that internal policies meet state and federal guidelines regarding EEO and provide for fair and reasonable employment practices.
8. The proposer agrees to pay for "Reasonable Accommodations" for handicapped persons as defined in 29 CFR part 37.4

Authorized Representative's Signature

Date

Attachment D - Assurances and Certifications

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of _____
Name of Organization

to provide equal employment opportunity (EEO) to all persons regardless of race, color, creed, religion, sex, age, national origin, physical or mental handicap, political affiliation, belief, marital status, arrest or conviction record, public assistance status, or veteran's status. Therefore, this organization will take Affirmative Action to ensure that we will:

1. Train in all job classifications regardless of the above differences.
2. Make program decisions that are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
3. Incorporate our equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, company sponsored training, education and tuition assistance, career development, upgrading, demotion, and promotions.

The success of an Affirmative Action program requires maximum cooperation between the management and its employees.

To obtain these objectives, _____
Name

will serve as the Equal Employment Opportunity Representative for our organization. The above named person will be responsible for working with Fairfield County Commissioners staff on all EEO matters and for monitoring and evaluating this organization's success in achieving Affirmative Action goals.

Authorized Representative's Signature

Date

Attachment D - Assurances and Certifications

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE NEXT PAGE OF THE RFP).

- 1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Signatory Authority for Proposing Agency

Title of Signatory Authority for Proposing Agency

Signature

Date

Attachment D - Assurances and Certifications

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous due to changed circumstances.
4. The terms "covered transaction", "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntarily Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normal, possessed by a prudent person in the ordinary course of business dealings.

Attachment D - Assurances and Certifications

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Attachment E – Review Committee Scoring Sheet

**Business Support Analysis-Grant Writing RFP
Review Committee Scoring Sheet**

Consultant Name: _____

Reviewer Name: _____

Date: _____

Possible Score	Actual Score	Criteria
60		Proposal's plan and ability to deliver objectives in this RFP
30		Consultant's experience in administering studies of similar scope and requirement, including reference check results of current or prior customers
10		Budget and Budget Narrative with Cost/Price Analysis
100		Total