



Perry County Job and Family Services

Private Transportation Contractors Invitation to Bid

Perry County Job and Family Services (PCJFS) is seeking bids for Private Transportation Contractors for Non-Emergency Medical Transportation (NEMT). NEMT is a statewide program administered by PCJFS to provide transportation for Medicaid eligible customers to and from medical providers who provide Medicaid covered services. In certain instances, the agency is unable to arrange transportation with the local transit authority requiring the use of private contractors. Contractors would be contacted by PCJFS on an as needed basis when the contractor's services are needed. Contractors are reimbursed within 30 days for their services following the submission of a weekly invoice.

Contractors should also be available during typical and non-typical hours/days of the week. In most cases, the Contractors will have at least a 24-hour notice prior to the actual appointment. Contractors will be required to enter in a contract with PCJFS – NEMT.

The following information must be included in the bid:

1. Requirements for being a NEMT Services Provider

- A. Provide a statement disclosing the identity of the person(s) who will be providing the NEMT services. Please include the following information in the statement:
 - a. Name, Address, and Phone Contact
 - b. Copy of Valid Ohio Driver License
 - c. Proof of Vehicle Insurance
 - d. Tax/SS Identification Number
 - e. Day & Hours of Contractor Availability
 - f. Medicaid Provider Number **(if applicable)**
 - g. Medicaid Provider Name **(if applicable)**
 - h. National Provider Identifier – NPI **(if applicable)**
 - i. Valid Driver's License
 - j. Proof of Car Insurance
- B. Complete a criminal background check having the results sent to Perry County Job and Family Services P.O. Box 311 New Lexington, Ohio 43764. Due to the results of the background check being mailed directly to PCJFS, please provide the date and a copy of the receipt for the background check.



Perry County Job and Family Services

- C. Submit a copy of the Ohio Drivers Abstract Report for the previous 3 years on each driver.

2. Cost information for Bid

PCJFS will reimburse the Contractor for costs included in transporting a Medicaid eligible individual from the location of the pick-up to the Medicaid approved provider and the return trip. There may be instances where there will be additional Medicaid eligible individuals in the vehicle at the same time. If this occurs, PCJFS will reimburse the Contractor for the costs of the additional individual(s). It may also be necessary for the Contractor to wait for the Medicaid eligible individual at the Medicaid approved provider more than 6 hours. If that occurs, PCJFS will reimburse for wait time that exceeds 6 hours.

Please use the information below as a template for submitting cost for the bid. An explanation column has been added for the Contractor to list any additional information that may be necessary to explain the charge.

Associated Cost	Total Cost	Explanation
Cost per Loaded Mile		
Cost for additional attendant		
Cost for wait time exceeding 6 hours		
Additional Cost		

3. Delivery of Bids

Bids must be submitted by US Postal Mail, addressed to:

Perry County Job & Family Services

Attn: NEMT Unit

P.O. Box 311

New Lexington, Ohio 43764

Bids may also be submitted by email to: melissa.leckrone@jfs.ohio.gov You will receive a email response saying that your bid was received. *Please note at this time that your bid will not be opened until March 22, 2023, at 1:00pm as listed below.*



Perry County Job and Family Services

All information must be received by PCJFS no later than **March 22, 2023, at noon**. Bids received will be time and date stamped by PCJFS staff. Information received after the deadline may be rejected at the discretion of the PCJFS.

4. Opening of Bids

Bids will be opened on March 22, 2023, at 1:00 p.m. at PCJFS located at 5454 State Rt. 37, New Lexington, Ohio 43764. Notice of award will be issued between March 23rd - 31st, 2023. PCJFS reserves the right to accept or reject all bids on any basis and without disclosure of reason.

5. Contract

The selected bidder(s) will be awarded a contract for a period of one year beginning April 1, 2023 and ending March 31, 2024. PCJFS, at its sole discretion, may decide to extend the contract for a period of one- or two-years contingent, upon the level of future federal and state funding, provider effectiveness and demonstrated need for the services being provided. A contract and any extension require the approval of the Board of Perry County Commissioners. Each additional term will be for a period of one year.

The ITB does not commit PCJFS to award a contract, to pay any costs incurred in the preparation of a proposal for this ITB, or to procure or contract for services.

For questions regarding this information and/or submission, please contact Lisa Leckrone at (740) 342-5423 or e-mail at melissa.leckrone@jfs.ohio.gov.