

PERRY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

REQUEST FOR PROPOSAL

HEARING OFFICER

FOR THE

PERRY COUNTY CHILD SUPPORT ENFORCEMENT AGENCY

November 14, 2025

RFP for Hearing Officer

Request for Proposal
Hearing Officer
Perry County Child Support Enforcement Agency

DATE ISSUED: November 14, 2025

TITLE: Hearing Officer

DESCRIPTION: Provide administration hearings for the Perry County Child Support Enforcement Agency.

DEADLINE FOR SUBMITTING PROPOSAL: December 5, 2025
12:00 p.m. (Eastern Time)

PROPOSAL DELIVERY ADDRESS: Perry County Job & Family Services
5250 SR-37 E
P.O. Box 311
New Lexington, OH 43764-0311
Attn: Hearings Officer RFP

OR – Via Email to:
Lori.Hollingshead@jfs.ohio.gov

ADDITIONAL ASSISTANCE: Additional assistance may be obtained
by contacting Michelle Monty at
(740) 342-5506, or by email at
Michelle.Monty@jfs.ohio.gov.

PERRY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

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1.0 INTRODUCTION

The Perry County Child Support Enforcement Agency (CSEA) wishes to engage the services of qualified contractors to provide Administrative Hearings. Prospective contractors should have some history of successful service to other clients, preferably with experience in providing this same type of service to other government entities. The purpose of this document is to provide interested parties information, on a fair and competitive basis, but in a manner that will ensure the highest possible quality of services, to enable them to prepare and submit a written proposal for services related to the Hearing Officer described herein.

2.0 BACKGROUND

The Perry County CSEA is initiating this Request for Proposal (RFP) in order to obtain the services of a hearing officer to administer hearings for its child support program. The CSEA's intent is to enter into a contract with the selected proposer for a term of one year. The contract awarded by the CSEA to the successful proposer must be approved by the Perry County Board of Commissioners.

In addition, this RFP specifies the need for each prospective contractor to provide background information, such as experience and qualifications. Prospective contractors should submit written proposals in accordance with the requirements set forth in this document. If a proposal does not meet the specifications outlined in this RFP, the proposal may be deemed non-responsive and removed from further consideration.

Furthermore, each prospective proposer must provide an email address to Lori.Hollingshead@jfs.ohio.gov as soon as possible, so that the CSEA may contact the prospective contractor if necessary to amend this RFP or for other reasons relating to this RFP. Failure to provide such an email address will preclude the CSEA's ability to contact you, but you will still be required to comply with any changes made to this RFP and the CSEA will not be responsible for your failure to receive such notice.

2.1 INQUIRIES

Written questions concerning this RFP must be submitted and received no later than December 1st, 2025 (specified in calendar of events) by emailing Lori.Hollingshead@jfs.ohio.gov. The Department will endeavor but shall not be required to answer any such request for information. If it does, the answers shall be provided via email to all persons/firms who have received copies of this RFP and provided its email address to CSEA. The Q&A, if any, will be posted on our website where the RFP is listed.

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2.2 CALENDAR OF EVENTS

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the CSEA. In the event that the CSEA finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

Action Item	Delivery Date
RFP Issued	November 14, 2025
Deadline for receiving RFP questions	December 1, 2025
Deadline for issuing RFP answers	December 2, 2025
RFP Deadline	December 5, 2025 at 12:00pm
Proposals Opened	December 5, 2025 at 1:00pm at PCJFS
Notification of intent to award	December 8-12, 2025

2.3 PROVIDER EMAIL ADDRESS

All prospective proposers must provide an email address to Perry County CSEA in order to receive answers to questions submitted regarding this RFP, updates, material changes, and supplements to this RFP. Proposers are responsible for obtaining any such changes without further action from Perry CSEA.

3.0 SERVICES REQUIRED

Upon award of the contract, the contractor will be required to provide, but not limited to, the following services on an as-needed basis:

3.1 Administrative Hearing Officer Shall:

1. Be a notary public;
2. Possess the ability to research, analyze, and apply:
 - (a.) Federal and state laws and regulations relating to the establishment of paternity and the establishment, modification, and enforcement of support orders; and
 - (b.) Administrative practices and procedures;
3. Have no personal or professional interest that conflicts with the ability to be objective; and
4. Be able to conduct hearings that are subject to judicial review.
5. Complete yearly mandatory training in accordance with ODJFS (ie. Civil Rights Training, FTI Training, ADA, etc.).

3.2 Administrative Officer's Duties shall include, but are not limited to:

1. Issuing administrative orders requiring child, mother and alleged father to submit to genetic testing.
2. Issuing administrative orders determining the existence or nonexistence of a father and child relationship.

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3. Conducting administrative hearings and issuing administrative orders to establish the payment of child support and the method of providing for the child's medical support.
4. The administrative officer may schedule and conduct conferences and administrative hearings related to issues of paternity and the payment of support including the administrative adjustment hearing, mistake of fact hearings, and other duties as determined by the CSEA Supervisor, Director or Designee.
5. When an administrative hearing is held, the administrative officer shall compile a record of the proceedings that includes copies of all documents and exhibits submitted. The records shall be maintained at the CSEA in a manner that would make it acceptable and accessible for court use.
6. Schedule and send notice to all involved parties of administrative child support hearings upon receipt of IV-D Summary.
7. Calculate amount of child support and cash medical obligations using state guidelines.
8. Draft and issue Administrative Child Support and Cash Medical Support Order including any necessary Addendum.
9. Enter all scheduled hearings and results in SETS
10. Schedule genetic testing through SETS and send notice of genetic testing to all involved parties upon receipt of IV-D Summary.
11. Enter genetic testing results through SETS and send notice of results to all involved parties.
12. If paternity is conclusive, schedule and send notice to all involved parties of administrative child support hearing.
13. Conduct modification objection hearings when either party objects to an administrative review issued by a JFS Investigator and issue decision.
14. Conduct mistake of fact hearings when either party sends notice they believe a mistake of fact has been made and issue decision.
15. Scan all documents produced into JFS system.
16. Dedicate 15-20 hours per week.

17. Have at all times the equipment, licenses, applicable liability insurance, and instruments required to perform the services herein.
18. Submit a monthly invoice no later than fifteen (15) calendar days following the end of a service month. A unit of service is defined as time spent (in increments of .25 hour) administering IV-D Hearings and work related to administering these cases.
19. Complete all required forms as set forth in the contract.
20. Meet with the CSEA Supervisor as required.

4.0 CONTENT OF PROPOSAL

Each proposer must demonstrate past and present ability to fulfill the requirements established by the RFP. Each proposer is required to provide detailed information demonstrating an ability to perform the necessary services with specific reference to the activities noted above in Section 3.0, entitled "Services Required".

The narrative part of the proposal must present the following information and be organized with the following headings:

- *Cover Letter
- *Profile of Proposer (Appendix B)
- *Qualifications of Proposer
- *References (Appendix C)
- *Signature Affidavit (Appendix A)
- *Cost Proposal
- *Additional Data

Each heading should be separated by tabs or otherwise clearly marked. Failure to do so may result in a reduced rating by the proposal evaluation committee.

The proposer may propose to offer the requested services directly or to subcontract a portion to other providers. Proposers intending to subcontract services must indicate that intent in the proposal and identify the specific contractor(s), as well as provide resumes. Any subcontracts not identified in the proposal will require the prior written approval of the CSEA. The CSEA reserves the exclusive right to approve or reject any subcontracts requested by the proposer subsequent to the submission of a proposal.

4.1 COVER LETTER

Each proposal must be accompanied by a cover letter that contains a general statement of the purpose for submission and include the following information:

- 4.1.1 Name, title, address, and telephone number of the person or persons authorized to represent the proposer in order to enter into negotiations with the CSEA with respect to the RFP and any subsequent awarded contract. The cover letter shall also indicate any limitation of authority for any person named;
- 4.1.2 The cover letter must be signed by a representative or officer of the proposer who is authorized to bind the firm to all provisions of the RFP, any subsequent changes, and to the contract if an award is made; and
- 4.1.3 The letter shall also contain a statement that the proposal is a firm offer for a one hundred twenty (120) day period.

4.2 PROFILE OF PROPOSER

The proposer must complete the Profile of Proposer Form included in this RFP as Appendix B.

4.3 QUALIFICATIONS OF THE PROPOSER

- 4.3.1 A detailed description of previous work experience in providing similar services during the past five (5) years, particularly for public agency clients.
- 4.3.2 Completed Appendix C or a minimum of three (3) references in the same format as Appendix C.
- 4.3.3 Relevant public-agency experience of the hearing officer who will be performing the work.
- 4.3.4 Number of Hearing Officers who will be performing the work, along with their resumes.
- 4.3.5 Disclose whether the firm, or individuals within their firm, have received a suspension, revocation, or disciplinary action from any government entity, which would affect a license to perform these services.

4.4 SIGNATURE AFFIDAVIT

The proposer must complete the Signature Affidavit included in this RFP as Appendix A.

4.5 COST PROPOSAL

The cost proposal should be submitted in a separate sealed envelope with the written proposal. Cost proposals will not be opened until the evaluation of the written proposals is completed by the evaluation committee. The proposal will be scored using a standard quantitative calculation where the most points will be awarded to the proposal with the lowest perceived cost. Various costing methodologies and models are available to analyze the cost information submitted to determine the potential value to be derived by PCJFS. The Agency will select one method and use it consistently throughout the evaluation. The proposer must provide a summary budget incorporating all component costs. Costs proposals must be in a separate sealed envelope.

4.6 ADDITIONAL DATA

Any other relevant information the proposer believes to be essential to assist in the evaluation of the proposal shall be clearly stated in this section. If there is no additional data the proposer wishes to present, this section will consist of the statement, "There is no other data I/we wish to present."

5.0 ADMINISTRATIVE GUIDELINES FOR SUBMITTAL

The CSEA requires that all contractual proposals adhere to the following guidelines:

5.1 ACCEPTANCE OF TERMS AND CONDITIONS MAY SUBMIT HARD COPY OR VIA EMAIL

The submission of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance of all terms and conditions set forth herein. Proposals must contain the required information outlined in Section 4.0 to be deemed responsive. The CSEA may, however, waive minor informalities and omissions in the proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to interests of the CSEA or to fair competition. Proposals shall also be unconditional; any proposal that purports to impose conditions not included in this RFP will be deemed non-responsive.

5.1.1 Proposals must be type-written and in English.

5.1.2 Proposals should be on 8.5" x 11.5" white paper with no less than 1" margins, use standard black 12-point type font, be stapled or bound securely, and include one (1) original and three (3) copies.

5.1.3 Proposals must be enclosed in a single, sealed package plainly marked with the words "Proposal for Hearing Officer for the Perry County CSEA".

5.1.4 Proposals may be sent via email to Lori.Hollingshead@jfs.ohio.gov. When submitting via email please enclose TWO Attachments (1. Proposal, and 2. Cost Proposal) and label the subject line of email: "HEARING OFFICER RFP – (Company Name)". You will receive an email confirmation once submitted.

Proposals must contain firm offers for all services to be performed for the duration of the proposed contract. The RFP and the resulting proposals, or any part thereof, may be incorporated into and made a part of the contract. The CSEA reserves the right to further negotiate the terms and conditions of the contract with the selected proposer(s). If contract negotiations cannot be concluded successfully with the highest scoring proposer, the CSEA may negotiate a contract with the next highest scoring proposer. This RFP does not commit the CSEA to award a contract. The CSEA also reserves the right to withdraw this RFP at any time, to reject all proposals, to reject any proposal for noncompliance with RFP provisions, or to choose not to award a contract if such action is determined to be in the best interest of the CSEA and to waive any informality in the process when to do so is in the interests of the CSEA.

5.2 WITHDRAWAL OF PROPOSAL

A proposer may withdraw a submitted proposal in writing at any time prior to the specified due date and time. A written request to withdraw, signed by an authorized representative of the proposer, must be submitted to the Fiscal Department at Lori.Hollingshead@jfs.ohio.gov. After withdrawing a previously submitted proposal, the proposer may submit another proposal at any time up to the specified submission deadline. All proposals submitted and not withdrawn prior to the end of the submission deadline shall be firm and may not be withdrawn after the submission deadline for a period of one hundred twenty (120) days following the deadline for submission of proposals specified in this RFP.

5.3 COST OF RFP

The proposer understands and agrees that the CSEA is not responsible for any costs incurred by the proposer in responding to this RFP. Proposers who respond to this RFP, including possible attendance at a post-submission interview of proposer, do so solely at their own expense.

5.4 CONFIDENTIAL INFORMATION

All proposals shall be deemed to be public records within the meaning of Chapter 149, Ohio Revised Code. However, the contents of the responses to the RFP will not be deemed public records and will be treated as confidential information until completion of the evaluation process. If a proposer believes that the RFP requires

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the disclosure of technical, proprietary, or trade secret information that the Proposer is not willing to make public, such information should not be submitted. No part of the proposal may be designated as confidential.

5.5 ORAL PRESENTATIONS

Selected proposers may be required to make oral presentations to supplement their proposals, if requested by the CSEA. The CSEA will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the Department on the date scheduled may result in rejection of the proposer's proposal.

6.0 SUBMISSION OF PROPOSAL

6.1 SUBMISSION DEADLINE

6.1.1 **HARD COPY SUBMISSION:** The original proposal and three (3) complete copies must be received by the CSEA no later than December 5, 2025 at 12:00 p.m. (Eastern Time) at the following address:

Perry County Job & Family Services
5250 SR-37 E
P.O. Box 311
New Lexington, OH 43764-0311
Attn: Hearing Officer RFP

6.1.2 The outside of the sealed package containing the proposal must contain the following designation:

"Proposal for Hearing Officer for the Perry County CSEA"

6.1.3 **EMAIL SUBMISSION:** Proposals may be sent via email to Lori.Hollingshead@jfs.ohio.gov. When submitting via email please enclose TWO separate attachments (1.Proposal, 2. Cost Proposal) and label the subject line of email:

"HEARING OFFICER RFP – (Company Name).

You will receive an email confirmation once submitted.

6.2 RESPONSIBILITY OF TIMELY SUBMISSION OF PROPOSAL

All proposals submitted will be marked with the time and date. Timely submission of proposal is the sole responsibility of the proposer. Late proposals will not be considered for contract award. All proposals hand delivered after 12:00 p.m. on the due date will be returned to the applicant. The CSEA reserves the right to determine the timeliness of all proposal submissions.

7.0 PROHIBITION OF COMMUNICATION DURING RFP EVALUATION PERIOD

After the submittal of proposals and continuing until a contract has been awarded, all CSEA personnel involved in the project will be specifically directed

against holding any meetings, conferences, or technical discussions with any proposer except as provided in the RFP. Proposers shall not initiate communication in any manner with CSEA personnel regarding this RFP or the proposals during this period of time, unless authorized, in advance, by the selection committee. Failure to comply with this requirement will automatically terminate further consideration of that firm's or individual's proposal.

8.0 EVALUATION CRITERIA

8.1 PRELIMINARY EVALUATION

The proposals will be first reviewed to determine if all requirements are met, and if the proposal format and content meets requirements. Failure to meet mandatory requirements will result in the proposal being rejected as non-responsive. In the event that all proposers do not meet one or more of the mandatory requirements, the Department reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in the RFP.

8.2 EVALUATION PROCESS

The overall proposal will be scored using qualitative and quantitative calculations where the most points will be awarded to the proposal that provides the most value to the CSEA with the corresponding lowest cost. Various costing methodologies and models are available to analyze the cost information submitted and potential value to be derived to the CSEA. The CSEA will select one method and use it consistently throughout its evaluation.

The CSEA reserves the right to interview or to seek additional information relating to criteria already in the RFP from any candidate after opening the proposals, but before entering into a contract, to reject any proposal if it deems it to be in the best interests of the CSEA, and to award a contract to the next qualified proposer. The CSEA reserves the right to check references identified by any proposer or associated with any previous employer of any employee of the proposer identified in the proposal. The CSEA reserves the right to award the contract based on considerations other than price

Representatives from the CSEA will review all proposals submitted in response to this RFP in accordance with the following criteria:

8.3 GENERAL QUALIFICATIONS (50% of evaluation)

Record of past performance of the hearing officer in providing similar services.

Relevant public-agency experience of the contractor in providing similar services.

Direct or related experience the proposer has that indicates success in performing the required services in an economical manner.

If the proposer is an organization whose staff will collectively fulfill the requirements, the organization should submit the qualifications of individuals that will be providing the services.

8.4 PRICING OF SERVICES (50% of evaluation)

Cost to provide the services as detailed in this proposal.

8.5 GENERAL SCORING INFORMATION

Proposals will receive scores based on a one hundred (100) point scale. A maximum of fifty (50) points will be awarded in the General Qualifications Section and a maximum of fifty (50) points will be awarded for the Pricing of Services Section.

9.0 AWARD OF CONTRACT

The proposer to whom a contract is awarded shall be required to enter into a written contract with the Perry County CSEA in a form approved by the Ohio Department of Job and Family Services and the CSEA. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. However, the CSEA reserves the right to further negotiate the terms and conditions of the contract with the selected proposer. The contract will be for a period of one (1) year beginning January 1, 2026 and ending December 31, 2026.

10.0 PROTEST PROCEDURE

10.1 PROTESTS

Any potential, or actual, proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:

1. The name, address and telephone number of the protestor;
2. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
3. A request for a ruling by CSEA;
4. A statement as to the form of relief requested from CSEA;
5. Any other information the protestor believes to be essential to the

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determination of the factual and legal questions at issue in the written protest.

- B. A timely protest shall be considered by CSEA if it is received within the following periods:
 - 1. A protest based upon alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for the receipt of proposals shall be filed no later than 1:00 pm on the closing date for the receipt of proposals, as specified in the Calendar of Events, of this RFP.
 - 2. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 1:00 pm of the fifth (5th) calendar day after the notification of intent to award date as specified in the Calendar of Events, of this RFP.
- C. An untimely protest may be considered by the CSEA if it determines that the protest raises issues significant to the CSEA's procurement system. An untimely protest is one received by CSEA after the time periods set forth in Item B of this section.
- D. All protests must be filed at the following location:
 - Perry County Department of Job & Family Services, CSEA
 - 5250 SR-37 E, P.O. Box 311
 - New Lexington, OH 43764
- E. When a timely protest is filed, a contract award will not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless CSEA determines that a delay will severely disadvantage the CSEA. The proposer(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- F. CSEA will issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

10.2 CAVEATS

CSEA is under no obligation to issue a contract as a result of this solicitation if, in the opinion of CSEA, none of the proposals are responsive to the objectives and needs of the CSEA. CSEA reserves the right to not select any vendor should the CSEA decide not to proceed. Changes in this RFP of a material nature will be provided to the email address provided to the CSEA. All proposers are responsible for supplying the CSEA with a valid email address and for obtaining any such changes without further notice by the CSEA.

11.0 PROPOSAL CHECKLIST

All of the following documents or subject headings are required to be in your proposal:

One (1) original and three (3) copies of the original proposal, or email submission, including but not limited to:

- 11.1.1 Cover letter with appropriate signatures;
- 11.1.2 Proposer Profile (Appendix B)
- 11.1.3 Qualifications of the proposer;
- 11.1.4 References (Appendix C)
- 11.1.5 Signature Affidavit (Appendix A)
- 11.1.6 Cost proposal
- 11.1.7 Statement regarding additional data

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APPENDIX A: CERTIFICATION AFFIDAVIT

PERRY COUNTY CHILD SUPPORT ENFORCEMENT AGENCY

SIGNATURE AFFIDAVIT

In signing this proposal, I/we also certify that I/we have not either directly or indirectly entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other person or firm to submit or not to submit a proposal, that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor, that this proposal has not been knowingly disclosed prior to the opening of the proposals to any other proposer or competitor, that the above statement is accurate under the penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the CSEA in this Request for Proposal, and declare that the attached proposal and pricing are in conformity therein.

Signature

Date

Name (Type or Print)

Firm

Title

Address

Email

Phone

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APPENDIX B: PROFILE OF PROPOSER

PERRY COUNTY CHILD SUPPORT ENFORCEMENT AGENCY

CSEA HEARING ADMINISTRATOR REQUEST FOR PROPOSAL

SECTION I. PROPOSER CONTACT INFORMATION			
Proposer Name			
Address			
Contact Name		Email	
Phone		Fax	
SECTION II. TYPE OF ORGANIZATION			
☐ Public	Type (county, school district, college)		
☐ Private	Type (not for profit or for profit)		
Date Incorporated (if applicable)		Tax Exempt Status	
SECTION III. ORGANIZATIONAL STRUCTURE (Select One)			
☐ Organization is independently operated (Legally unaffiliated; Do not complete Section IV)			
☐ Organization is affiliated with a parent organization (Complete Section IV)			
SECTION IV. PARENT ORGANIZATION INFORMATION			
Type of Affiliation	☐ Subsidiary ☐ Chapter ☐ Branch Office ☐ Other (Describe) ☐		
Parent Organization			
Address			
Contact Name		Email	
Phone		Fax	

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APPENDIX C: REFERENCE SHEET FORMAT

PERRY COUNTY CHILD SUPPORT ENFORCEMENT AGENCY

FOR PROPOSER: Provide organization's name, address, and contact person, telephone number, and appropriate information on the services provided within the past 5 years with requirements similar to those included in this RFP.

1) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

2) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

3) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

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Hearing Officer RFP Evaluation

Proposal submitted by:		
Evaluation Criteria	Maximum Number of Points	Points Awarded
Experience and Capabilities	50	
Experience in administrative process or similar service.	10	
Relevant public-agency experience of the contractor in providing similar services.	10	
Knowledge of how the CSEA program is administered in Ohio.	10	
Experience and knowledge of the workings of the Perry County Court System.	10	
Perceived ability of the proposer to perform the services specified in the RFP.	10	
Total Points Awarded	50	
Price and Cost	50	
Proposer's budget is in the required format.	15	
Proposer's budget does not exceed the cost analysis	35	
Total Points Awarded	50	
Grand Total Points Awarded	100	
Comments:		
Evaluator's Printed Name		
Evaluator's Signature	Date	

Proposal Evaluation Sheet

Proposal Submitted by:

Compliance Checklist for Proposal Acceptance

- ☐ Submitted by deadline 12/5/2025 – Date Submitted: _____
- ☐ One original and three (3) copies
- ☐ OR – Email Submission, two (2) attachments [Proposal and Cost Proposal]
- ☐ RFP formatted correctly
 - Paper, font, margins
- ☐ Cover letter
- ☐ Qualifications of the Proposer, organization history and statement of demonstrated effectiveness
- ☐ Proposal narrative response to service components
- ☐ Cost proposal submitted in a separate sealed envelope or separate email attachment
- ☐ Staff resumes and qualifications
- ☐ Required attachments:
 - Cover Sheet
 - Signature Affidavit
 - References

Evaluator's Assessment

- ☐ Responsive
- ☐ Non-Responsive

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Name of Proposer: _____

Proposal Evaluator's Ethic Statement

The undersigned, as a designated member of the team conducting the evaluation of the proposal(s) submitted in response to the RFP issued by the Perry County Department of Job & Family Services (PCJFS), I certify I have no financial or personal interest in the development of the RFP or any organizations, firm or person submitting a proposal.

I have no knowledge of any situation which would be a conflict of interest in the performance of my evaluation duties. It is understood that a conflict of interest occurs when a PCJFS employee or agent will gain financially or receive personal favors as a result of serving as a member of the evaluation team or the signing and implementation of a contract. I will immediately report the discovery of any conflict of interest or any potential conflict of interest to the Department Director should a conflict of interest be discovered during the evaluation process and prior to award of a contract.

I have been provided, and will comply with, the instructions for completing the evaluation and will perform my duties in an objective and unbiased manner. I understand that should I not abide by these instructions or that I fail to timely report a conflict of interest, or potential conflict of interest, I am subject to disciplinary action, including termination, by the Department.

Evaluator's Printed Name

Date

Evaluator's Signature

Title