



**PERRY COUNTY**  
Job & Family Services



**PERRY COUNTY**  
Job & Family Services

**REQUEST FOR PROPOSAL FOR:  
Private Transportation Providers**

DATE ISSUED: January 16, 2026

DUE DATE FOR PROPOSALS: February 13, 2026, by Noon

LATE PROPOSALS WILL BE REJECTED

For further information regarding this RFP, contact:

Fiscal Department  
Perry County Job and Family Services  
PO Box 311  
New Lexington, OH 43764  
[perryfiscal@jfs.ohio.gov](mailto:perryfiscal@jfs.ohio.gov)





**PERRY COUNTY**  
Job & Family Services

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## **Request for Proposals Private Transportation Contractors**

### **Section 1: Introduction**

#### **1.1 Background**

Perry County Job and Family Services (PCJFS) is a combined service agency that administers public assistance, protective services, child support, and workforce innovation and opportunity programs under the general administrative authority of the Board of Perry County Commissioners. PCJFS receives the majority of its administrative and program funding from the Ohio Department of Job and Family Services (ODJFS). Funding received from ODJFS originates from different federal and state resources.

#### **1.2 Purpose**

The purpose of this document is to provide interested parties information, on a fair and competitive basis, and in a manner that will ensure the highest possible quality for services, to enable them to prepare and submit a written proposal.

Perry County Job and Family Services (PCJFS) is accepting proposals for Private Transportation Providers for a variety of services. These include Public Assistance, Non-Emergency Transportation (NEMT), Workforce, and Child and Adult Protective Services. Perry County routinely has the need for options for the transportation of customers.

Curb to curb transportation is needed to transport PCJFS deemed eligible participants to health-care appointments, school, employment, childcare facilities, children service visitations, interviews, and other locations deemed necessary and allowable by PCJFS. Eligibility for services varies depending on funding source of program and is determined by PCJFS using Federal, State, and Local guidelines.

Provider(s) should be available 24 Hours, 7 Days a week. In most cases, the Providers will have at least a 24-hour notice prior to the actual appointment. Providers will be required to enter into a contract with the agency.

Payment is based on a reimbursement for services provided. Reimbursement will occur within 30 days of a correct invoice submission for allowed services following the submission of a monthly invoice.





The providers must demonstrate the ability and experience in providing transportation services. The transportation services must include:

- Guaranteed access to a ride
- Curb-to-curb transportation
- Extended hour (24/7) & weekend transportation
- Service area must include all of Perry County, travel to counties surrounding Perry County, when necessary, travel throughout Ohio.
- Data collection and documentation of the ridership
- Scheduling will occur through JFS only
- Ensuring Confidentiality, HIPPA, & ADA compliance with all riders

### **1.3 Programs that may require transportation**

Perry County administers several programs requiring transportation assistance. Programs and funding sources include:

#### Non-Emergency Medical Transportation (NEMT)

NEMT is a statewide program administered by PCJFS to provide transportation for Perry County Medicaid eligible customers to and from medical providers who provide Medicaid covered services. We aim to utilize the best option for our participants which include our local transit authority, gas vouchers, staff, and use of private transportation providers.

#### Pregnancy Related Services/Healthchek

Ohio Medicaid's Pregnancy Related Services program (PRS), was developed to improve and maintain the health of a pregnant woman, increase their chances for a healthier baby and to promote positive birth outcomes. The enhanced services of this program include referrals, counseling, education, case management, nutrition intervention, and transportation to Medicaid reimbursable appointments. Healthchek is considered Ohio's early and periodic screening, diagnostic and treatment service package.

#### Prevention, Retention, and Contingency Program (PRC)/TANF

This program offers short-term assistance to families to move towards self-sufficiency. Individuals that are determined eligible may need transported to and from work, childcare facilities, educational programs, etc. The county PRC plan provides an opportunity for our PCJFS to develop programs that meet the needs of those that are served.

#### Ohio Works First (OWF)/Temporary Assistance for Needy Families (TANF)

This program focuses on employment and training for families that are receiving public assistance. Employment is the goal, so families are able to transition to self-sufficiency. Transportation to and from work and training activities are required and are an essential component of the OWF program.







### Benefit Bridge Program

This program provides benefits and services to eligible families who are in need of help to obtain and/or maintain self-sufficiency. We are able to offer support to participants for a variety of things that PCJFS deems necessary and allowable under this umbrella.

### Food Assistance Employment and Training (FAET)

This program is designed to help Supplemental Nutrition Assistance Program (SNAP) participants move into unsubsidized employment. The need for transportation to and from FAET work and training activities are a required component of the program.

### Title XX (Social Services Block Grant)

This program is meant to strengthen families by enabling people to restore, maintain, or improve their self-support, self-care, and independent living. There is sometimes a need for transportation services to allow participants to access needed services, medical care, or employment.

### Workforce Innovation and Opportunities Act (WIOA)

This program helps participants to achieve upskilling, training and education as well as employment. Transportation may be requested for eligible youths, adults, and dislocated workers. Travel may be for employment, training or classes.

### Children and Adult Protective Services

Our Protective Services department are responsible for providing various services that are designed to identify, reduce, and eliminate child and adult abuse and neglect. Transportation services would be determined based on need by PCJFS. To protect the safety and security of children and adults, transportation **MUST** be provided in a dedicated vehicle with **NO** other passengers. Drivers will escort child(ren) to the agency and wait with the child(ren) until agency staff escorts the child(ren) to their visitation. Drivers will also come to the agency to retrieve child(ren) after the visitation is complete to travel back to school, home, or other pre-arranged setting.

The issuance of this Request for Proposal (RFP) and the selection of any proposal shall not be construed as a guarantee of funding under any program. Contracting with a selected provider will be subject to the availability of funds to Perry County Job and Family Services (PCJFS).





## Section 2: Conditions

### 2.1 Service providers shall meet the following conditions:

1. Provide a designated point of contact (POC) to whom our JFS staff may contact to schedule transportation for eligible individuals and/or families.
2. Point of contact (POC) phone and email.
3. POC must be able to reply to request within two **(2)** hours of request.
4. Provide a statement disclosing the identity of any person(s) who will be providing the transportation services. **Please see 2.5 Drivers for list of documents needed.**
5. The provider shall maintain written procedures for reporting and documenting all participant incidents, including significant changes that impact service delivery or involve imminent health or safety risks. All such incidents must be reported promptly to PCJFS.
6. Provide any personnel policies including anything related to code of ethics for transportation providers related to use of alcohol or drugs, smoking, vaping, and breach of confidentiality.
7. Medicaid Provider Name and Number (if applicable)
8. Tax Identification Number (if applicable)
9. National Provider Identifier \*NPI (if applicable)
10. Maintain records to document services provided, number of customers served, billing and reimbursement. Share documents with PCJFS upon request.
11. Assure that all customer information will remain confidential including addresses.
12. Demonstrate compliance related to background investigations of those providing direct services to PCJFS customers.
13. Must be able to submit an invoice no later than 25 days after the end of a month.  
*ie. January 1<sup>st</sup> – 31<sup>st</sup> services provided, invoice due February 25<sup>th</sup>. If the 25<sup>th</sup> falls on the weekend, invoice is due no later than the following Monday.*
14. The provider is required to meet all requested and accepted rides/trips.
15. The provider must track the following and submit with monthly billing to PCJFS:
  - a. Denials of rides/trips including date and reason for denial
  - b. No show including date and customer
    - i. **\*\*NOTE there will be no charge for no-shows**
  - c. Cancellations including date, reason and POC cancelling scheduled ride
16. Must maintain all records for at least 7 years or until audit is completed and all exceptions resolved, whichever is later.
17. Failure to comply with any of the requirements set forth herein may lead to termination of the contract between PCJFS and the Service Provider.

### 2.2 Transportation involving children

It is the preference of Perry County Job and Family Services (PCJFS) that children be transported using child safety seats (car seats), and such seats **MUST** be used when required by law. Car seats may be provided by the parent, guardian, or adult accompanying the child on the scheduled ride/trip. PCJFS may also provide a car seat for use in transporting children in its care.





At the time of issuance of this RFP, children under four (4) years of age or weighing less than forty (40) pounds MUST be transported in a child safety seat. Children under eight (8) years of age or shorter than four feet nine inches (4'9") MUST be secured in a booster seat. These requirements do not apply to children transported in taxicabs or public safety vehicles, as defined in Sections 4511.01 & 4511.81 of the Ohio Revised Code (ORC).

### 2.3 Attendants

The provider is not required to provide attendants for those customers scheduled. The provider must allow passengers with disabilities one (1) attendant if the customer desires and requests. Most attendants will be noted prior to the trip date, but there may be an exception where this does not occur, and the passenger is requesting at the time of the service. This must be noted and communicated with PCJFS.

### 2.4 Personnel

The Provider shall not directly or indirectly discriminate against any person on the basis of race, color, disability, sex, national origin, religious creed, or any other protected class.

The Provider shall be solely responsible for the provision and satisfactory performance of all employees and vendors as described in this RFP, or as required by any reasonable performance standards established by Perry County Job and Family Services. The Provider is responsible for ensuring that each driver is familiar with the service requirements and their respective responsibilities.

The Provider shall be responsible for the payment of all wages and benefits for its employees and/or subcontractors. The Provider shall comply with all applicable requirements related to employee liability, workers' compensation, unemployment insurance, Social Security and/or applicable retirement systems, tax obligations, and any child support orders.

All vehicles must be equipped with seat belts as required by law, and all passengers shall be required to use them when appropriate. In circumstances where a passenger is unable to use a seat belt due to a medical condition, a brief explanation must be documented in the driver log and shared with Perry County Job and Family Services.

Drivers shall be required to properly identify each passenger to ensure the correct individual is transported and that no passenger is left behind. All vehicles, passengers, and trips provided must be fully documented and accounted for at all times and shared with PCJFS upon request.







## 2.5 Drivers

The provider shall ensure that driver's appearance is neat, clean, and professional as well as easily identifiable with either a uniform or badge. Drivers shall maintain a courteous and cooperative attitude when in contact with the riders.

1. Driver information that must be submitted:
  - a. Job description and responsibilities
  - b. Name of all those providing transportation
  - c. Performance appraisals or development plan for all employees or contracted workers
  - d. All training completed for those providing direct transportation including but not limited to: Defensive Driving; Preventing Disease Transmission; CPR & General First Aid; Sensitivity Training; Geographic Familiarity; and Wheelchair training
2. 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.
  - a. **NOTE:** any driver convicted of any offense listed in Appendix A of rule 5010:2-5-09 of the Ohio Administrative Code will **NOT** be allowed to transport children for Perry County Job and Family Services (PCJFS).
3. As referenced in Section 1.3: to protect the safety and security of children and adults, transportation **MUST** be provided in a dedicated vehicle with **NO** other passengers. Drivers will escort child(ren) to the agency and wait with the child(ren) until agency staff escorts the child(ren) to their visitation. Drivers will also come to the agency to retrieve child(ren) after the visitation is complete to travel back to school, home, or other pre-arranged setting.
4. Submit a copy of the drivers abstract for the last 3 years for each person completing direct transportation.

## 2.6 Vehicles

The Provider is responsible for maintaining all vehicles used for transportation involving PCJFS participants/customers that ensures the safety of each rider in accordance with the following standards:

1. Vehicles be equipped with seat belts for all passengers.
2. Safety inspection documentation maintained that these are conducted by either the Ohio State Highway Patrol inspection unit or a certified mechanic.
3. If vehicle is equipped to transport a wheelchair, that all wheelchair restraints are available for use and proper securement. Lifts if used are in proper working order. That all direct delivery employees or providers are trained in using lifts and securing wheelchairs properly.
4. Be equipped with emergency equipment.





5. Tracking of vehicle maintenance if requested.
6. Vehicles shall be marked to be easily identifiable for all participants/customers.

### Section 3: Provider Requirements

#### 3.1 Service providers shall understand, accept, and comply with all the following provisions:

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq
5. Certify that no funds appropriated by the contract entered into with PCJFS will be used for lobbying as described in 31 USC 1352. If contract amount exceeds \$100,000 the selected Provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The Provider certifies 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.
7. Any other Federal, State, and Local laws regarding this service.

#### 3.2 Cost

Please provide your rates for the following, specifying any differences by program in a separate sealed envelope with the written proposal, or a separate PDF attachment if submitted via email. Cost proposals will not be opened until the evaluation of the written proposal has been completed by the evaluation committee. The cost proposal will be scored using a standard quantitative calculation where the most points will be awarded to the proposal with the lowest cost. Various costing methodologies and models are available to analyze the cost information submitted to determine the potential value to be derived by Perry County Job and Family Services. PCJFS will select one method and use it consistently throughout the evaluation.

1. By Program: List rates separately for each applicable program described in RFP.
2. By Location: Perry County; Counties adjacent to Perry County; Counties further than adjacent counties but within Ohio.
3. Rate Type: Indicate whether your rate is a flat rate or per mile rate.
4. Load Status: Specify if the rate applies to loaded trips only.
5. Wait time-charges: If applicable, provide any charge for wait time (note – this only applies to the NEMT program).

Please ensure all rates are clearly identified with the corresponding program and geographic area.

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the due date for the proposals.





## Section 4: General Instructions and Conditions

### 4.1 General Instructions

The evaluation and selection of a provider(s) will be based on the information submitted in the proposal plus references. Elaborate proposals (i.e. excessive letters of recommendation) beyond that sufficient to present a complete and effective proposal, are neither necessary nor desired. PCJFS and the Board of Perry County Commissioners is not liable for any cost incurred by Proposers who reply to this RFP.

### 4.2 Contract Period

The contract period shall be for one year. Perry County Job and Family Services, at its sole discretion, may decide to extend the contract for two additional years at one-year intervals, contingent upon the level of future federal, state, and local funding, provider effectiveness and demonstrated need for the services being provided. A contract and any extension will require the approval of the PCJFS Director, PCJFS Assistant Director, and the Perry County Board of Commissioners.

### 4.3 Public Information

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

### 4.4 Proposals are Unconditional

All proposals shall be unconditional. Any proposal that purports to impose conditions not included in this RFP will be deemed non-responsive. PCJFS may, however, waive minor informalities and omissions in a proposal if it decides, in its sole discretion, that such informality or omissions are not prejudicial to interests of PCJFS or to fair competition. The successful Proposer(s) will be required to execute the contract acceptable to PCJFS and the County within 10 days after acceptance of the proposal or within such further time as designated by PCJFS.

### 4.5 Calendar of Events

Listed below are specific estimated dates and times of actions related to this RFP. The actions within specific dates must be completed as indicated unless otherwise changed by PCJFS if they find it necessary to. If this occurs, PCJFS 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	January 16, 2026
Deadline for Receiving RFP Questions	January 29, 2026, by 9:00am
Deadline for Issuing RFP Answers	January 30, 2026, by 4:00pm
RFP Deadline	February 13, 2026, 12:00pm
Proposals Opened	February 13, 2026, 1:00pm
Notification of Intent to Award	February 16, 2026 - February 20, 2026

#### 4.6 Provider Email Address

All prospective Proposers must provide an email address to PCJFS, by emailing [perryfiscal@jfs.ohio.gov](mailto:perryfiscal@jfs.ohio.gov), 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 PCJFS.

### 5.0 Procedures for Submission of Proposal

#### 5.1 RFP Availability

Copies of this RFP may be obtained by visiting our website [www.perryjfs.org](http://www.perryjfs.org), telephone mail or email from PCJFS by contacting the Fiscal Department at [perryfiscal@jfs.ohio.gov](mailto:perryfiscal@jfs.ohio.gov).

#### 5.2 RFP Deliverable

All proposals must be addressed to and received by PCJFS in the following format:

Perry County Job and Family Services  
Attn: Private Transportation Provider  
PO Box 311  
New Lexington, OH 43764

**-OR-**

Via email with PDF attachments to:  
[perryfiscal@jfs.ohio.gov](mailto:perryfiscal@jfs.ohio.gov)  
Subject line: Private Transportation Provider

All proposals must be received on or before **February 13, 2026, NOON**. All documents must be clearly marked as described above. All proposals must be time-stamped by the stated time. Proposals not time stamped will not be accepted.

#### 5.3 Inquiries

Written questions concerning this RFP must be submitted and received by PCJFS no later than the date specified in the Calendar of Events. Questions should be emailed to [perryfiscal@jfs.ohio.gov](mailto:perryfiscal@jfs.ohio.gov). PCJFS will endeavor, but shall not be required to answer, any such requests for information. If PCJFS does respond, the answers will be furnished to all persons who are known to have received copies of this RFP and/or have provided their email address to PCJFS. All answers will be sent to the email address provided by the Proposer.





#### **5.4 Revision/Withdrawal of Proposal**

Proposals may be corrected, modified, or withdrawn prior to the deadline for submission by submitting a revised copy with the correction notated, modification notated or notification of withdrawal. Proposals may not be withdrawn or modified for a period of sixty (60) days after the opening of the proposals.

#### **5.5 Limitations**

The RFP does not commit PCJFS to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services. PCJFS reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part or in its entirety, this RFP if it is in the best interest of PCJFS. Perry County Job and Family Services may require the selected organization or persons to participate in negotiations and submit any fiscal, technical, or other revisions of their proposals that may result from negotiations.

#### **5.6 Contract Award**

PCJFS may award one or more contracts for transportation services listed. Each proposal should, therefore, be submitted in the most favorable terms from a cost, programmatic, and technical standpoint.

#### **5.7. Opening of Bids**

Bids will be opened on February 13, 2026, at 1:00 p.m. at PCJFS located at 5250 State Route 37 East, New Lexington, Ohio 43764. PCJFS reserves the right to accept or reject all bids on any basis and without disclosure of reason.

### **Section 6 General Requirements and Proposal Format**

The narrative of the proposal must present the following information and be organized with the following headings. Each heading should be separated and clearly marked. Proposals should be typed (standard typeface, 12-point font) and submitted on 8.5x11 white paper (no less than 1" margins), bound securely.

#### **Required Attachments:**

1. Letter of Transmittal
2. Cover Sheet
3. Signature Affidavit
4. References
5. History of Effectiveness
6. Section 2.1 Provide responses and/or documents as listed
7. Section 2.2 Acknowledge and agree to terms
8. Section 2.3 Acknowledge and agree to terms
9. Section 2.4 Acknowledge and agree to terms
10. Section 2.5 Provide responses to all information listed
11. Section 2.6 Acknowledge and agree to terms
12. Section 3.1 Acknowledge and agree to terms





13. Section 3.2 Cost provided (separate envelope/PDF) as directed
14. Proof of liability insurance/other required insurance
15. Professional or Operating licenses

#### **6.1 Letter of Transmittal**

On letterhead, prepare a letter transmitting the proposal. The letter should identify the name, phone number, and email address of a key contact person and have the signature of a person with authority to obligate the Proposer. The transmittal letter shall also contain a statement that the proposal is a firm offer for a sixty (60) calendar day period.

#### **6.2 Cover Sheet**

Please use Attachment A

#### **6.3 Signature Affidavit**

Please use Attachment B

#### **6.4 References**

Provide references for work performed in the area of transportation services for public sector organizations with points of contact that can be used as references for work performed. Use Attachment C to provide this information.

#### **6.5 Organization History and Statement of Demonstrated Effectiveness**

Provide a current description of your organization. Include a discussion of the history of your organization and describe its experience in providing similar services to those specified in this RFP. Be specific and identify transportation services, dates and performance results. Describe the capabilities for providing the services described within this RFP.

### **Section 7 Proposal Selection and Award Process**

#### **7.1 Preliminary Evaluation**

A preliminary review of all proposals submitted on time will be completed to ensure the proposal adheres to the mandatory requirements specified in this RFP and will be deemed qualified. Those that do not, shall be deemed non-qualified. Non-qualified proposals may be rejected at the discretion of PCJFS. If all Proposers do not meet one or more of the mandatory requirements, PCJFS 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.

#### **7.2 Scoring Evaluation**

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references and use the results in scoring of the proposals.



### **7.3 Right to Reject Proposals and Negotiate Contract Terms**

PCJFS reserves the right to accept or reject any and all proposals or reflect any part thereof. Further, PCJFS reserves the right to negotiate the terms of the contract, including the award amount, with the selected Proposer prior to entering into such a contract. If contract negotiations cannot be concluded with the highest scoring Proposer, PCJFS may negotiate a contract with the next highest scoring Proposer.

### **7.4 Evaluation Process**

PCJFS reserves the right to interview or to seek additional information related 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 interest of PCJFS, and to award a contract to the next qualified Proposer. PCJFS reserves the right to check references identified by any Proposer or associated with any previous employer of an employee of the Proposer identified in the proposal. Based upon the results of the evaluation, PCJFS will select the proposal deemed to be most advantageous, with price and other factors considered. PCJFS reserves the right to award a contract based on considerations other than price.

## **8.0 Protests**

### **8.1 Protest Procedure**

Any potential, or actual, Proposer objecting to the award of the 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. The protest shall be in writing and contain the following:

- A. A protest may be filed by a prospective or actual proposer objecting to the award of a contract resulting from this RFP.
  - a. The name, address, and telephone number of the protestor.
  - b. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents.
  - c. A request for a ruling by PCJFS.
  - d. A statement as to the form of relief requested from PCJFS.
  - e. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely protest shall be considered by PCJFS if it is received within the following periods:
  - a. A protest based upon alleged improprieties in the issuance of the RFP or any other event preceding the closing date for the 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 1:00pm on the closing date for the receipt of proposals, as specified in the Calendar of Events, of this RFP.
  - b. 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 (5<sup>th</sup>) calendar day after the first day of the notification of the intent to award date as specified in the Calendar of Events of this RFP.



- C. An untimely protest may be considered by PCJFS if it is determined that the protest raises issues significant to PCJFS's procurement system. An untimely protest is one received by PCJFS after the time period mentioned in item B of this section.
- D. All protest must be filed at the following location:  
Perry County Job and Family Services  
Attn: Fiscal Department – Protest to Private Transportation Provider  
5250 State Route 37 East  
New Lexington, OH 43764  
[perryfiscal@ifs.ohio.gov](mailto:perryfiscal@ifs.ohio.gov)
- 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 PCJFS determines that a delay will severely disadvantage PCJFS. The Proposer(s) who would have been awarded the contract shall be notified in receipt of the protest.
- F. PCJFS will issue a written decision on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

## 8.2 Caveats

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

**For questions regarding this information and/or submission, please contact our fiscal department by e-mail at [perryfiscal@ifs.ohio.gov](mailto:perryfiscal@ifs.ohio.gov)**



**ATTACHMENT A: COVER SHEET  
PCJFS REQUEST FOR PROPOSAL  
Private Transportation Providers**

**SECTION I. PROPOSER CONTACT INFORMATION**

Proposer Name			
Address			
Contact Name		Email	
Phone		Fax	

**SECTION II. TYPE OF ORGANIZATION**

<input type="radio"/> Public	Type (County, School District, College)	
<input type="radio"/> Private	Type (Not for Profit)	
Date Incorporated (If Applicable)		Tax Exempt Status

**SECTION III. ORGANIZATIONAL STRUCTURE (Select One)**

<input type="radio"/> Organization is independently operated (Legally Unaffiliated: do not complete Section IV)
<input type="radio"/> Organization is affiliated with a parent organization (complete Section IV)

**SECTION IV. PARENT ORGANIZATION INFORMATION**

Type of Affiliation	<input type="radio"/> Subsidiary <input type="radio"/> Chapter <input type="radio"/> Branch <input type="radio"/> Other (Describe):		
Parent Organization			
Address			
Contact Name		Email	
Phone		Fax	



**ATTACHMENT B**  
**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 proposals to any other proposer or competitor, that the above statement is accurate under penalty of perjury.

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

\_\_\_\_\_  
*SIGNATURE*

\_\_\_\_\_  
*DATE*

\_\_\_\_\_  
*NAME (Type or Print)*

\_\_\_\_\_  
*Agency/Company*

\_\_\_\_\_  
*TITLE*

\_\_\_\_\_  
*ADDRESS*

\_\_\_\_\_  
*EMAIL*

\_\_\_\_\_  
*PHONE*





**ATTACHMENT C  
REFERENCE SHEET FORMAT**

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

**ORGANIZATION REFERENCE 1:**

BUSINESS NAME			
ADDRESS			
CONTACT PERSON		PHONE	
SERVICES PERFORMED			

**ORGANIZATION REFERENCE 2:**

BUSINESS NAME			
ADDRESS			
CONTACT PERSON		PHONE	
SERVICES PERFORMED			

**ORGANIZATION REFERENCE 3:**

BUSINESS NAME			
ADDRESS			
CONTACT PERSON		PHONE	
SERVICES PERFORMED			



**ATTACHMENT D**  
**Private Transportation Providers**  
**PROPOSAL EVALUATION SHEET**

PROPOSAL SUBMITTED BY: \_\_\_\_\_

**COMPLIANCE CHECKLIST FOR PROPOSAL ACCEPTANCE:**

- ☐ Submitted by Deadline
- ☐ Submitted in Proper Manner
  - ☐ One Original and Three Copies – OR –
  - ☐ Email Submission
- ☐ RFP Formatted Correctly
- ☐ Letter of Transmittal
- ☐ History and Effectiveness
- ☐ Qualifications of Staff
- ☐ Response to Service Components
- ☐ Cost Proposal Submitted in a Separate Sealed Envelope (or separate PDF attachment)
- ☐ Required Attachments
  - ☐ Cover Sheet
  - ☐ Signature Affidavit
  - ☐ References

**EVALUATOR'S ASSESSMENT**

- ☐ Responsive
- ☐ Non-Responsive

Evaluator's Name: \_\_\_\_\_



**EVALUATION CRITERIA**  
**RFP for Private Transportation Providers**

Name of Proposer: \_\_\_\_\_

**Organizational Experience and Capacity – Maximum 20 Points**

*Evaluates the Proposer's demonstrated ability to provide transportation services comparative in scope, scale, and complexity to those required by PCJFS.*

- |  |          |                      |
|--|----------|----------------------|
| 1. Length of time providing transportation services  | 5 points | <input type="text"/> |
| 2. Experience with public sector, Medicaid, NEMT, or social service transportation<br>(2 years baseline, 5 years target) | 5 points | <input type="text"/> |
| 3. Experience with serving rural or multi-county service areas   | 5 points | <input type="text"/> |
| 4. Demonstrated capacity to provide 24/7 transportation services, including weekends                                     | 5 points | <input type="text"/> |

**Total Points Awarded in Experience and Capabilities (20 Max.)** \_\_\_\_\_

**Service Delivery & Program Understanding – Maximum 20 Points**

*Evaluates the Proposer's understanding of PCJFS programs and ability to meet diverse transportation needs.*

- |  |          |                      |
|--|----------|----------------------|
| 1. Clear understanding of programs listed in Section 1.3 and related transportation needs              | 3 points | <input type="text"/> |
| 2. Ability to provide curb-to-curb transportation across all required service areas                    | 4 points | <input type="text"/> |
| 3. Ability to respond to all requests in 2 hours or less   | 5 points | <input type="text"/> |
| 4. Ability to provide dedicated vehicles with no additional passengers for Protective<br>Service cases | 5 points | <input type="text"/> |
| 5. Guaranteed access to rides and ability to meet requests   | 3 points | <input type="text"/> |

**Total Points Awarded in Service Delivery & Program Understanding (20 Max.)** \_\_\_\_\_

**Compliance with RFP Requirements – Maximum 10 Points**

*Evaluates the extent to which the proposal clearly demonstrates compliance with all required conditions and regulations.*

- |   |          |                      |
|---|----------|----------------------|
| 1. Demonstrated compliance with HIPPA, ADA, confidentiality, and nondiscrimination<br>requirements. | 4 points | <input type="text"/> |
| 2. Completion and submission of all required documentation and disclosures                          | 4 points | <input type="text"/> |
| 3. Demonstrated understanding of applicable federal, state, and local laws and regulations          | 2 points | <input type="text"/> |

**Total Points Awarded in Compliance with RFP Requirements (10 Max.)** \_\_\_\_\_

**Personnel, Driver Qualifications & Training – Maximum 15 Points**

*Evaluates the qualifications, training, professionalism, and oversight of drivers and transportation personnel.*

- |  |          |                      |
|--|----------|----------------------|
| 1. Completeness and clarity of driver information submitted<br>(job descriptions, names, abstracts, background checks) | 7 points | <input type="text"/> |
| 2. Training for drivers provided and are up to date  | 4 points | <input type="text"/> |
| 3. Professional standards related to appearance, conduct expectations, and<br>Supervision of drivers                   | 4 points | <input type="text"/> |

**Total Points Awarded in Personnel, Driver Qualifications & Training (15 Max.)** \_\_\_\_\_



### Vehicles, Safety & Accessibility – Maximum 10 Points

*Evaluates the safety, accessibility, and condition of vehicles used to transport PCJFS participants.*

- |  |          |                      |
|--|----------|----------------------|
| 4. Vehicle safety standards, inspections, maintenance, and emergency equipment are demonstrated. | 4 points | <input type="text"/> |
| 5. ADA Compliance, wheelchair accessibility, lifts and securement systems are described          | 3 points | <input type="text"/> |
| 6. Vehicle identification and ease of recognition for participants                               | 3 points | <input type="text"/> |

**Total Points Awarded in Vehicles, Safety & Accessibility (10 Max.)** \_\_\_\_\_

### Data Collection, Documentation & Billing – Maximum 5 points

*Evaluates the Proposer's ability to meet documentation, reporting, and billing requirements.*

- |  |          |                      |
|--|----------|----------------------|
| 1. Ability to track rides, denials, cancellations, and no-shows as required.         | 2 points | <input type="text"/> |
| 2. Timely and accurate invoicing in accordance with PCJFS timelines and requirements | 3 points | <input type="text"/> |

**Total Points Awarded in Data Collection, Documentation & Billing (5 Max.)** \_\_\_\_\_

### Cost – Maximum 20 Points

- |  |          |                      |
|--|----------|----------------------|
| 1. Proposer's budget is reasonable<br>(use standard cost analysis for pricing to determine reasonableness) | 8 points | <input type="text"/> |
| 2. Clarity and completeness of rates by program, geography, and rate type                                  | 8 points | <input type="text"/> |
| 3. Alignment with PCJFS program needs and funding constraints  | 4 points | <input type="text"/> |

**Total Points Awarded in Cost (20 Max.)** \_\_\_\_\_

**GRAND TOTAL POINTS AWARDED (100 Max.)** \_\_\_\_\_

*Comments:*

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\_\_\_\_\_  
*Signature of Evaluator(s)*

\_\_\_\_\_  
*Date*

