**ATTACHMENT A**

**PROPOSAL SUBMISSION REQUIREMENT CHECKLIST**

**Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agency Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Proposal should include the following components submitted in the following order:

**A. INTRODUCTORY PAGES**

\_\_\_\_\_1. Cover Page

\_\_\_\_\_2. Table of Contents

\_\_\_\_\_3. Proposal Submission Requirements Checklist (A signed copy of this form) Attachment A

**B. SCORED NARRATIVE SECTION**

\_\_\_\_\_ 4. Cover Letter

\_\_\_\_\_ 5. Introduction - Project Summary (5 points)

\_\_\_\_\_ 6. Organizational Experience and Capacity (15 points)

\_\_\_\_\_ 6. Description of Services (65 points)

\_\_\_\_\_ 7. Quality Assurance (10 points)

\_\_\_\_\_ 8. Budget and Narrative (5 points)

**C. REQUIRED ATTACHMENTS**

9. Attachment B - Vendors Reference Sheet

\_\_\_\_\_ 10. Attachment C - Non-Collusion Affidavit (must be notarized)

\_\_\_\_\_ 11. Attachment D - Certification of Compliance with Section 3517.13 of the O.R.C.

\_\_\_\_\_ 12. Additional supporting attachments (*Optional)*

\_\_\_\_\_ 13. Mission Statement

\_\_\_\_\_ 14. Articles of Incorporation

\_\_\_\_\_ 15. Proof of 501(c)(3) not-for-profit status from IRS or Secretary of State (if applicable)

\_\_\_\_\_ 16. Current W-9

\_\_\_\_\_ 17. Diverse Vendor Certifications such as MBE, SBE, WBE/FBE, etc. (if applicable)

\_\_\_\_\_ 18. List of the Board of Trustees/Directors and senior staff

\_\_\_\_\_ 19. Organizational Chart/Table of Organization - showing where proposed program/services and staffing fit in to include fiscal support

\_\_\_\_\_ 21. Resumes/bios and current licensure of all proposed program staff.

\_\_\_\_\_ 22. Current accreditation or certification for services (if applicable)

\_\_\_\_\_ 23. Most recent Annual Report

**ATTACHMENT B**

**VENDOR’S REFERENCE SHEET**

|  |  |
| --- | --- |
| **INSTRUCTIONS:**  **List a minimum of three (3) organizations to whom you have provided like services to that being requested in the specification. Provide all data requested below for each reference listed. Use additional sheets if desired.** | |
| **ORGANIZATION'S NAME:** | **CONTACT PERSON'S NAME:** |
| **ORGANIZATION'S FULL ADDRESS:** | **CONTACT PERSON'S TELEPHONE NUMBER:**  **DATE SERVICE(S) PROVIDED:** |
| **SPECIFY THE SERVICES PROVIDED:** | |
|  | |

|  |  |
| --- | --- |
| **ORGANIZATION'S NAME:** | **CONTACT PERSON'S NAME:** |
| **ORGANIZATION'S FULL ADDRESS:** | **CONTACT PERSON'S TELEPHONE NUMBER:**  **DATE SERVICE(S) PROVIDED:** |
| **SPECIFY THE SERVICES PROVIDED:** | |
|  | |

|  |  |
| --- | --- |
| **ORGANIZATION'S NAME:** | **CONTACT PERSON'S NAME:** |
| **ORGANIZATION'S FULL ADDRESS:** | **CONTACT PERSON'S TELEPHONE NUMBER:**  **DATE SERVICE(S) PROVIDED:** |
| **SPECIFY THE SERVICES PROVIDED:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**ATTACHMENT C**

**NON-COLLUSION AFFIDAVIT**

\* THIS AFFIDAVIT MUST BE EXECUTED FOR THIS BID TO BE CONSIDERED

STATE OF OHIO )

) SS.

COUNTY OF CUYAHOGA )

being first duly sworn, deposes and says that he/she is of the party making the foregoing proposal: that such proposal is genuine and not collusive or sham: that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any contractor or person to put in a sham proposal, or that such other person shall refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the price of affiant or any other contractor, or to fix any overhead, profit or cost element of said price, or of that of any other contractor, or to secure any advantage against the Cuyahoga County Board of Health or any other persons interested in the proposed contract; and that all statements contained in said proposal are true; and further that all statements contained in said proposal are true; and further that such contractor has not, directly or indirectly submitted this proposal, or contents thereof, or divulged information relative thereto to any association or to any member or agent thereof.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AFFIANT

Sworn to and subscribed before me this day of 2020.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTARY PUBLIC

**ATTACHMENT D**

**CERTIFICATION OF COMPLIANCE WITH SECTION 3517.13 OF THE O.R.C.**

**RFP #2020-05**

CONTRACTS AWARDED TO INDIVIDUAL, PARTNERSHIP, OTHER UNINCORPORATED BUSINESS,ASSOCIATION (INCLUDING A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785), ESTATE, OR TRUST MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(1)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

• THE INDIVIDUAL

• EACH PARTNER OR OWNER OF THE PARTNERSHIP OR UNINCORPORATED BUSINESS

• EACH SHAREHOLDER OF THE ASSOCIATION

• EACH ADMINISTRATOR OF THE ESTATE

• EACH EXECUTOR OF THE ESTATE

• EACH TRUSTEE OF THE TRUST

• EACH SPOUSE OF ANY OF THE PRECEEDING PERSONS

• EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF ANY OF THE PRECEEDING PERSONS

• ANY COMBINATION OF THE PERSONS LISTED ABOVE

CONTRACTS A WARDED TO A CORPORATION OR BUSINESS TRUST (EXCEPT A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785) MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517. 13(J)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

• EACH OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST

• EACH SPOUSE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST

• EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST

• ANY COMBINATION OF THE PERSONS LISTED ABOVE

It is hereby certified that all of the persons listed above are in compliance with section *3517.13(1)(1) or* 3517.13(J)(1) of the Ohio Revised Code.

IF CONTRACTING ENTITY IS A NONPROFIT CORPORATION ESTABLISHED UNDER ORC CHAPTER 1702, THE UNDERSIGNED CERTIFIES THAT SECTIONS 3517.13(1)(1) AND 3517.13(J)(1) ARE NOT APPLICABLE TO THE CONTRACTING ENTITY.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME TITLE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE DATE