

**TCDJFS SFY2012**  
**TRANSPORTATION SERVICES RFB**  
**SECOND REQUEST**  
**FINAL Q & A DOCUMENT**

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1. Gary Engstrom, Executive Director  
Trumbull County Office of Elderly Affairs  
(330) 675-2486  
Subject: Budget Face Sheet  
Provision Heading: Budget Face Sheet  
Page Number of Provision: Page 1 of 9

Q: If bidder is not to request a specific level of funding, then is this page necessary?

A: This page is an overall summary of each type of program service that a potential provider is proposing to provide. As reflected in Provision XXI. Bid Organization, Section 5. Program Budget/Cost of Service, it is a format to be followed in order to ensure the accuracy of the budget. A bidder may utilize each parameter indicated in a particular column to reflect the projected number of units of service and cost that a bidder utilized in developing the budget. In the event that a bidder does not choose to complete all columns on this page because TCDJFS has indicated that the agency will determine the final amount of all contracts, there will be no negative scoring during the RFP process as a result.

2. Gary Engstrom, Executive Director  
Trumbull County Office of Elderly Affairs  
(330) 675-2486  
Subject: Sub-Contractors  
Provision Heading: XXI. Bid Organization #3  
Page Number of Provision: 21 of 26

Q: Is someone who supplies services to the organization but NOT clients still a “sub-contractor”? i.e. Sandy’s Tire Sales

A: The bidder must evaluate how the service being provided by the outside entity relates to the service which the bidder is proposing to provide for TCDJFS under this bid opportunity. For the purposes of this specific bid only, a sub-contractor is an unrelated entity which will be contracted by the bidder specifically to provide any or all parts of the direct transportation service delivery for which the bidding entity is directly responsible to provide under a resulting contract award.

3. Gary Engstrom, Executive Director  
Trumbull County Office of Elderly Affairs  
(330) 675-2486  
Subject: Background Checks  
Provision Heading: IX. Provider Disclosures  
Page Number of Provision: 10 of 26

Q: Are BCII background checks thru the Sheriff’s Department sufficient? Or are full FBI checks required?

A: The following language is presently projected to be found in an executed contractual agreement but is subject to change prior to execution of a contract as a result of this bid process:

Vendor shall complete criminal records checks on all employees and volunteers assigned to work with or transport children. Vendor shall obtain a nationwide conviction record check through the Bureau of Criminal Identification and Investigation (BCII) which includes a Federal Bureau of Investigation (FBI) criminal records check. Such a criminal record transcript can be obtained through the Warren Police Department, the Trumbull County Sheriff's Office, and/or any law enforcement or police department necessary to conduct a complete criminal record check of each applicant for employment or volunteer in this program. Vendor shall not assign any employee and/or volunteer to work with or transport children until a BCII and FBI report has been obtained. A BCII and FBI report must be dated within six (6) months of the date an employee or volunteer is hired to be considered current. A BCII criminal records check must be conducted at a minimum of every four (4) years thereafter on each employee maintaining employment with the Vendor. An FBI criminal records check may not be required with an employee's four (4) year anniversary if the employee's FBI check is maintained on file. Vendor shall not utilize as an employee or volunteer anyone who has a conviction involving moral turpitude, physical or sexual abuse, or crimes against children. Vendor shall ensure that individuals transporting children and/or adults have a current and valid Ohio driver's license; however, when the individual is a resident of another state, a current and valid driver's license from the state of current residence will be acceptable. An Ohio Bureau of Motor Vehicles (BMV) transcript shall be obtained by Vendor for each individual transporting children and/or adults. In the case of an individual who is not a resident of Ohio, Vendor shall obtain a transcript from both Ohio BMV and the individual's state of current residence. Vendor shall not allow anyone to transport children and/or adults who has accrued five (5) or more points on his or her license, or has been convicted of driving while under the influence of alcohol or drugs.

4. Diane Gray, Executive Director  
Emerald  
(330) 620-1553  
Subject: Sub-Contractors  
Provision Heading: XXI. Bid Organization #5  
Page Number of Provision: 22 of 26, Paragraph 5

Q: Could you please clarify the difference between a vendor & sub-recipient?

A: A vendor is an organization/business which sells/provides a service on a regular basis to the general public. A sub-recipient is an organization/business which develops a program to provide to a governmental entity which is specific to the entity and its needs.

5. Rembrandt Wright, Position Not Provided  
Garwin, Inc.  
(330) 534-1335  
Subject: Not Provided  
Provision Heading: Not Provided  
Page Number of Provision: 22 of 26

Q: May we use one cost within Trumbull Co. And a different cost out of county?

A: Please refer to Section 5. Program Budget/Cost of Service, Paragraph 6 on the page indicated in question which states that "If a unit cost is derived for any particular service(s) in the bid, it must be a flat unit of cost inclusive of all costs associated with service provision. Utilization of a unit cost of service in this bid requires that the potential bidder use **one single flat rate cost** for each service on which a bid is submitted (i.e. loaded mile, per trip, etc.) as well as an additional passenger rate for multiple passengers from different locations traveling to the same location, and a no show rate, should the potential provider wish to be paid for such service. Failure of a potential provider to reduce all costs involved to a single unit of cost for service delivery will result in the inability of the BRT to appropriately evaluate the cost of the service under the bid."

Should a bidder determine in completing budgetary calculations that there are multiple rates involved, the bidder must integrate the resulting rates together to arrive at ONE SINGLE FLAT RATE COST for the service being bid.

6. Rembrandt Wright, Position Not Provided  
Garwin, Inc.  
(330) 534-1335  
Subject: Not Provided  
Provision Heading: Not Provided  
Page Number of Provision: 23 of 26

Q: When using a line item, is this for the duration of the contract or a calendar year?

What OMB circulars apply?

A: In responding to this question, the responder is unsure of whether the question is directed toward the development of a budget in general or the specific development of a line item budget. A line item being completed in a general budget would be for the projected contract period based on past expenditures which are representative of costs to be directly associated with service provision under the contract being bid. A line item budget being completed would be utilized to include all costs which would need to be paid out of the budget by TCDJFS directly as a result of service provision during the duration of the resulting contractual period.

OMB circulars will only apply to bidding entities awarded a contractual agreement who are determined to be of sub-recipient status. Upon determination of such

status, the entity will be informed of requirements associated with an OMB Circular.

7. Nick Jennings, Position Not Provided  
Trumbull Community Action Program  
(330) 393-2507

Subject: Not Provided

Provision Heading: Section XIV. Bid Preparations and Conditions

Page Number of Provision: 13 of 26

Q: TCAP uses a local repair shop for our Community Action Transportation Service (CATS) vehicles. Is the local repair shop considered a sub-contractor?

A: The bidder must evaluate how the service being provided by the outside entity relates to the service which the bidder is proposing to provide for TCDJFS under this bid opportunity. For the purposes of this specific bid only, a sub-contractor is an unrelated entity which will be contracted by the bidder specifically to provide any or all parts of the direct transportation service delivery for which the bidding entity is directly responsible to provide under a resulting contract award.