

REQUEST FOR PROPOSALS

Date Issued:

May 17, 2021

DUE:

**10:00 A.M. Friday,
June 18, 2021**

**Bidders must submit one (1)
proposal in an envelope
entitled:**

Prepaid Fuel RFP

c/o Carmen L Torrence
171 Park Avenue East,
Mansfield, Ohio 44902

Or

Emailed to:

Carmen.torrence@jfs.ohio.gov

**Faxed proposals will not be
accepted**

**NO BIDDERS'
CONFERENCE WILL BE
HELD**

CONTACT INFORMATION

Written Questions concerning
this RFP may be directed to:

Carmen L Torrence

Richland County Job & Family
Services

carmen.torrence@jfs.ohio.gov

or

171 Park Avenue East
Mansfield, Ohio 44902

PREPAID FUEL

Purpose:

Richland County Job and Family Services (RCJFS) is responsible for a variety of social services, including, but not limited to, public assistance, workforce development, and adult protective services. Through the provision of its services, RCJFS routinely has the need to assist customers with transportation.

Background:

Richland County Job & Family Services is the local agency responsible for the administration of several programs that assist individuals and families maintaining or obtaining self-sufficiency. These programs may include, but are not limited to, Ohio Works First (OWF); Temporary Assistance for Needy Families (TANF); Prevention, Retention, and Contingency (PRC) Program; Workforce Innovation and Opportunities Act (WIOA); Food Assistance Employment and Training Program (FAET), At Risk Pregnancy – Medicaid; HealthChek – Medicaid; and Non-Emergency Medical Transportation (NET) – Medicaid.

RCJFS assists individuals participating in programs/services, as referenced above, with transportation needs as it relates to the specific requirements of each respective program. Transportation needs may include short term transportation costs associated with traveling to and from work or training, and/or assistance with transportation costs so that participants can attend necessary medical appointments.

RCJFS is interested in purchasing prepaid fuel to later distribute to its customers. Prepaid fuel can be issued in the form of cards, coupons, vouchers, or similar forms, to assist participants of the above stated programs with specified transportation costs. RCJFS is seeking vehicle fuel only: methods of purchase must not be redeemable for cash or non-fuel merchandise, must not have an expiration date, and will not reduce in value other than when vehicle fuel is purchased. Vendors must be willing to accept a Richland County purchase order and remit an invoice for payment.

To be considered as a potential vendor, a proposal must be received at the Richland County Job and Family Services' Office by 10:00 A.M. on Friday, June 18, 2021.

PROPOSALS

Proposals must be completed using the attached “Pre-Paid Fuel RFP Response Form.” Additional pages may be attached to the form as needed.

NOTE: Funding is based upon a **reimbursement** process for services delivered. Start-up or advanced funding/payments are not available.

Provider Selection Criteria:

Prospective Providers of prepaid fuel are advised that an offer for a contract may be made after a review of all proposals received by the Richland County Job and Family Services.

Proposals will be reviewed for acceptability with emphasis on various factors according to the information supplied in the proposal.

All Proposals will be evaluated on the following criteria:

1. Meeting the specifications outlined in this RFP;
2. The Provider’s projected performance providing and accepting prepaid fuel (e.g., availability of fuel cards, coupons, vouchers, etc; purchase process- including delivery);
3. Availability of costs discounts with bulk purchases;
4. Locations where pre-paid fuel can be obtained throughout Richland County and surrounding areas;
5. Past experience providing bulk orders of prepaid fuel (if applicable/available);
6. Any other pertinent areas as selected by Richland County Job and Family Services.

RFP Limitations:

This Request for Proposals does not commit Richland County Job and Family Services to award a contract or to pay any cost incurred in the preparation of a proposal. Richland County Job and Family Services reserves the right to accept or reject any or all proposals received, to negotiate services and costs with proposers, to award contracts to one or multiple providers, or to cancel in part or in entirety this RFP.

All Proposals submitted will remain the property of Richland County. Contracts awarded shall not be effective beyond June 30, 2022. However, Richland County Job and Family Services reserves the right to renew contracts annually for up to a maximum of two additional years through June 30, 2024, based on performance and availability of funds.

Contracts may be amended or terminated during this period if there is a change in Federal, State or Agency regulations that apply to the contract; a reduction of Federal, State or Local funds; unsatisfactory performance by the Provider as determined exclusively by the Richland County Job and Family Services; or upon thirty (30) days written notice by either party.

Issuance of this RFP and subsequent selection of proposals does not imply nor guarantee the availability of funds. Selected providers may contract with Richland County Job and Family Services pending allocation of funds to the agency.

If a contract is awarded, this RFP guideline shall become a part of the contractual agreement.

SUBMISSION INFORMATION

Proposals must be submitted in strict accordance with proposal submission instructions provided in this section. Any proposal failing to follow the entire proposal acceptance criteria listed below shall be disqualified from consideration.

Proposals are Due no later than 10:00 A.M. on June 18, 2021
Bidders must submit one (1) proposal copies in a sealed envelope entitled:

PREPAID FUEL RFP
Richland County Job and Family Services
c/o Carmen L Torrence
171 Park Avenue East
Mansfield, Ohio 44902

Or

Emailed to:

Carmen.torrence@jfs.ohio.gov

Proposals received after this time will not be considered. Unsolicited materials received after the deadline date will not be added to previous submissions and will not be considered.

Faxed proposals will not be accepted.

Proposals must be **received** by Richland County Job and Family Services by the date/time listed above.

A bidders' conference will not take place.

CONTACT INFORMATION

Written Questions concerning this RFP may be directed to:

Carmen L Torrence, Business Administrator
Richland County Job & Family Services
Carmen.torrence@jfs.ohio.gov
Or
171 Park Avenue East, Mansfield, Ohio 44902

Pre-Paid Fuel RFP Response Form

Please complete this form as a response to the Request for Proposals (RFP) for Pre-paid fuel. This form is required to respond to the RFP. Respondents may attach additional pages to this form, as necessary.

Your RFP response must be **received** **NO LATER THAN 10:00 A.M. on June 18, 2021**
Send Response Form To:

Prepaid Fuel - RFP
Richland County Job and Family Services
c/o Carmen L Torrence
171 Park Avenue East
Mansfield, Ohio 44902
Or
Carmen.torrence@jfs.ohio.gov

Please respond via mail, hand delivery, or email – **faxed proposals will not be accepted.**

NAME of business or company submitting this proposal

NAME and **NUMBER** of contact person for questions regarding this response

MAILING ADDRESS of business or company (include city and zip code)

Please respond to the following questions in detail. Providers will be selected based on responses to the questions listed below.

1. What type of purchase method (eg. cards, coupons, or vouchers) and what denominations of that purchase method is available from your company?
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2. Is there a discount available based on the amount of pre-paid fuel ordered? If yes, what is the discount?

3. Can the purchase method be restricted to allow fuel purchases only? If no, list items that may be purchased. (Proposals restricting purchases to vehicle fuel only will be given priority)

4. Is there a control number, or other method, available for tracking fuel purchases?

5. What is the length of time each purchase method (card, coupon or voucher etc.) is valid once activated?

6. Is there a fee for delivery to RCJFS? If yes, what is the fee?

7. Will your company be able to provide information to RCJFS for monitoring the usage of the prepaid fuel? If yes, explain the specific monitoring information available and the fee (if there is one) for this service.

8. Where are your company's locations in Richland and surrounding counties where purchases can be conducted/completed? (attach list if necessary)

9. What training and/or instruction are provided to store staff which will ensure that only automobile fuel is purchased through the specified purchase method?

10. What is your policy on giving cash back when the fuel purchase is under the pre-paid authorized amount? Are refunds available?

11. What do you estimate will be the time frame from request of the pre-paid fuel items (cards/coupons/voucher) to delivery of the items to RCJFS?

12. Describe past experience with issuing bulk fuel-only pre-paid fuel.

13. What denominations are prepaid fuel voucher, cards, certificates available from your company?

By signing this form, I acknowledge intent to submit a proposal to Richland County Job and Family Services and agree to the terms and conditions outlined in the Request for Proposals.

Signature of authorized agency representative

Date