

# REQUEST FOR PROPOSALS

***Date Issued:***

June 17, 2024

**DUE:**

10:00 AM, Tuesday,  
July 9, 2024

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

Prepaid Fuel RFP

Richland County Job & Family Services  
c/o Toby Borders

171 Park Avenue East,  
Mansfield, Ohio 44902

Or Emailed to:

[Toby.Borders@jfs.ohio.gov](mailto:Toby.Borders@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:

Richland County Job & Family Services  
c/o Toby Borders

171 Park Avenue East  
Mansfield, Ohio 44902 or  
[Toby.Borders@jfs.ohio.gov](mailto:Toby.Borders@jfs.ohio.gov)

## 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 in maintaining 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); Workforce Innovation and Opportunities Act (WIOA); Food Assistance Employment and Training (FAET), At Risk Pregnancy – Medicaid; HealthChek – Medicaid; and Non-Emergency Medical Transportation (NET) – Medicaid.

RCJFS assists individuals participating in the programs referenced above who have transportation needs related to the specific requirements of each 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. RCJFS is seeking vehicle fuel only. The method of purchase must not be redeemable for cash or non-fuel merchandise; must not have an expiration date; and must not decrease 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 Richland County Job and Family Services by 10:00 A.M. on Tuesday, July 9, 2024.**

## **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 Respondent's projected performance as it relates to providing and accepting prepaid fuel (e.g., availability of fuel cards, coupons, vouchers, etc; purchase process- including delivery);
3. Availability of cost 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 factors as determined by Richland County Job and Family Services upon review of the proposals.

### **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, 2025. 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, 2027, 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 July 9, 2024**

**Bidders must submit one (1) copy of the proposal in a sealed envelope entitled:**

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

**OR**

Email the proposal to:  
[Toby.Borders@jfs.ohio.gov](mailto:Toby.Borders@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:

Richland County Job and Family Services  
c/o Toby Borders  
171 Park Avenue East  
Mansfield, Ohio 44902

**OR**

Email questions to:  
[Toby.Borders@jfs.ohio.gov](mailto:Toby.Borders@jfs.ohio.gov)

# Pre-Paid Fuel RFP Response Form

Please complete this form as the response to the Request for Proposals (RFP) for Pre-Paid Fuel. This form is the required response 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 July 9, 2024**  
Send Response Form To:

**Pre-Paid Fuel - RFP**  
**Richland County Job and Family Services**  
**c/o Toby Borders**  
**171 Park Avenue East**  
**Mansfield, Ohio 44902**  
**Or**  
[Toby.Borders@jfs.ohio.gov](mailto:Toby.Borders@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:

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

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**MAILING ADDRESS** of business or company (include city and zip code) submitting this proposal:

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**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 the identified purchase method are 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?

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3. Is the purchase method restricted to allow fuel purchases only? If no, this proposal will be eliminated and will not be reviewed. The pre-paid fuel purchase method must not be redeemable for cash or non-fuel merchandise.

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

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

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

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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.

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8. At what locations in Richland and surrounding counties can fuel purchases be completed? (attach list if necessary)

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

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10. What is your policy on giving cash back when the fuel purchase is under the pre-paid authorized amount? Are refunds available? Can the recipient re-use the purchase method to expend the available balance?

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

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12. Describe your company's past experience with issuing bulk fuel-only pre-paid fuel.

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

Signature and title of authorized agency representative:

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Date