

## REQUEST FOR PROPOSALS

**Date Issued:**

May 24, 2018

**Due:**

June 19, 2018, at 11:30 AM

**Bidders must submit four (4) proposal copies in a sealed envelope entitled:**

**PREPAID FUEL RFP**

Licking County Commissioners  
Office  
c/o Clerk Bev Adzic, 20 S 2<sup>nd</sup>  
Street, 4<sup>th</sup> Floor, Newark, Ohio  
43055

**Faxed or emailed proposals will not be accepted**

### PREPAID FUEL

**Purpose:**

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

**Background:**

Licking 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); the 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.

LCJFS assists individuals participating in services, as referenced above, provided by the agency 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.

LCJFS 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, to assist participants of the above stated programs with specified transportation costs. LCJFS 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 Licking County purchase order and remit an invoice for payment.

In order to be considered as a potential vendor, a Proposal must be received at the Licking County Commissioners' Office by 11:30 AM on June 19, 2018.

### 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 Licking County Department of 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 Licking County and surrounding areas;
5. Past experience providing bulk orders of prepaid fuel (if applicable/available);
6. Any other pertinent areas as selected by the Licking County Job and Family Services.

### **RFP Limitations:**

This Request for Proposals does not commit Licking County Job and Family Services to award a contract or to pay any cost incurred in the preparation of a proposal. Licking County Department of 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 Licking County. Contracts awarded shall not be effective beyond June 30, 2019. However, Licking County Job and Family Services reserves the right to renew contracts annually for up to a maximum of two additional years through June 30, 2021, 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 Licking County Department of 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 the Licking 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 11:30 AM on June 19, 2018**  
**Bidders must submit four (4) proposal copies in a sealed envelope entitled:**

PREPAID FUEL RFP  
Licking County Commissioners' Office  
c/o Clerk Bev Adzic  
20 South 2<sup>nd</sup> Street, 4<sup>th</sup> Floor  
Newark, Ohio 43055

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 or emailed proposals will not be accepted.  
Proposals must be **received** by the Commissioners' Office by the date/time listed above.

### **CONTACT INFORMATION**

Questions concerning this RFP may be directed to:

**Nathan Keirns, Program Planner**  
**Licking County Job & Family Services**  
**Nathan.Keirns@jfs.ohio.gov**  
**740.670.8726**

## Pre-Paid Fuel RFP Response Form

Please complete this form as a response to the Request for Proposals (RFP) for Pre-paid fuel cards. 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 11:30 A.M. ON June 19, 2018**

Send Response Form To:

**Prepaid Fuel - RFP  
Licking County Commissioners Office  
c/o Commissioners Clerk, Bev Adzic  
20 S. Second Street, 4<sup>th</sup> Floor  
Newark, OH 43055**

Please respond via mail or hand delivery – **faxed or e-mailed proposals will not be accepted.**

**NAME** of business or company submitting this proposal

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

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

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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 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?

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3. Can the purchase method be restricted to allow fuel purchases only? If no, list items that may be purchased.

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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 LCJFS? If yes, what is the fee?

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7. Will your company be able to provide information to LCJFS 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. Where are your company's locations in Licking and surrounding counties where purchases can be conducted? (attach list if necessary)

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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?

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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?

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11. What is the estimated turnaround time from when the specified purchase method (card, coupon, or voucher) are requested to delivered to LCJFS?

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

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

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

Signature of authorized agency representative

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Date