



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

406 Justice Drive, Lebanon, Ohio 45036

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commissioners@co.warren.oh.us

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***TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG***

APPROVE AND AUTHORIZE THE COUNTY TO ENTER NEGOTIATIONS WITH TOP RANKED CONTRACTOR RELATIVE TO THE WARREN COUNTY EMERGENCY RENTAL ASSISTANCE PROGRAM, APPROVE AND AUTHORIZE COUNTY ADMINISTRATOR TO SIGN CONTRACT BETWEEN WARREN COUNTY BOARD OF COMMISSIONERS AND NEIGHBORLY SOFTWARE AND APPROVE THE RELATED PURCHASE ORDER REQUISITION

BE IT RESOLVED, to enter negotiations with top ranked contractor relative to the Warren County Emergency Rental Assistance Program, and approve and authorize the County Administrator to sign contract between Warren County Board of Commissioners and Neighborly Software, 3423 Piedmont Rd NE #550, Atlanta, GA for software service relative to the Warren County Emergency Rental Assistance Program for a contract price not to exceed \$41,000, and approve the related purchase order requisition, as attached hereto and made a part hereof.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Grossmann. Upon call of the roll, the following vote resulted:

Mr. Young – yea

Mr. Grossmann – yea

Mrs. Jones – yea

Resolution adopted this 2nd day of March 2021.

BOARD OF COUNTY COMMISSIONERS

Laura Lander, Deputy Clerk

/sm

cc: C/A—Neighborly Software
OGA (file)

Warren County Job and Family Services
Request for Proposals (RFP)
Rental Assistance/Relief Software

PUBLIC NOTICE

Sealed proposals for the purchase of Rental Assistance Relief Software are being accepted by the Warren County Department of Job and Family Services

Requests for any proposal documents and questions regarding the proposal should be directed to Lauren Cavanaugh by email at Lauren.Cavanaugh@jfs.ohio.gov

Proposal documents may also be obtained on the Warren County Government internet site:
<http://www.co.warren.oh.us/commissioners/Resources/Bids/Default.aspx>.

Please contact the Warren County Office of Management and Budget Financial Division at 513-695-1947 if you have trouble with this procedure or if you need additional information on accessing project information on our website.

A proposal bond or certified check, cashier's check or money order on a solvent bank or savings and loan association in the amount of five percent (5%) of the proposal, as per Section 307.88 of the Ohio Revised Code, must accompany the proposal.

The Board of Warren County Commissioners reserves the right to waive any informality, reject any or all proposals and to hold such proposals for a period of sixty (60) days before taking any action and to award a contract.

By order of the Board of County Commissioners, Warren County, Ohio.

Warren County Job and Family Services
Request for Proposals (RFP)
Rental Assistance/Relief Software



Offered By
Warren County Job & Family Services
Division of Human Services
416 S. East Street
Lebanon, OH 45036
Lauren Cavanaugh, Director
Lauren.Cavanaugh@jfs.ohio.gov

REQUEST FOR PROPOSALS

Rental Assistance/Relief Software

Date Issued: February 3, 2021

Date Due: February 22, 2021 by 4:30 PM

Proposals are to be submitted to:

Warren County Job and Family Services
Division of Human Services
C/O Lauren Cavanaugh, Director
416 S. East Street
Lebanon, Ohio 45036

INTRODUCTION

The Federal Emergency Rental Assistance program makes financial assistance available to landlords and households that are unable to pay rent and utilities due to the COVID-19 pandemic. The funds are provided directly to States, U.S. Territories, local governments, and Indian tribes. Local governments with a population of 200,000 or greater may opt to receive the funding directly and implement a locally run program. The Warren County Board of County Commissioners opted to receive federal funding directly and implement a locally controlled Emergency Rental Assistance Program. The program will be administered by the Warren County Department of Job and Family Services (hereinafter WCDJFS) on behalf of the Warren County Board of County Commissioners (hereinafter referred to as Warren County).

All offerors must propose services to provide a software capable of administering the U.S. Department of Treasury Emergency Rental Assistance program as described on the following website:

<https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program>

LIMITATIONS

Contracts awarded shall be effective for one year with the option for a 6-month extension. However, 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 by WCDJFS; or for convenience upon thirty (30) days written notice by Warren County. In addition, we reserve the right to renew the contract for two (2) additional years upon mutual agreement of both parties following review of the previous year's contract performance. Written renewal agreement(s) for each additional year will be required.

CONTRACT SELECTION CRITERIA

Prospective Vendors are advised that an offer for contract is made after a review of all proposals received by WCDJFS.

All Proposals will be evaluated on the following criteria and ranked using the relative importance of each factor stated in points below:

- 1) Meeting the scope of project specifications outlined below in this RFP – 50 points.
- 2) The Vendor's price proposal – 30 points.
- 3) Vendor's proven experience, staff expertise and experience level in offering Rental Assistance/Relief Software services, or similar software services – 10 points.
- 4) Past performance, quality of service, reports of customer satisfaction – 10 points.

PROPOSAL BOND

A proposal bond or certified check, cashier's check or money order on a solvent bank or savings and loan association in the amount of five percent (5%) of the proposal, as per Section 307.88 of the Ohio Revised Code, must accompany the proposal.

SCOPE OF PROJECT SPECIFICATIONS

Rental Assistance/Relief Software is required to meet a minimum the following requirements:

- a. Be designed to immediately administer and meet requirements of the Coronavirus Response and Relief Supplemental Appropriations Act of 2021's Emergency Rental Assistance Program, or similar federal relief and aid programs, as described on the following site:
<https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program>
- b. Ability to provide Rental Assistance/Relief Software that is customizable to specific program needs developed by Warren County;
- c. Be mobile phone compatible,
- d. Be adaptable to the needs of Warren County,
- e. Capture the address of the rental unit,
- f. Name, address, social security number, tax identification number or DUNS number, as applicable, for the landlord and utility provider,
- g. Amount and percentage of monthly rent covered by the Emergency Rental Assistance (ERA) Program,
- h. Amount and percentage of separately-stated utility and home energy costs covered by ERA assistance,
- i. Total amount of each type of assistance (i.e., rent, rental arrears, utilities and home energy costs, provided to each household,
- j. Amount of outstanding rental arrears for each household,
- k. Number of months of rental payments and number of months of utility or home energy costs payments for which ERA assistance is provided,
- l. Household income and number of individuals in household, and,
- m. Gender, race, and ethnicity for the primary application for assistance.

ABILITY TO PROVIDE SERVICES

Potential Vendors must outline the ability to provide Rental Assistance/Relief Software immediately. Proposals for software that is in concept stage or needs to be built, so-called vaporware, will not be considered. Potential vendors should list their three (3) most recent similar contractual services for reference purposes and provide contact information for no more than 3 customer references.

BUDGET

All Proposals must include proposed costs to provide the services in the Scope of Project section of this RFP.

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All costs and fees must be clearly described in each proposal. The contract will be for a one-year term with the option to extend for 6 additional months and may be renewed for further years if deemed necessary by Warren County.

BIDDER QUALIFICATIONS

Bidders should provide an experience statement and a description of staff experience level in offering Rental Assistance/Relief Software services.

PROPOSAL EVALUATION AND SELECTION PROCESS

WCDJFS will open proposals in a manner that prevents the disclosure of contents of competing offers to competing offerors. Only if necessary, WCDJFS will conduct discussion with offerors for the purpose of ensuring full understanding of, and responsiveness to the requirements specified herein, and will accord fair and equal treatment with respect to any opportunity for discussion with offerors to provide any clarification, correction, or revision of proposals.

WCDJFS will evaluate all proposals based on the above criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include a statement of all the above criteria. WCDJFS will rank the proposals in accordance with the above factors and their relative importance to determine the most advantageous proposal to Warren County. Warren County will authorize contract negotiations with the vendor with the most advantageous proposal based on rankings, and will only negotiate one contract at a time.

Each bidder must submit 4 copies of their proposal to the address below by **February 22, 2021 at 4:30 pm EST**:

Warren County Job and Family Services
Division of Human Services
C/O Lauren Cavanaugh, Director
416 S. East Street
Lebanon, Ohio 45036
Or via email to Lauren.Cavanaugh@jfs.ohio.gov

QUESTIONS AND CLARIFICATIONS

Questions regarding this Request for Proposal should be directed to Lauren Cavanaugh, Director at Lauren.Cavanaugh@jfs.ohio.gov. If submitting a question via email, please include the following in the subject line "RE: RENTAL ASSISTANCE/RELIEF SOFTWARE RFP". No questions submitted after 12:00 p.m. EST February 18, 2021, will be considered or provided a response.

LEGAL INFORMATION AND NOTIFICATION

This RFP is being offered pursuant to Section 307.862 of the Ohio Revised Code.

The contracting authority reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the contracting authority considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the contracting authority.

The contracting authority reserves the right to reject, in whole or in part, any proposal that the county contracting authority has determined, using the factors and criteria the contracting has developed, would not be in the best interest of the county.

The contracting authority may conduct discussion with offerors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.

Any proposals, documents or other records related to this RFP shall not be available for public inspection pursuant to R.C. 149.43 until after the award of the contract.

An offeror may withdraw the offeror's proposal at any time prior to the award of a contract.

The contracting authority may terminate negotiations with an offeror at any time during the negotiation process if the offeror fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If negotiations are terminated, the contracting authority shall negotiate with the offeror whose proposal is ranked the next most advantageous.

The contracting authority may cancel or reissue an RFP if it determines that award of a contract would not be in the best interest of Warren County.

MANDATORY CONTRACT TERMS AND CONDITIONS

Indemnification. The successful proposer shall agree to indemnify and hold harmless the County, and its officers and employees, from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which arises out of the work to be performed under this Agreement, if such injury, loss, or damage is due to the negligence of the respondent, any subcontractor of the respondent, or any officer, employee, or agent of the respondent.

Warranty. The selected software proposer shall warrant that the software will conform to the requirements and specifications as stated in this RFP. That is, the detailed requirements as stated in this RFP will become part of the selected software proposer's contract and will be warranted as such. The selected respondent must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional requirements as included in this RFP. Furthermore, the warranty, at a minimum, shall be valid for a period of 24 months from the acceptance of the software.

Controlling Law. This RFP and any contract resulting therefrom shall be governed by and construed according to the laws of the State of Ohio.

Tax Exemption. Warren County is exempt from payment of Federal Excise Tax, Transportation Tax and Ohio State Tax. Prices shall not include these taxes.

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Responsibility. The proposer shall be required to assume responsibility for all items listed in this Request for Proposals. The successful respondent shall be considered the sole point of contact for purposes of this contract.

Obligations of Proposer. At the time of opening of proposals, it shall be presumed that each proposer has reviewed the specifications to clear up any questions. The failure of any proposer to examine any proposal requirement shall in no way relieve the proposer of any obligation or condition of these contract documents.

Foreign Corporations. If the Proposer to be awarded the Contract is a foreign corporation, the Secretary of State has certified that such corporation is authorized to do business in this state; and until if the Proposer so awarded the Contract, is a person or partnership has filed with the Secretary of State as its agent for the purpose of accepting service of summons in any action brought under Section 153.05 of the Revised Code or under Sections 4123.01 to 4123.94, inclusive of the Revised Code.

Implied Requirements. All products and services not specifically mentioned in the proposal, but which are necessary to provide the functional capabilities described by the vendor, shall be included in the vendor's base proposal.

Insurance. The proposer must obtain, for the contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Ohio and provide the County with evidence of insurance. Insurance in the following types and amounts is required: 1.) Worker's Compensation Insurance covering all liability of the proposer arising under the Worker's Compensation Act and Worker's Occupational Disease Act; 2.) Comprehensive General (Public) Liability in a broad form, to include coverage for the following where exposure exists:

- Premises/Operations, Independent Contractors,
- Products/Completed Operations, Personal Injury and
- Contractual Liability, limits of liability not less than:
\$ 1,000,000 each occurrence
\$ 2,000,000 general aggregate

REQUIRED FORMS

Each offeror shall complete and submit the following forms and provide the following information with their proposal :

- a) Identification & Contact Information Sheet
- b) Cost Proposal
- c) Certificate of Compliance Non-Discrimination and Equal Employment Opportunity
- d) Affidavit of Findings for Recovery
- e) Criteria Statement

Each offeror shall state how they meet each SCOPE OF PROJECT SPECIFICATIONS enumerated above A through M, include a statement regarding proven experience, staff expertise and experience level in offering Rental Assistance/Relief Software services, or similar software services, and a statement regarding offeror's proven experience, staff expertise and experience level in offering Rental Assistance/Relief Software services, or similar software services – including 3 prior customer references

- f) Proposal Bond
- g) Non-Collusion Affidavit
- h) Affidavit affirming compliance with O.R.C. 5719.042 and O.R.C. 9.24
- i.) Affidavit affirming compliance with O.R.C. 3517.13
- j.) A letter of transmittal signed by the President, Vice President, or any other Officer or company official and accompanied by an affidavit of authority to bind the vendor

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IDENTIFICATION & CONTACT INFORMATION

PROVIDER NAME:

AUTHORIZED REPRESENTATIVE:

AUTHORIZED REPRESENTATIVE TITLE:

ADDRESS:

PHONE NUMBER:

E-MAIL ADDRESS:

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COST / RATE

Respondents should submit project costs for implementation. The cost proposal must include all costs related to implementing the requirements in this RFP whether such implementation requires customization to the software or not. The County may award a contract based on initial offers received without discussion of such offers. A proposer's initial offer should, therefore, be based on the most favorable terms available. The County reserves the right to contact proposers regarding cost and scope clarification at any time throughout the selection process. The County is asking proposers to state costs for all categories with the understanding that they may have to make assumptions. Such assumptions must be documented in each proposal. Failure to fully provide cost and work effort may lead to elimination prior to presentations. [Include Total Cost, and where possible also include separate costs of individual features or modules, initial installation, monthly maintenance, hosting, or storage]

Schedule 1: Summary

Schedule 2: Licensing Fees

Schedule 3: Professional Services, Installation, Monthly Maintenance

Schedule 4: Training Costs

Schedule 5: Hosting or Storage

Schedule 6: Travel and Other Costs

**CERTIFICATE OF COMPLIANCE
NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

STATE OF _____:

COUNTY OF _____:

_____, being first duly SWORN, deposes and says that they are the _____ of _____ the party who made the foregoing proposal; that such party does not and shall not discriminate against any employee, applicant for employment, resident, or prospective resident, because of race, religion, color, sex, or national origin. If successful under the foregoing proposal, the party shall post nondiscrimination notices in conspicuous places available to employees and applications for employment setting forth the provisions of this affidavit.

Signature

Affiant

Company/Corporation

Address

City/State/Zip Code

The foregoing instrument was acknowledged before me this ____ day of _____, 2018, by _____, of _____, an Ohio Corporation, for and on behalf of said corporation.

Notary Public

FINDINGS FOR RECOVERY AFFIDAVIT

STATE OF _____
COUNTY OF _____, SS:

_____, Upon being duly cautioned and sworn, hereby states the following based on personal knowledge:

- 1) That he/she is _____ (title), of _____ (name of bidder) and authorized to execute this affidavit; and,
- 2) That _____ (name of bidder) is not a person or entity against whom a finding for recovery has been issued by the Auditor of State, which finding for recovery is unresolved as defined in Ohio Revised Code [General Provisions] Section 9.24 (B); and,
- 3) That _____ (name of bidder) does not appear in the database of unresolved findings of recovery maintained by the Auditor of State pursuant to Ohio Revised Code [General Provisions] Section 9.24 (D)

Affiant

Sworn to and subscribed in my presence this ____ day of _____, 2018

Notary Public
My Commission Expires: _____

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CRITERIA STATEMENT

Each offeror shall state how they meet each SCOPE OF PROJECT SPECIFICATIONS enumerated above A through M, include a statement regarding proven experience, staff expertise and experience level in offering Rental Assistance/Relief Software services, or similar software services, and a statement regarding offeror's proven experience, staff expertise and experience level in offering Rental Assistance/Relief Software services, or similar software services – including 3 prior customer references

PROPOSAL GUARANTY BOND FOR COUNTY PURCHASES WARREN COUNTY, OHIO

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned

_____ as Principal, and _____, a corporation under the laws of the State of _____, having its principal place of business in the _____ of _____, as Surety, are held and firmly bound unto Board of County Commissioners, Warren County, Ohio hereinafter called the Obligee, in the penal sum of \$_____ Dollars, (five percent (5%) of proposal amount) lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed and dated this _____ day of _____, 20____.

WHEREAS, the said Principal is herewith submitting its proposal for:

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if the aforesaid Principal shall be awarded the contract upon said proposal and shall within the required number of days after the notice of such award enter into a contract and give bond for the faithful performance of the contract, then this obligation shall be null and void; otherwise the Principal and Surety will pay unto the Obligee the difference in money between the amount of the proposal of the said Principal and the amount for which the Obligee may legally contract with another party to perform the said work if the latter amount be in excess of the former or, if a contract is not entered into with another proposer and the project is resubmitted for proposal then the Principal and Surety will be liable for the costs in connection with the resubmission of printing new contract documents, required advertising, and printing and mailing notices to prospective proposers, whichever is less; but in no event shall the Surety's liability exceed the penal sum hereof.

Proposal For:

PRINCIPAL Signature_____

By: _____

Title:_____

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SURETY Signature: _____

By: _____
Attorney/Attorney-in-Fact

SURETY COMPANY ADDRESS:

Street:

City/State/Zip:

Agency Name:

Street:

City/State/Zip:

Telephone Number:

SURETY AGENT'S INFORMATION:

Agency Name

Street

City State Zip

Telephone Number

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

1. They are _____ of _____ the Proposer
(owner, partner, officer, representative, or agent)

that has submitted the attached Proposal:

2. They are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal:

3. Such Proposal is genuine and is not a collusive or sham Proposal:

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer or to fix any overhead, profit or cost element of the Proposal price or Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Board of County Commissioners of Warren County or any person interested in the proposed Contract: and

5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affidavit.

Signature

Title

Sworn to before me and subscribed in my presence this ____ day of _____, 20__ .

Notary Public

My Commission Expires

**AFFIDAVIT IN COMPLIANCE WITH SECTION 5719.042 AND 9.24 OF THE OHIO REVISED
CODE**

STATE OF OHIO

COUNTY OF _____

SS:

Personally appeared before me the undersigned, a bidder in a competitive bidding

for _____
(Name of Firm)

for a _____ contract let by the County of Warren, who, being
(Type of Product or Service)

duly cautioned and sworn, makes the following statement with respect to the personal property taxes on the general tax list of personal property of Warren County, Ohio:

1. That the undersigned at the time of making this bid on the aforementioned contract was not charged with any delinquent personal property taxes on the general tax list of personal property of Warren County.

2. That this statement is made in compliance with Section 5719.042 to be incorporated into the contract between the parties as provided in that Section of the Ohio Revised Code.

3. That pursuant to §9.24 of the Ohio Revised Code, if the project for which this bid is submitted has been identified as being funded in whole or in part with funds from the State of Ohio, the affiant further certifies that the bidder, if an individual, or if a corporation, any principal owning more than 10% equitable interest in the corporation, does not have a finding for recovery issued by the Auditor of State which remains unresolved as defined in §9.24 ORC.

Signature _____

Title _____

Subscribed and sworn before me this ___ day of _____, 20__.

Notary Public _____

Printed Name of Notary _____

My Commission expires _____

Warren County Job and Family Services
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Signature_____

Title:_____

Sworn to before me and subscribed in my presence this ____ day of _____, 20____.

Notary Public_____

Notary Public Printed Name_____

My Commission Expires_____