

***MUSKINGUM COUNTY JOB AND FAMILY SERVICES***

***NON-EMERGENCY TRANSPORTATION (NET)  
PREPAID FUEL CARD PROGRAM***

Muskingum County Job and Family Services (MCJFS) is requesting responses from gasoline service stations that wish to be considered as vendors for the Muskingum County Job and Family Services NET Prepaid Fuel Card Program.

Many citizens of Muskingum County do not have the financial resources needed to provide transportation for accessing medical care. The NET Prepaid Fuel Card Program provides the financial assistance for approved customers to obtain gasoline resources required to access medical care. The overarching goal of our NET Prepaid Fuel Card Program is to ensure that all program eligible Muskingum County residents have sufficient gasoline resources to reach their scheduled medical appointment.

Potential vendors must articulate in clear and unambiguous terms how they believe their business satisfies the following objective on behalf of the Muskingum County Job and Family Services:

**To provide gasoline for Medicaid eligible individuals only to Medicaid reimbursable medical appointments.**

Selected contracts will be awarded as funding becomes available and vendor starting dates will be identified in the contract document. Funding for this program is contingent upon the availability of state and federal funds.

The terms of awarded contracts shall be in effect through June 30, 2020. At the discretion of MCJFS, an additional two year contract extensions may be awarded based on review of the current year vendor performance.

**Contact Person**

Contract Office, Katie Lee, Administrative Assistant, Muskingum County Job and Family Services, 445 Woodlawn Ave, Zanesville OH 43701. (Ph) 740-617-4589, (Fax) (740) 454-0067.

**Written Questions**

For any questions, please submit in written format. Questions may be dropped off at the address listed above, mailed to P. O. Box 100, Zanesville OH 43702-0100 or faxed to the attention of Katie Lee, Administrative Assistant.

## **Vendor Disclosures**

Vendor must provide a disclosure of any pending or threatened court actions and/or claims against the Vendor. This information may not cause rejection of the proposal, but withholding the information may be cause to reject the proposal.

## **Conflict of Interest**

No vendor will promise, or give to any Muskingum County Job and Family Services employee, anything of value that could influence that employee in their decision on awarding contracts. No vendor will attempt, by any means, to influence an employee of Muskingum County Job and Family Services to violate any policies of the agency, the Ohio Revised Code, or Federal Procurement Regulations.

## **Failed Competition**

The Muskingum County Job and Family Services reserves the right to reopen competition or to enter into a sole source contract if there is only one responsive proposal received from this solicitation.

## **Source Documents**

Organizations must comply with the Americans with Disabilities Act; Office of Management and Budget Circular A-133; OMB Circular A-87; and other applicable Federal, State, and local laws, policies, and regulations.

## **EEO Certification**

Successful respondents will be required to certify and agree that all persons employed by the respondent, its affiliates, subsidiaries, or other entities are and will be treated equally by the respondent without regards to or because of race, religion, ancestry, national origin, or sex and in compliance with all Federal, State, and local anti-discrimination laws.

## **Vendor Examination of the RFP**

Vendors are expected to be familiar with the entire RFP and the Legal Notice provided by the Muskingum County Job and Family Services. The vendor is expected to respond to the RFP in a manner that makes it clear they understand and have responded to all sections of the RFP. If a vendor discovers any mistakes or omissions in the RFP they must notify Katie Lee in writing. Clarifications and corrections will be sent within two business days to all vendors who have requested a copy of the RFP from Muskingum County Job and Family Services.

## **Preparation of Response**

Responses must provide a clear picture of the Vendors qualifications to provide the services requested in the RFP. The Vendor should respond to the RFP instructions and requirements.

All proposals become the property of the Muskingum County Job and Family Services. All proposals will be considered public information and will be open for inspection.

## **Proposal Cost**

The cost of creating proposals is the responsibility of the Vendor and shall not be chargeable to the Muskingum County Job and Family Services.

## **False or Misleading Statements**

Proposals containing false or misleading statements shall be rejected.

## **Vendor Representatives Signature**

Each proposal must be signed by an authorized representative of the Vendor and include the names of individuals authorized to negotiate with the Muskingum County Job and Family Services. The signature line must indicate the title or position the individual holds in the company. All unsigned responses will be rejected.

## **Delivery of Proposals**

Vendors must mail or deliver one signed original proposal and two duplicates of the entire written proposal the Muskingum County Job and Family Services, 445 Woodlawn Ave, Zanesville OH 43701. Mailing address is P. O. Box 100, Zanesville, Ohio 43702-0100. The outside of the envelope must be clearly marked "**NET Prepaid Fuel Card Program**". Proposals that are hand-delivered must be in a sealed envelope. All proposals must be time and date stamped by MCJFS personnel when received. A receipt will be issued upon request.

If mailed, the Vendor should use certified or registered mail, UPS, or Federal Express with return receipt requested. Mailing address is P. O. Box 100, Zanesville, Ohio 43702-0100. Faxes will not be accepted.

All vendors must carefully review their final proposals. Once opened, proposals cannot be changed; however, Muskingum County Job and Family Services may request information or respond to inquiries for clarification purposes only.

## **Opening of Vendor's Proposals**

Responses for NET Prepaid Fuel Card Program **proposals must be received at Muskingum County Job and Family Services no later than 4:00 p.m. on Friday, May 31, 2019**. Proposals received after the deadline will not be considered.

## **Acceptance and Rejection of Proposals**

Muskingum County Job and Family Services reserves the right to reject any or all proposals. The recommendation of the MCJFS representative and MCJFS director (or his designee) shall be final.

## **Proposal Selection**

Proposal selection does not guarantee a contract for services will be awarded. The selection process includes:

All proposals will be evaluated by an MCJFS committee based on the criteria in the RFP.

Selection will be based upon the results of the evaluation, Muskingum County Job and Family Services will, at its sole discretion, select the vendor or vendors for the service whom it determines to be the best, and responsive and responsible proposals.

Muskingum County Job and Family Services works with the vendor or vendors who are selected as those who best meet the program criteria to finalize the details of the contract document.

If Muskingum County Job and Family Services determines that MCJFS and the Vendor are unable to successfully come to terms regarding the contract, Muskingum County Job and Family Services reserves the right to terminate contract discussions with the respondent. At the option of, and in its sole discretion, Muskingum County Job and Family Services reserves the right to select another respondent from the bid process, cancel the RFP or reissue the RFP if this is deemed necessary

### **Terms and Conditions**

The RFP and the commitments made in the selected proposal will be contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award.

Transference of business ownership or management prior to or during the duration of a contractual agreement by and between a vendor and MCJFS will result in immediate termination of the contract.

### **Type of Contract**

The evaluation of proposals submitted in response to this RFP may result in the issuance of a vendor contract. The contract will incorporate the requirements of the RFP, the Vendor's proposal, MCJFS NET Plan guidelines and conditions and all other agreements that may be reached.

The vendor is responsible for the execution of the program and contract requirements.

If the vendor proposes a multi-Vendor or sub-contract approach, full responsibility for all contract agreements will remain with the vendor who is awarded the contract with Muskingum County Job and Family Services, including any audit findings.

### **Confidentiality and Security**

Any Vendor that has access to confidential information will be required to keep that information confidential pursuant to all State and Federal regulations imposed upon the Muskingum County Job and Family Services.

### **Project Deliverables**

Successful vendors will be expected to provide/demonstrate that the program supported by these Medicaid funds achieves the goals as articulated in the proposal.

### **Billing Requirements**

Successful vendors shall submit the voucher form(s) for a specific period of time as agreed upon in the service contract. All Prepaid Fuel Cards submitted for reimbursement will be reviewed by MCJFS staff for validity and accuracy. Vendor will be reimbursed for only those vouchers which are determined to be valid and accurate. Vendor and/or customer may not alter the gasoline voucher in any manner; such

modifications shall render the voucher or vouchers as invalid and inaccurate and reimbursement shall not be made.

### **Eligibility Verification**

Only MCJFS personnel shall determine eligibility of customers to receive this benefit. Vendor or vendor's employees shall not administer any benefit to a customer without a certified prepaid fuel card. MCJFS will not honor any reproductions of prepaid fuel cards of any form not previously approved by MCJFS authorized personnel.

### **Proposal Format**

To simplify the process for evaluating proposals, and to assure each proposal receives the same review, all proposals must be submitted in the following format. Proposals must contain all the items listed here.

Complete proposal sections as follows:

1. Cover Sheet
2. Response to Request for Information
3. Attachment A
4. Signature Page

#### **1. Cover Sheet**

- A. Registered Business Name, and DBA Name, if different from official business name and business mailing address;
- B. Name, Business Telephone number and Fax number (if available) of contact person,
- C. Address and telephone number of the service station and any other contact address of the vendor, if different from the business location,
- D. Names of individuals authorized to negotiate with Muskingum County Job and Family Services,
- E. Affiliations with any subsidiaries or other service stations

## 2. Response to Request for Information

Respond to each inquiry with complete information.

Vendor will indicate hours of business operation, location of the service station that will be accepting gasoline vouchers and any business affiliations the vendor may have with other service stations. Muskingum County Job and Family Services will authorize prepaid fuel cards to be used only for the service station(s) indicated in this proposal

## 3. Program Guideline/Procedures Compliance

A statement from the vendor indicating his intention to comply with any current and/or future MCJFS prepaid fuel card program guidelines and procedures is required. Current guidelines and procedures pertaining to the vendor's responsibility for dispensation of gasoline are as follows:

- 1.) A voucher will be issued for the full amount allowable for the medical appointment mileage. Take the gasoline voucher to the gas station listed on the gas voucher.
- 2.) The voucher cannot be used after the date shown on the voucher. If the customer uses the voucher after the date shown in section 1 they will be responsible to pay the attendant that money.
- 3.) A valid ID is required to use the gas voucher and it must be presented to the station attendant **BEFORE** dispensing gasoline into the vehicle.
- 4.) **The voucher can only be used for gasoline. It does not purchase oil, antifreeze, wiper blades, lottery tickets or food. Vouchers cannot be exchanged for CASH!**
- 5.) Vouchers can only be used for the maximum amount listed in Section 1. If gasoline is dispensed for more than the maximum amount, the client is responsible for the remaining balance.
- 6.) If the vehicle does not hold the maximum amount shown in Section 1, the customer cannot return at a later date for the remaining balance, nor can they receive cash back from the attendant. If the amount dispensed is less than the maximum amount that is the maximum amount the customer will receive for that trip.
- 7.) Gasoline can **only** be dispensed in the vehicle used to transport to the medical appointment. It is not permitted to dispense gasoline into cans or another vehicle of any kind.
- 8.) Unauthorized or modified vouchers will not be reimbursed by MCJFS. Vouchers can not be altered in any way.
- 9.) The client and the gas station attendant are required to sign and date the in Section 2 after the gasoline has been dispensed. The voucher will not be valid if not signed by both parties.
- 10.) The vendor will be responsible for payment to the agency for all costs assessed as a result of any audit findings or for voucher payments made that are determined to be invalid.

A complete copy of the NET Gasoline voucher guidelines will become a part of the vendor contract, if a contract is awarded

**4. Billing Compliance**

The Vendor shall present for payment valid and accurate gasoline vouchers for a period not to exceed 10 working days. All vouchers must be completed based on MCJFS requirements, including signatures of the client and the gas station attendant. Such vouchers shall be submitted to the attention of the Muskingum County Job and Family Services NET Supervisor. Vouchers will be reviewed by MCJFS staff for validity and accuracy before submission to the fiscal department for payment processing.

The vendor is responsible for maintaining a record of all vouchers submitted for payment. The vendor is responsible for retaining the vendor copy of all gas vouchers. The vendor is also responsible for keeping a record of all payments received from MCJFS.

The vendor may be monitored or audited in accordance with state and federal regulations and is required to comply with all audit requests and to present for audit all records relating to the period of time under audit or review.

Indicate in your response that you intend to comply with these billing requirements and procedures.

**5. Complete Attachment A**

**6. Signature Page –**

By signing this proposal, you are agreeing to abide by program rules and regulations.

The signature line must indicate the title or position the individual holds in the company. All unsigned proposals will be rejected.

**The deadline for submission of your proposal is Friday, May 31, 2019 at 4:00 p.m. Your proposal must be date and time stamped by the MCJFS receptionist or a certified receipt must be obtained if your proposal is mailed.**