

**LUCAS COUNTY DEPARTMENT OF JOB & FAMILY SERVICES  
By the Authority of Lucas County Board of Commissioners**

**REQUEST FOR QUALIFICATIONS**

**(48-11-RFQ-01)**

**PROJECT TITLE: NON-EMERGENCY MEDICAID & TITLE XX TRANSPORTATION**

March 31, 2010 at 12 p.m., EDT

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**DATE AND TIME OF SUBMISSION OF SEALED BIDS**

**BIDDER MUST COMPLETE THE FOLLOWING:**

**NAME OF COMPANY OFFICIAL & TITLE** \_\_\_\_\_

**OFFICIAL'S SIGNATURE** \_\_\_\_\_

**NAME OF COMPANY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE & ZIP** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_

**FAX NUMBER** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

***LCDJFS Mission Statement***

*"We assist Lucas County families and individuals to achieve their highest level of stability and independence. Respecting the dignity of our clients, we provide effective career development opportunities and individualized services in cooperation with our community partners."*

**LUCAS COUNTY DEPARTMENT OF JOB & FAMILY SERVICES  
REQUEST FOR QUALIFICATIONS – NON-EMERGENCY MEDICAID & TITLE XX TRANSPORTATION**

The Lucas County Department of Job & Family Services (“LCDJFS”) through the Lucas County Board of Commissioners (“Board”) is seeking qualifications for the selection of vendors to provide Non-Emergency Medicaid and Title XX Transportation Services for eligible LCDJFS clients.

Any individual or entity submitting a bid (“Bidder”) must properly submit a completed bid following the procedure outlined in this Request for Qualifications #48-11-RFQ-01 (“RFQ”) by no later than March 31, 2010 at 12 p.m. LCDJFS expects to enter into a Vendor Agreement (“Agreement”) with all Bidder(s) who have been determined by LCDJFS as meeting the qualifications and specifications in this RFQ (“Selected Bidders”). All Selected Bidders must also meet all applicable state and/or local licensing, insurance, and permit requirements included but not limited to, Chapter 773, 775, and 777, of the Toledo Municipal Code (“TMC”). Furthermore, all bids submitted in response to this RFQ shall comply with Ohio law, as well as federal law.

**1.0 Legal Framework**

This RFQ is issued under Section 307 of the Ohio Revised Code (“ORC”) and Section 5101:9-4-07 of the Ohio Administrative Code (“OAC”). These laws will govern any disputes arising under this RFQ and any subsequent agreement reached pursuant thereto.

**2.0 Bid Opening**

**The deadline for bid submittal is March 31, 2010 at 12 p.m.** with the bid opening scheduled for March 31, 2010 at 2 p.m.. All sealed bids received after the deadline, for any reason, will be rejected. The opening of the sealed bids will take place in the Oregon Room, located on the 3<sup>rd</sup> Floor of LCDJFS, 3210 Monroe Street, Toledo, Ohio 43699-0007. Please allow sufficient time upon arrival at LCDJFS to sign in at the Security Desk and to have the bid time-stamped in the event it was not previously submitted.

**3.0 Timetable**

The following timetable shall apply to this RFQ. No Agreement(s) awarded under this RFQ shall be effective unless finalized and approved by the Board.

RFQ (48-11-RFQ-01) Release Date	March 5, 2010
Deadline for Electronic Bidder Q&A Submittal	March 10, 2010 at 2:00 p.m.
Posted Written Responses to Q&A*	Friday, March 15, 2010 at 4:00p.m.
Deadline for Submitting RFQ and Bid Opening	March 31, 2010 at 12 p.m. & 2 p.m.
Notification of Awards	Approximately April 5, 2010
Agreement Development	Approximately April 8 through April 15, 2010
Agreement Implementation	Approximately July 1, 2010 – June 30 2011

\* <http://www.co.lucas.oh.us/Bids.aspx>

**4.0 Administrative Requirements**

By submitting a bid, the Bidder(s) will be held responsible for knowing the specifications and conditions under which any Agreement will be reached. This includes the contents of all bid documents, regulations, and applicable laws.

Each bid will be submitted with the information requested on the cover page of this RFQ completed in its entirety, with project title, date and time of bid opening clearly marked on the outside of the bid package. The signature of the Bidder’s authorized official must be apparent. All bids must be delivered by certified or registered mail, a private delivery or courier service (e.g., Federal Express, UPS, etc.), and/or hand-delivered to:

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**Michelle Niedermier**  
**Lucas County Department of Job & Family Services**  
**3210 Monroe Street, P.O. Box 10007**  
**Toledo, OH 43699-0007**  
**Phone: 419.213.8871**  
**Email: [niedem@odjfs.state.oh.us](mailto:niedem@odjfs.state.oh.us)**

A receipt will be issued for all bids received by the LCDJFS via hand delivery. Bids delivered by hand prior to March 31, 2010 must be delivered to the Security Desk. If a bid is not delivered by hand, the Bidder must use certified or registered mail (return receipt requested), or a private delivery or courier service (e.g., Federal Express, UPS, etc.). Proposals may not be submitted at any other location. E-mail or Fax transmissions of bids, as well as those sent by standard U.S. Mail, will not be accepted. Bids received after the specified date and time (see section 3.0) will be rejected upon receipt. **There are no exceptions to this rule.**

An original bid must be printed or typed and submitted along with seven (7) photocopies. In addition, the entire bid packet must also be submitted on a CD-ROM or flash drive with documents created in either Word or Excel as applicable. **The entire set of RFQ documents must be assembled in the following order and returned to the contact person named in Section 4.0:**

- a. Cover Page;
- b. Brief Narrative (no more than two (2) pages). Describe how the Bidder meets all of the qualifications and provisions of this RFQ and how Bidder's services will achieve LCDJFS' desired results. Please identify all business partners (if applicable), and the size of the fleet that will be utilized in the performance of duties outlined in this RFQ.
- c. Completed Affidavits and Attachments in the following order: (1) Non-Discrimination, (2) Non-Collusion, (3) No Findings for Recovery, (4) Representations, Assurances, and Certifications, (5) Delinquent Personal Property Tax Statement, (6) Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form, and signature page\*.
- d. LCDJFS Transportation Code of Responsibility (See Attachment 1 at the end of this RFQ)
- e. Current Insurance Policy
- f. Registration and Inspection report signed by authorized Toledo Police Department Licensing and Collections Officer.
- g. Valid Public Vehicle Operator's License (City of Toledo license for current year for each vehicle in the Bidder's fleet that will be used in fulfilling the Agreement.
- h. Description of Bidder's 2-way dispatch system. Specify the system type and date purchased (no more than one (1) page).
- i. Verification of a metered cab (neighborhood) – Meter slips
- j. State of Ohio Bureau of Motor Vehicles Registration Card for each vehicle that will be used in fulfilling the Agreement.
- k. Valid Ohio Driver's License for each driver
- l. City of Toledo – Valid Public Vehicle Operation I.D. for each driver.

\*The documents as listed in Section 4c. above are to be completed in their entirety by the Bidder. Blank forms for these documents will be sent to the Bidder electronically upon request. To obtain the blank forms contact Michelle Niedermier via email at [niedem@odjfs.state.oh.us](mailto:niedem@odjfs.state.oh.us) and indicate the name of Bidder's organization, the contact person and the email address where the electronic documents should be sent (no hard copies or faxes shall be sent). The documents will be sent within two (2) business days. If the documents are not received within this timeframe, please contact Michelle Niedermier at 419-213-8871. Please allow adequate time to receive and complete the documents prior to the 12:00 p.m., March 31, 2010 deadline. **NO REQUESTS FOR BLANK FORMS WILL BE ACCEPTED AFTER 12:00 P.M., March 29, 2010.**

LCDJFS reserves the right to postpone the bid opening at its sole discretion. A Selected Bidder who has entered into an Agreement with LCDJFS ("Vendor") will be paid in accordance with the established fare set by Toledo City Council under Chapter 781 of the TMC as may be amended from time to time. [The current rates established under Ordinance 347-06 can be found in Attachment 2 of this RFP].

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LCDJFS may make an award to any or all Bidder(s) based on such Bidder(s) meeting all specifications and section requirements contained in this RFQ; however, the Board reserves the right, at its sole discretion, to not enter into an Agreement with any and/or all Selected Bidders.

LCDJFS does not assume any late payment penalties. No condition will alter this statement.

ORC sections 307.90 and 307.91 permit LCDJFS to reject all bids, waive technicalities, amend the original estimate, and to advertise for new bids on the required items, products or services. LCDJFS reserves the right to reject any or all of the bids on any basis without disclosure of a reason. The failure to make such a disclosure will not result in the accrual of any right, claim or cause of action by any unsuccessful Bidder against LCDJFS. The recommendation of the LCDJFS Director shall be final, subject to approval by the Board.

Questions submitted electronically regarding the specifications outlined in this RFQ should be directed via email to Ms. Niedermier at the address specified in Section 4.0

Bidders should carefully review all elements of their bids. Once opened, bids may not be altered. Each response in regard to this RFQ shall be complete, self-contained and meet the requirements of the RFQ. LCDJFS may initiate clarifications from vendor after the bid opening. However, these clarifications will not constitute an alteration of any bid submitted.

All materials in a submitted bid become the property of LCDJFS and may be returned only at the LCDJFS' discretion. Bid materials received by LCDJFS constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to ORC Section 149.43. Any portion of the bid to be held confidential should be marked to that effect and will not be considered public record provided such information clearly falls within an exemption enumerated in ORC Section 149.43.

The Bidder is fully responsible for all costs associated with the development and submission of the bid. LCDJFS assumes no contractual or financial obligation as a result of the issuance of this RFQ, the preparation and submission of the bid by a Bidder, the evaluation of an accepted bid, or the selection of an approved bid.

**4.1 Additional Administrative Requirements – Conflict of Interest**

No Bidder will promise, or give to any LCDJFS employee anything of value that could influence that employee's decision on awarding contracts. No Bidder shall attempt to influence an employee of LCDJFS to violate any procurement policies of LCDJFS, the ORC, the OAC or Federal Procurement Regulations.

**4.2 Additional Administrative Requirements – Post-bid meeting**

If following the selection of one or more Selected Bidders an unsuccessful Bidder wishes to discuss the selection process, a request for an informal meeting and the explanation for it may be made by the unsuccessful Bidder. Any such request must be made in writing and received by LCDJFS within seven (7) business days after the unsuccessful Bidder's receipt of notification of the selection. The request shall state the reason(s) for the meeting, citing the law(s), rule(s), regulation(s) and/or RFQ procedure(s) which is (are) the subject of the request. All such requests must be signed by an individual authorized to represent the unsuccessful Bidder and must be addressed to Ms. Niedermier at the address listed RFQ Section 4.0.

**4.3 Additional Administrative Requirements – Agreement following bid selection**

**Selection of a bid does not guarantee an Agreement for services will be awarded.** All bids will be evaluated based on the requirements and specifications in this RFQ. LCDJFS will work with all Selected Bidders to finalize the details of an Agreement. **If LCDJFS, in its sole discretion, determines that LCDJFS and a Selected Bidder are unable to successfully come to terms regarding the Agreement within a reasonable time**

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period, LCDJFS reserves the right to terminate discussions and, in its sole discretion select another Bidder from the bid process, cancel the RFQ or reissue the RFQ.

**4.4 Additional Administrative Requirements – Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization (DMA)**

ORC Section 2909.33 generally requires that with respect to any contract that will result in a contractor receiving funding in an aggregate amount greater than \$100,000 annually, that contractor shall certify that it does not provide material assistance to any organization on the United States Department of State Terrorist Exclusion List. For purposes of this RFQ, this certification may be accomplished by the Bidder completing and affixing an authorized signature on the DMA located in Section B of this RFQ. By signing the DMA, the Bidder certifies that it does not provide material assistance to any organization on the Terrorist Exclusion List. Failure to complete the DMA or answer “yes” to any question on the DMA shall serve as a disclosure of the Bidder’s provision of material assistance to an organization that is listed on the terrorist exclusion list which is part of the DMA.

**5.0 Agreement Administration**

LCDJFS Staff will administer the Agreement(s).

**6.0 Bid Evaluation Criteria and Award**

LCDJFS may award an Agreement to the Bidder(s) who meet all specifications and provisions within this RFQ.

Notwithstanding the provisions of Section 4.0, hereof, the Board reserves the right to reject any and all bids, to waive (at its sole discretion) minor disqualifying technicalities and to request a re-bid through the bid process. LCDJFS reserves the right to conduct site visits of Bidder’s facilities to determine capability of the Bidder to provide the services requested through this RFQ.

**7.0 Bid Alterations, Addendums, and Alternate Bids**

No alterations, additions, alternate bids, or exceptions to the specifications contained herein are permitted except by an RFQ addendum issued by LCDJFS to all Bidders via posting at <http://www.co.lucas.oh.us/Bids.aspx>.

During the bid process, Bidders may be furnished an addendum covering additions or deletions to the RFQ documents. This addendum will be included in the scope of work to become a part of the Agreement documents. Addendums may be issued up to seventy-two (72) hours preceding the bid submission date, excluding weekends and holidays.

Any prospective Bidder desiring an explanation or interpretation of the RFQ or specifications must request it via e-mail as stated in Section 4 by no earlier than between March 5, 2010 at 8:00a.m. and no later than 4:00 p.m. March 10, 2010. While participation in the Bidders Q&A session is not mandatory, it is recommended that Bidders utilize this opportunity to ask any questions they may have related to the RFQ. All questions submitted during the prescribed timeframe will be published with the corresponding answers at <http://www.co.lucas.oh.us/Bids.aspx>.

**8.0 Equal Opportunity Provisions Required**

All Bidders must be willing to enter into an agreement containing the following express language contained in Section 125.111 of the ORC:

Every contract, for or on behalf of, the state or any of its political subdivisions for the purchase of materials, equipment, supplies, contract of insurance, or services shall contain provisions similar to those required by Section 153.59 of the Revised Code in the case of construction contracts by which the Bidder agrees to both of the following:

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That in the hiring of employees for the performance of work under the contract or any subcontract no bidder or subcontractor shall, by reasons of race, color, religion, sex, age, handicap, national origin or ancestry, discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which the contract relates.

That no Bidder, subcontractor, or any person acting on behalf of any bidder or subcontractor shall, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, handicap, national origin or ancestry.

All Bidders who contract with the state or any of its political subdivisions for materials, equipment, supplies, contracts of insurance, or services shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as defined in Section 122.71 of the Revised Code. Annually, each such Bidder shall file a description of the affirmative action program and a progress report on its implementation with the Ohio Civil Rights Commission and the Minority Business Development Office established under Section 122.92 of the Ohio Revised Code. In addition, all Bidders who contract with the state or any of its political subdivisions for equipment must also adhere to requirements as set forth which addresses the utilization of small and minority-owned businesses, women's business enterprises and labor surplus firms.

#### **9.0 Insurance Requirements**

If the RFQ specifications require the performance of labor for LCDJFS, the Bidder must agree to indemnify and protect LCDJFS and the Board against all liabilities, claims, or demands for injuries or damages to any person or property growing out of the performance of any Agreement, by seller, its servants, employees agents or representatives. Prior to issuance of the Agreement, the Selected Bidder(s) shall furnish an Insurance Carrier's Certificate showing that the Selected Bidder has adequate Worker's Compensation, public liability and property damage insurance coverage. The Selected Bidder must also furnish all applicable insurance documents in accordance with Chapter 777 of the TMC.

#### **10.0 Agreement Period, Funding & Invoice**

The term of the Agreement shall run for approximately twelve (12) consecutive months and shall commence no sooner than July 1, 2010 and end no later than June 30, 2011. The Agreement will incorporate the requirements of this RFQ, the documents contained in Bidder's bid, and all other agreements reached during the development of the Agreement. Subject to the availability of funds and at the sole discretion of LCDJFS with the approval of the Board, Agreements may be renewed for up to one (1) additional twelve (12) consecutive month period. Any such renewal of the Agreement will be based on the adequacy of Vendor's performance as determined solely by LCDJFS.

A Vendor can claim payment only for services already provided. A Vendor must submit invoices for payment on a monthly basis. Invoices must be submitted within thirty (30) days of the last day of the calendar month of service delivery. **(For example, invoices for services delivered in the month of July must be presented to LCDJFS no later than August 31.)** Provided accurate and correct invoices are timely received by LCDJFS, **reimbursement by LCDJFS will generally be made within thirty (30) days of receipt of an accurate invoice.** Funds designated for the Agreement period (12 months) are subject to funding requirements under both Title XX and Medicaid funding allocations.

#### **11.0 Duplicate Billing**

The Vendor shall warrant that claims made to LCDJFS for payment shall be for authorized services rendered to eligible and authorized individuals and such claims shall not be made against other funding sources for the same services. It is prohibited to use funds awarded through any contract with LCDJFS to supplant any other existing funding sources.

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**12.0 Assignment/Subcontractor**

Neither the Agreement nor any rights, duties or obligations described herein will be assigned by either party hereto without prior express, written consent of the other party. Any Agreement will be made pursuant to the bid submitted by the Selected Bidder. The Agreement will be based on the Selected Bidder's qualifications and responsibilities. The Selected Bidder can neither sublet or assign the Agreement nor subcontract any part of the work included in the resulting Agreement without the previous written consent of LCDJFS.

**13.0 Taxes**

LCDJFS does not pay local, state or Federal taxes. If requested, the Vendor will be furnished with an exemption certificate.

**14.0 Permits/Codes**

The Vendor is responsible for obtaining all permits and licenses required for performance of the work specified.

**15.0 Compliance with the Law**

A Selected Bidder must agree to comply with all applicable Federal, state, and local laws in the conduct of the work specified in this RFQ including applicable state and federal laws regarding drug-free work places. The Selected Bidder will be required to accept full responsibility for payment of all taxes and insurance premiums including, but not limited to; Unemployment Compensation insurance premiums, Workers' Compensation, all income tax deductions, FICA and Medicare Deductions, and any other taxes or payroll deductions required for all employees engaged by the Selected Bidder in the performance of the work specified in this RFQ.

Both for-profit and not-for-profit contractors are required to comply with federal rules as specified in Office of Management and Budget (OMB) Circular A-133 audit requirements. Contractors that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Contractors that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year but records must be available for review or audit by appropriate officials and auditors of the federal agency, the pass-through entity, and the General Accounting Office (GAO). Any biennial (two year) audit shall cover both years within the biennial period in the scope of the audit.

Selected Bidders are required to follow all federal, state and local procurement rules regarding the purchase of equipment, sub-contracting and program materials, including making efforts to utilize small and minority-owned businesses, women's business enterprises and labor surplus area firms when they are potential resources for supplies, equipment and services.

LCDJFS will provide any necessary training to Selected Bidders regarding such rules. Funds distributed through this RFQ are Federal Department of Health and Human Services Medicaid and Title XX funds. Procurement rules for Health and Human Services are located in Code of Federal Regulations (CFR) 45 Part 92.

Revised Code Section 9.24 prohibits LCDJFS from awarding a contract to any Bidder against whom the Auditor of State has issued a finding of recovery if the finding of recovery is "unresolved" at the time of award. By submitting a bid, a Bidder warrants that it is not now, nor will it become subject to an "unresolved" finding for recovery under Section 9.24, prior to entering an Agreement arising out this RFQ, without notifying LCDJFS of such findings. **See** Section B of this RFQ, "Affidavits": "No Findings for Recovery Affidavit."

Any bid or other material submitted will become the property of LCDJFS and may be returned only at LCDJFS' option. Proprietary information should not be included in a bid or supporting materials because LCDJFS will have the right to use any materials or ideas submitted in a bid without compensation to the Bidder. Additionally, all bids are open to the public after the Selected Bidders are determined.

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LCDJFS will retain all bids, or a copy of such, as part of the Agreement file for at least three (3) years following bid selection or until audited. After this retention period, LCDJFS may return, destroy or otherwise dispose of the bid and/or the copies.

LCDJFS may disclose to written or other information that it treats as confidential to a Selected Bidder who has entered into an Agreement approved by the Board (“Vendor”). All such information and all related material and documents LCDJFS delivers to the Vendor(s) remains the property of LCDJFS. The Vendor(s) must treat such information as confidential if it is so marked, otherwise identified as such, or when by its very nature, it deals with matters, if generally known, would be damaging to the best interest of the public, Vendor, or other Vendors, or potential Vendors with LCDJFS, or individuals or organizations with whom LCDJFS keeps information. For example, information should be treated as confidential if it includes proprietary documentation, materials, flow charts, codes, software, computer information, techniques, models, diagrams, know-how, trade secrets, data, business records or marketing information. By further example, the Vendor(s) must also treat as confidential information any material, to which attorney-client, physician-patient, or similar privilege(s) may apply, and any documents or records expressly excluded by Ohio law from public records disclosure requirements or risk termination of the contract.

Additionally, LCDJFS and Vendor(s) are required to follow the following federal procurement policies:

- Compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 C.F.R. Part 3).
- Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).
- Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).
- Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)) section 508 of the Clean Water act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. part 15).
- Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- Mandatory disclosure to LCDJFS of any modifications to names, addresses, phone numbers, facsimiles, email, etc. when such occurs during the duration of this Agreement.

**16.0 Pricing**

Prices will be set in accordance with Chapter 781.05 of the TMC. Pricing for livery companies will comply with Section 781.06(b) of the Toledo Municipal Code that specifies that a non-metered vehicle for hire must charge a rate that is not less than the taxi meter rate.

**17.0 Termination for Convenience**

LCDJFS reserves the right to terminate the resulting Agreement for its convenience at any time, for any reason, or for no reason, at its sole discretion. LCDJFS reserves the right to terminate during the initial Agreement period and/or any subsequent renewal period.

**18.0 Termination for Default**

In the event Vendor fails to carry out any of the terms and conditions of the Agreement, LCDJFS may (but is not required to) issue a “cure notice” to the Vendor. The “cure notice” shall be in writing and shall describe the

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conditions that must be remedied and the time by which the correction(s) must be made. LCDJFS may terminate an Agreement at any time the Vendor fails to timely carry out the terms and conditions of the cure notice. LCDJFS may also suspend referrals to a Vendor pending the outcome of any investigations alleging breach of

Agreement regardless of whether a cure notice has been issued.. The Vendor will have thirty (30) days after receipt of a cure notice to make necessary corrections. If the Vendor fails to timely remedy the conditions described in the cure notice, LCDJFS will issue an order to stop work immediately and terminate the Agreement without obligation.

None of the provisions of this Section 18.0 shall affect the right of LCDJFS to terminate the Agreement in accordance with Section 17.0, hereof

**19.0 Indemnification**

A Selected Bidder entering into an Agreement shall assume the defense of, indemnify, and hold harmless LCDJFS and the Board or any authorized political subdivision receiving services under the Agreement from any claims or liabilities of any type or nature made by, or on behalf of, any person, bidder, or corporation and arising in any manner during or from the Selected Bidder's performance of the work required under the Agreement, and the Selected Bidder shall pay any judgment obtained or growing out of said claims, liabilities, or any of them.

**SECTION A – SPECIFICATIONS**

**I. Project Overview**

LCDJFS seeks Vendors to provide medical transportation services for all clients determined eligible by LCDJFS.

Vendors shall provide door-to-door transportation services for eligible participants in Non-Emergency Medicaid, and Title XX Programs. Vendors acknowledge that the service to be provided must be such that ambulatory persons (i.e. not in need of ambulance services) can be transported to and from their point of origin.

**A. Vendor(s) Project Requirement**

Vendor(s) must:

- Demonstrate with precise detail that the service model has the capacity to respond to the projected volume, of customer service needs on a yearly basis (as described below in Part C).
- Provide a method for monitoring customer service.
- Use current technology to provide efficient and on-time service as described in Technology Requirement section below.
- Use current technology to track trip information in order to generate monthly reports, with client specific data and client signature, for billing and audit purposes.
- Supply LCDJFS with ride scheduling policies.
- Have in place a contingency plan to provide all clients transportation to and from their destinations approved by LCDJFS.

**B. LCDJFS Commitments**

LCDJFS will:

- Utilize a standardized process for determining eligibility for Non-Emergency Medicaid, and Title XX transportation services.
- Provide accurate client demographic information for those clients who select the Vendor.
- Provide technical assistance to Vendors and clients.
- Maintain data base containing client information.
- Verify destinations as Ohio-Medicaid providers before entering them into data base.
- Remit payment to vendors in accordance with the Agreement.

**C. TARGET POPULATIONS**

Services sought are to be delivered to only those eligible residents of Lucas County who have been authorized for transportation services and referred to the Vendors by LCDJFS. The number of eligible residents is approximately 2500 individuals. Service delivery is restricted to the geographical boundaries of Lucas County.

**D. SCOPE OF SERVICE**

Vendor(s) acknowledge(s) that the purchase of transportation services shall be for Non-Emergency Medicaid and Title XX eligible residents of Lucas County. The specific objective of the purchased transportation services will be to transport eligible individuals as determined and approved by LCDJFS to a provider of medical services for the purpose of receiving medical care.

Vendor agrees to provide purchased services that include the following components:

- The service will be available 24 hours per day except during a state of emergency declared by governmental authority.
- The service will be available every day of the year without interruption except during a state of emergency declared by governmental authority.

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- The service will be door-to-door which shall be defined as service to/from the closest reasonable point of vehicle access to the location of the eligible individuals. The Vendor's Vehicle Driver (Vehicle Driver) will provide personal assistance as necessary. Personal assistance is limited to assistance in moving to/from the entrance of the pickup site/approved destination, and/or assistance with eligible individuals' wheelchairs, walkers, crutches, etc. The Vehicle Driver will also assist the eligible individual with entering or exiting the vehicle as necessary, but is not required to lift the eligible individual.
- The eligible individual will be delivered to the medical facility or other approved destination on time for his/her appointment time barring severe weather and road conditions. In the event of severe weather and road conditions, an attempt will be made to pick up the eligible individual at an earlier time in order to arrive on time.
- Except in the case of severe weather and road conditions, the eligible individual shall not be picked up more than 15 minutes following the designated pick up time.
- The Vendor will ensure that the eligible individual does not ride in any transportation vehicle for more than (1) one hour traveling to/from the approved destination site within the Lucas County area.
- Authorized non-eligible persons accompanying and/or escorting the eligible individual to/from the approved destination will be referred to as Personal Care Attendants (PCA) for which no additional charge will be made and must be approved by a LCDJFS staff.
- From time to time at the discretion of the Vendor and when in accordance with all other specifications of the agreement, eligible individuals may be transported in linked trip multiple-loading arrangements. Generally, trips are linked when economy can be realized; there is no negative impact on customer service; and savings are realized to the LCDJFS funded transportation programs.
- When known to the Vendor reasonable precautions will be taken to ensure that eligible individuals are not transported in the same vehicle with individuals whose medical conditions may be contagious.
- Vendor recognizes that some eligible individuals have exceptional situations, and must be transported according to their special needs as specified by LCDJFS and in accordance with all other specifications of the contract.
  - Vendor agrees to transport substantially all eligible individuals in an automobile rather than a bus in order to minimize ride time and to provide a higher level of comfort and safety to the eligible individual.
  - Vendor will have multiple vehicles on the street throughout the service area at all times in order to respond quickly to eligible individuals who must be transported to/from medical appointments because of extreme medical conditions.
- Vendor will continue to maintain and operate telephone lines for the purpose of receiving transportation requests non-stop, 24 hours a day, every day of the year.

**E. Project Deliverables**

Vendor agrees to the delivery of purchased services in accordance with the following conditions:

- Maintenance of an adequate number of vehicles that meet the guidelines of TMC and LCDJFS to ensure efficient service delivery to eligible individuals. ***Note: projected number of trips per year is approximately 187,500 with approximately 2500 authorized clients. Peak hours of transportation usage generally will occur between 5:30 a.m. and 6:00 p.m., Monday through Friday. However, vehicles do need to be available 24 hours a day, 7 days a week, and 365 days a year.***
- Vehicles used to transport eligible individuals must be clean, free of litter, and free of offensive odors in the passenger compartment.
- Passenger seats must be in good condition with no un-patched rips or tears or broken springs.
- Vehicle and driver should be able to accommodate a non-motorized wheelchair.
- Drivers should put the needs of eligible individuals first and serve them in a respectful and professional manner.
- Drivers should appear well groomed wearing neat and clean clothes.
- Drivers and/or dispatchers must not refer to eligible individual in terms of their status with LCDJFS (e.g. a "welfare ride") or in any other derogatory term either directly or indirectly (e.g. over the dispatch radio) and, in general, should not treat eligible individuals any differently than they would a regular cash-paying fare.

LUCAS COUNTY DEPARTMENT OF JOB & FAMILY SERVICES  
REQUEST FOR QUALIFICATIONS – NON-EMERGENCY MEDICAID & TITLE XX TRANSPORTATION

- Drivers may not transport eligible individuals to locations other than destinations that are approved by LCDJFS.
- Vendor shall provide service within all of the postal zip codes in Lucas County. Should a round trip be required, Vendor accepts the responsibility for the provision of the return trip in accordance with all other terms of this contract.
- For each separate appointment, Vendor is not required to make more than one (1) attempt to pick up an authorized eligible individual from the eligible individual's residence on the same day.
- Wait time is limited to 15 minutes and only allowable for pharmacy stops. LCDJFS will not pay for wait time under any other circumstances notwithstanding the requirements outlined in TMC Section 781.05(b).
- All pharmacy stops must be in conjunction with a scheduled medical appointment. Pharmacy only destinations are not allowable.
- Payment to the Vendor will not be made for any cab, which makes stops at facilities other than those authorized by LCDJFS.
- LCDJFS assumes no liability to pay for clients not authorized for transportation services by LCDJFS.
- All transportation vehicles to be used by the Vendor in delivering the purchased service(s) will have the necessary equipment to accommodate special needs of eligible individuals and to provide for normal or emergency operation of the vehicle. All vehicles are equipped with two-way radio communication equipment on a dedicated frequency not used by any other radios in the Toledo area. This allows for fast communication in the event of an emergency without waiting for other radio users to clear the channel. A cell phone lacking a two-way radio feature or other telephonic system of dispatch is not acceptable.
- All vehicles shall be maintained in a state of repair, meeting Ohio safety inspection standards that will allow for the safe transportation of eligible individuals.
- LCDJFS reserves the right to inspect vehicles of its choice used by Vendor(s) for transporting eligible individuals at any time and without prior notice to Vendor(s).
- All transportation vehicles used by Vendor(s) in delivering the purchased service must be clearly identified by unique color schemes and logo bearing the name of Vendor on both the left and right side of each vehicle in large letters. Each vehicle is identified with its own unit number prominently displayed.
- All Vehicle Drivers must be clearly identified by a photo ID. This identification shall be prominently displayed and clearly visible by the passenger at all times.
- Smoking by drivers and/or passengers in the vehicle is prohibited, pursuant to TMC 779.08.

## **II. Regulatory, Reporting, and Record Keeping Requirements**

- Vendor will not deny service to authorized eligible individual for any reason, nor subject the same to discrimination for reasons of race, color, religion, national origin, sex, age, nature of the eligible individual's condition, or any other factor as specified in Title VI of the Civil Rights Act of 1964, Rehabilitation Act of 1973 and subsequent amendments, or due to that individual's client's status with LCDJFS. Vendor will comply with all appropriate Federal and State laws regarding such discrimination.
- Vendor acknowledges that negotiation is preliminary to entering into an Agreement with LCDJFS. Approval of the Agreement, including its effective date, shall rest with LCDJFS and the Board. LCDJFS shall retain the authority to impose restrictions on all Agreements, including the termination dates.
- Prior to entering into any subcontract involving the direct delivery of the purchased service, Vendor shall first give LCDJFS written notification of its intent to do so and receive prior approval from LCDJFS. All subcontracts must be on file at LCDJFS.
- The minimum standards, rules, and regulations, which govern the conduct and performance of Vendor Vehicle Drivers, are contained in the City of Toledo Taxicab Ordinance. (Attached as Exhibit 2 of this RFQ) All transportation of eligible individuals will be provided by Vehicle Drivers licensed by the City of Toledo Taxi Squad in accordance with their requirements for licensing. Additionally, all Vendors must agree to the terms of the LCDJFS Transportation Code of Responsibility (Attached as Exhibit of this RFQ).
- LCDJFS will pay Vendor according to the following established fare: the fare for private paying patrons for taxi cabs is set by Toledo City Council under Chapter 781 of the Toledo Municipal Code ("TMC"). (**Note: All Vendors will be required to waive the waiting period rates set forth in TMC Section 781.05 (b).**) The meter does not start until after the individual(s) authorized for transport has (have) entered the cab. If

LUCAS COUNTY DEPARTMENT OF JOB & FAMILY SERVICES  
REQUEST FOR QUALIFICATIONS – NON-EMERGENCY MEDICAID & TITLE XX TRANSPORTATION

Toledo City Council should change the fare for private paying patrons; the formula set forth in the prior sentence shall be computed on such changed fare effective as of the date of the change as determined by Toledo City Council. LCDJFS will also pay the Vendor \$3.00 for each trip after the cab has arrived at the designated time where the authorized client fails to show.

- For transportation provided by a Vendor who is a *livery service*, LCDJFS will pay the livery service Vendor the fare for livery vehicles comparable to the current LCDJFS rate for taxicab services. At no time can rates for vehicles for hire without meters be less than the meter rates.
- Vendor must meet all applicable state and/or local licensing and certification requirements including but not limited to, Chapter 777 of the TMC, (except for fare requirements).
- Vendor must maintain liability insurance on its vehicles and drivers at all time in compliance with the requirements of Chapter 777 of the TMC, the ORC, and the OAC.
- Vendor must provide evidence of insurance coverage satisfactory to LCDJFS not less than twenty-four (24) hours following a request made by LCDJFS for such evidence of insurance.
- In the event Vendor engages in subcontracting to provide services, the Vendor warrants such subcontractor(s) maintain the required insurance coverage.
- Vendor to provide LCDJFS quarterly reports relevant to the monitoring of their service performance.
- LCDJFS will monitor level of service and performance through customer satisfaction surveys and direct interaction with eligible individuals and Vendors.
- Vendor must maintain and document a regularly scheduled training for drivers and dispatchers. Training must include but not be limited to appropriate phone etiquette, passenger assistance, and emergency procedures.
- Vendor will comply with LCDJFS' requirements for Case Management, Monitoring, Evaluation, and Invoicing, and any subsequent update.
- Vendor shall indemnify and hold harmless the Ohio Department of Job and Family Services ("ODJFS"), LCDJFS, the Board and/or its employees and/or agents against any and all liability, loss, damage, cost, or expense by reason of an eligible individual suffering or causing personal injury, death, or property damage or loss while receiving services from Vendor.
- Vendor shall maintain and, upon request, allow authorized representatives of LCDJFS, ODFJS, and such state and federal agencies as may be necessary to confirm Vendor's compliance with the terms of the Agreement. LCDJFS, ODJFS, and agents of the federal government shall have the right to audit all records and procedures related to the Agreement.

### **III. Technical Requirements**

- All of Vendor's vehicles must be equipped with a two-way radio communication equipment on a dedicated frequency not used by any other radios in the Toledo area. This allows for fast communication in the event of an emergency without waiting for other radio users to clear the channel. A cell phone lacking a two-way radio feature or other telephonic system of dispatch is not acceptable.
- Vendor may be required to attend training or technical briefings in regard to LCDJFS data updates or upgrades.

#### **Minimum System Requirements**

- **Internet Explorer 6.0 (or above)**
- **Windows NT 4.0 Windows XP, or Windows 2000 with Service Pack 2**
- **800x600 screen resolution**
- **800 Mhz PII PC or equivalent**
- **50 MB Free HDD Space**
- **256 MB Memory**

**SECTION B – AFFIDAVITS AND ATTACHMENTS**

**DELINQUENT PERSONAL PROPERTY TAX STATEMENT**  
(O.R.C. Section 5719.042)

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED**

I \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(NAME) (TITLE) (NAME OF COMPANY)

affirm that at the time that I submitted the bid for \_\_\_\_\_ to the Board of  
(BID TITLE)

Lucas County Commissioners on \_\_\_\_\_ that  
(DATE)

\_\_\_\_\_ was / was not charged with delinquent Personal Property Taxes by  
(NAME OF COMPANY) (CIRCLE ONE)

the Lucas County Auditor.

**(If Personal Property Taxes are delinquent, complete the following section)**

The amount of delinquent Personal Property Taxes due Lucas County is \_\_\_\_\_ and unpaid penalties  
(AMOUNT)  
and interest are \_\_\_\_\_.  
(AMOUNT)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(COMPANY)

\_\_\_\_\_  
(DATE)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary

My Commission Expires: \_\_\_\_\_  
(Date)

**NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY AFFIDAVIT**

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that he/she  
Name

is \_\_\_\_\_ of \_\_\_\_\_ the party  
Title Company

that made the foregoing Proposal; that such party as Bidder does not and shall not discriminate against any employee or Bidder for employment because of race, religion, color, sex or national origin. If awarded the Proposal and contract under this Proposal, said party shall take affirmative action to insure that Bidders are employed and that employees are treated, during employment, without regard to their race, religion, color, sex or national origin. If successful as the lowest and best Bidder under the foregoing Proposal this party shall post non-discrimination notices in conspicuous places available to employees and Bidders for employment setting forth the provision of this affidavit.

Furthermore, said party agrees to abide by the assurances found in Section 153.54 of the Ohio Revised Code in the Contract Provisions with the Owner if selected as the successful Bidder by the owner.

\_\_\_\_\_  
Affiant Signature Date

\_\_\_\_\_  
Affiant Title

\_\_\_\_\_  
Company/Corporations

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal)  
\_\_\_\_\_  
Notary

My Commission Expires: \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that he/she  
Name

is \_\_\_\_\_ of \_\_\_\_\_ the party  
Title Company

or authorized representative of \_\_\_\_\_ or is the party submitting this Proposal; that such Proposal is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder or person, to submit a sham Proposal, or refrain from bidding; has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Proposal price of affiant or any other Bidder, to fix any overhead, profit or cost element of said Proposal price, or of that of any other Bidder; to secure any advantage against the County of Lucas or any person or persons interested in the proposed contract; that all statements contained in said Proposal of Proposal are true and that, such Bidder has not, directly or indirectly submitted this Proposal, or the contents thereof, or divulged information or data relative thereto to any other potential Bidder.

Further, Affiant affirms that no county employee has any financial interest in this company or the Proposal being submitted.

\_\_\_\_\_  
Affiant Signature Date

\_\_\_\_\_  
Affiant Title

\_\_\_\_\_  
Company/Corporations

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal)  
\_\_\_\_\_  
Notary

My Commission Expires: \_\_\_\_\_

**NO FINDINGS FOR RECOVERY AFFIDAVIT**

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED**

I \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_  
NAME TITLE NAME OF BIDDER

affirm that at the time that I submitted the bid for \_\_\_\_\_ to the Board of Lucas  
BID TITLE

County Commissioners on \_\_\_\_\_ that \_\_\_\_\_  
DATE NAME OF BIDDER

has an/ has no unresolved finding for recovery from the State Auditor per Ohio Revised Code Section 9.24.  
(CIRCLE ONE)

**If there is unresolved finding for recovery from the State Auditor, complete the following section.**

The amount of unresolved finding for recovery due the State Auditor is \_\_\_\_\_ and  
AMOUNT

unpaid penalties and interest are \_\_\_\_\_.  
AMOUNT

\_\_\_\_\_  
Affiant Signature Date

\_\_\_\_\_  
Affiant Title

\_\_\_\_\_  
Company/Corporations

\_\_\_\_\_  
Address

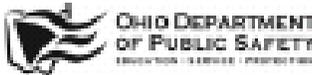
\_\_\_\_\_  
City/State/Zip Code

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal)  
\_\_\_\_\_  
Notary

My Commission Expires: \_\_\_\_\_

**LUCAS COUNTY DEPARTMENT OF JOB & FAMILY SERVICES  
REQUEST FOR QUALIFICATIONS – NON-EMERGENCY MEDICAID & TITLE XX TRANSPORTATION**



OHIO HOMELAND SECURITY  
<http://www.homelandsecurity.ohio.gov>

**GOVERNMENT BUSINESS AND FUNDING CONTRACTS**  
In accordance with section 2909.33 of the Ohio Revised Code

**DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION**

This form serves as a declaration by an applicant for a government contract or funding of material assistance/nonassistance to an organization on the U.S. Department of State Terrorist Exclusion List ("TEL"). Please see the Ohio Homeland Security Division Web site for a copy of the TEL.

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

**COMPLETE THIS SECTION ONLY IF YOU ARE AN INDEPENDENT CONTRACTOR**

LAST NAME		FIRST NAME		MI
HOME ADDRESS				
CITY	STATE	ZIP	COUNTY	
HOME PHONE (    )		WORK PHONE (    )		

**COMPLETE THIS SECTION ONLY IF YOU ARE A COMPANY, BUSINESS OR ORGANIZATION**

BUSINESS/ORGANIZATION NAME			PHONE (    )	
BUSINESS ADDRESS				
CITY	STATE	ZIP	COUNTY	
BUSINESS/ORGANIZATION REPRESENTATIVE NAME			TITLE	

**DECLARATION**

In accordance with section 2909.32 (A)(2)(b) of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?  Yes  No

**LUCAS COUNTY DEPARTMENT OF JOB & FAMILY SERVICES  
REQUEST FOR QUALIFICATIONS – NON-EMERGENCY MEDICAID & TITLE XX TRANSPORTATION**

If an applicant is prohibited from receiving a government contract or funding due to a positive indication on this form, the applicant may request the Ohio Department of Public Safety to review the prohibition. Please see the Ohio Homeland Security Web site for information on how to file a request for review.

**CERTIFICATION**

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced on page 1 of this declaration.

APPLICANT SIGNATURE X	DATE
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**OHIO DEPARTMENT OF PUBLIC SAFETY**  
*Division of Homeland Security*

## **Terrorist Exclusion List**

*As of March 16, 2009*

### **U.S. Department of State List of Designated Foreign Terrorist Organizations**

1. Abu Nidal Organization (ANO) (International, Palestinian)
2. Abu Sayyaf Group (ASG) (Philippines)
3. Al-Aqsa Martyrs Brigade (Palestinian)
4. Al-Shabaab (Somali)
5. Ansar al-Islam (Iraqi Kurdistan)
6. Armed Islamic Group (GIA) (Algeria)
7. Asbat al-Ansar (Lebanon)
8. Aum Shinrikyo (Japan)
9. Basque Fatherland and Liberty (ETA) (Spain, France)
10. Communist Party of the Philippines/New People's Army (CPP/NPA) (Philippines)
11. Continuity Irish Republican Army (Northern Ireland)
12. Gama'a al-Islamiyya (Egypt)
13. HAMAS (Islamic Resistance Movement) (Palestinian)
14. Harakat ul-Jihad-Islami/Bangladesh (HUJI-B) (Bangladesh)
15. Harakat ul-Mujahidin (HUM) (Kashmir, India)
16. Hizballah (Party of God) (Lebanon)
17. Islamic Jihad Group (Syria)
18. Islamic Movement of Uzbekistan (IMU) (Uzbekistan)
19. Jaish-e-Mohammed (Army of Mohammed) (JEM) (Kashmir, India)
20. Jemaah Islamiya organization (JI) (Southeast Asia)
21. al-Jihad (Egyptian Islamic Jihad) (Egypt)
22. Kahane Chal (Kach) (Israel)
23. Kongra-Gel (KCK, formerly Kurdistan Workers' Party, PKK, KADEK, Kongra-Gel) (Turkey, Iran, Iraq, Syria)
24. Lashkar-e Taqyiba (Army of the Righteous) (LT) (Kashmir)
25. Lashkar i Jhangvi
26. Liberation Tigers of Tamil Eelam (LTTE) (Sri Lanka)
27. Libyan Islamic Fighting Group (LIFG) (Libya)
28. Moroccan Islamic Combatant Group (GICM) (Morocco)
29. Mujahedin-e Khalq Organization (MEK) (Iran)
30. National Liberation Army (ELN) (Colombia)
31. Palestine Liberation Front (PLF) (Palestinian)
32. Palestinian Islamic Jihad (PIJ) (Palestinian)
33. Popular Front for the Liberation of Palestine (PFLP) (Palestinian)
34. PFLP-General Command (PFLP-GC) (Palestinian)
35. Tanzim Qa'idat al-Jihad fi Bilad al-Rafidayn (QJBR) (al-Qaida in Iraq) (formerly Jama'at al-Tawhid wa'al-Jihad, JTJ, al-Zarqawi Network) (Iraq)
36. al-Qa'ida (Global)
37. al-Qa'ida in the Islamic Maghreb (formerly GSPC) (The Maghreb)
38. Real IRA (Northern Ireland)
39. Revolutionary Armed Forces of Colombia (FARC) (Colombia)
40. Revolutionary Nuclei (formerly ELA) (Greece)
41. Revolutionary Organization 17 November (Greece)
42. Revolutionary People's Liberation Party/Front (DHKP/C) (Turkey)
43. Shining Path (Sendero Luminoso, SL) (Peru)
44. United Self-Defense Forces of Colombia (AUC) (Colombia)

**OHIO DEPARTMENT OF PUBLIC SAFETY**

*Division of Homeland Security*

**U.S. Department of State Terrorist Exclusion List**

1. Afghan Support Committee (a.k.a. Ahya ul Turas; a.k.a. Jamiat Ayat-un-Rhas al Islamia; a.k.a. Jamiat Ihya ul Turath al Islamia; a.k.a. Lajnat el Masa Eidatul Afghanistan)
2. Al Taqwa Trade, Property and Industry Company Ltd. (f.k.a. Al Taqwa Trade, Property and Industry; f.k.a. Al Taqwa Trade, Property and Industry Establishment; f.k.a. Himmat Establishment; a.k.a. Waldenberg, AG)
3. Al-Hamati Sweets Bakeries
4. Al-Ithhad al-Islami (AIAI)
5. Al-Manar
6. Al-Ma'unah
7. Al-Nur Honey Center
8. Al-Rashid Trust
9. Al-Sihfa Honey Press for Industry and Commerce
10. Al-Wafa al-Iqatha al-Islamia (a.k.a. Wafa Humanitarian Organization; a.k.a. Al Wafa; a.k.a. Al Wafa Organization)
11. Alex Boncayao Brigade (ABB)
12. Anarchist Faction for Overthrow
13. Army for the Liberation of Rwanda (ALIR) (a.k.a. Interahamwe, Former Armed Forces (EX-FAR))
14. Asbat al-Ansar
15. Babbar Khaiza International
16. Bank Al Taqwa Ltd. (a.k.a. Al Taqwa Bank; a.k.a. Bank Al Taqwa)
17. Black Star
18. Communist Party of Nepal (Maolist) (a.k.a. CPN(M); a.k.a. the United Revolutionary People's Council; a.k.a. the People's Liberation Army of Nepal)
19. Continuity Irish Republican Army (CIRA) (a.k.a. Continuity Army Council)
20. Darkazanli Company
21. Dhamat Houmat Daawa Salafia (a.k.a. Group Protectors of Salafist Preaching; a.k.a. Houmat Ed Daawa Es Salafiya; a.k.a. Kaibat El Ahouel; a.k.a. Protectors of the Salafist Predication; a.k.a. El-Ahouel Battalion; a.k.a. Kaibat El Ahouel; a.k.a. Houmate Ed-Daawa Es-Salafia; a.k.a. the Horror Squadron; a.k.a. Djamaat Houmat Eddawa Essalafia; a.k.a. Djamaat Houmat Ed Daawa Es Salafiya; a.k.a. Salafist Call Protectors; a.k.a. Djamaat Houmat Ed Daawa Es Salafiya; a.k.a. Houmate el Da'awaa es-Salafiyya; a.k.a. Protectors of the Salafist Call; a.k.a. Houmat ed-Da'awaa es-Salafia; a.k.a. Group of Supporters of the Salafiste Trend; a.k.a. Group of Supporters of the Salafist Trend)
22. Eastern Turkistan Islamic Movement (a.k.a. Eastern Turkistan Islamic Party; a.k.a. ETIM; a.k.a. ETIP)
23. First of October Antifascist Resistance Group (GRAPO) (a.k.a. Grupo de Resistencia Anti-Fascista Primero De Octubre)
24. Harakat ul Jihad I Islami (HUJI)
25. International Sikh Youth Federation
26. Islamic Army of Aden
27. Islamic Renewal and Reform Organization
28. Jamiat al-Ta'awun al-Islamiyya
29. Jamiat ul-Mujahideen (JUM)
30. Japanese Red Army (JRA)
31. Jaysh-e-Mohammed
32. Jayshullah
33. Jerusalem Warriors
34. Lashkar-e-Tayyiba (LET) (a.k.a. Army of the Righteous)
35. Libyan Islamic Fighting Group
36. Loyalist Volunteer Force (LVF)
37. Makhtab al-Khidmat
38. Moroccan Islamic Combatant Group (a.k.a. GICM; a.k.a. Groupe Islamique Combatant Marocain)

**OHIO DEPARTMENT OF PUBLIC SAFETY**  
*Division of Homeland Security*

39. Nada Management Organization (f.k.a. Al Taqwa Management Organization-SA)
40. New People's Army (NPA)
41. Orange Volunteers (OV)
42. People Against Gangsterism and Drugs (PAGAD)
43. Red Brigades-Combatant Communist Party (BR-CCP)
44. Red Hand Defenders (RHD)
45. Revival of Islamic Heritage Society (Pakistan and Afghanistan offices -- Kuwait office not designated) (a.k.a. Jamia Ihya ul Turath; a.k.a. Jamiat Ihia Al- Turath Al-Islamiya; a.k.a. Revival of Islamic Society Heritage on the African Continent)
46. Revolutionary Proletarian Nucleus
47. Revolutionary United Front (RUF)
48. Salafist Group for Call and Combat (GGPC)
49. The Allied Democratic Forces (ADF)
50. The Islamic International Brigade (a.k.a. International Battalion, a.k.a. Islamic Peacekeeping International Brigade, a.k.a. Peacekeeping Battalion, a.k.a. The International Brigade, a.k.a. The Islamic Peacekeeping Army, a.k.a. The Islamic Peacekeeping Brigade)
51. The Lord's Resistance Army (LRA)
52. The Pentagon Gang
53. The Riyadh-Salikhin Reconnaissance and Sabotage Battalion of Chechen Martyrs (a.k.a. Riyadh-Salikhin Reconnaissance and Sabotage Battalion, a.k.a. Riyadh-as-Salikhin, a.k.a. the Sabotage and Military Surveillance Group of the Riyadh al-Salikhin Martyrs, a.k.a. Riyadh Salikhin Reconnaissance and Sabotage Battalion of Shahids (Martyrs))
54. The Special Purpose Islamic Regiment (a.k.a. the Islamic Special Purpose Regiment, a.k.a. the al-Jihad-Fist-Sabilillah Special Islamic Regiment, a.k.a. Islamic Regiment of Special Meaning)
55. Tunisian Combat Group (a.k.a. GCT, a.k.a. Groupe Combattant Tunisien, a.k.a. Jama'a Combattante Tunisien, a.k.a. JCT; a.k.a. Tunisian Combatant Group)
56. Turkish Hizballah
57. Ulster Defense Association (a.k.a. Ulster Freedom Fighters)
58. Ummah Tameer E-Nau (UTN) (a.k.a. Foundation for Construction; a.k.a. Nation Building; a.k.a. Reconstruction Foundation; a.k.a. Reconstruction of the Islamic Community; a.k.a. Reconstruction of the Muslim Ummah; a.k.a. Ummah Tameer I-Nau; a.k.a. Ummah Tameer E-Nau; a.k.a. Ummah Tameer-I-Pau)
59. Youssef M. Nada & Co. Gesellschaft M.B.H.

**U.S. Treasury Department's Designated Charities and Potential Fundraising Front Organizations for FTOs**

1. Makhtab al-Khidamat / Al Kifah (formerly U.S.-based, Pakistan)
2. Al Rashid Trust (Pakistan)
3. WAFIA Humanitarian Organization (Pakistan, Saudi Arabia, Kuwait, United Arab Emirates)
4. Rabita Trust (Pakistan)
5. Ummah Tameer E-Nau (Pakistan)
6. Revival of Islamic Heritage Society - Pakistan and Afghanistan Branches (Kuwait, Afghanistan, Pakistan)
7. Afghan Support Committee (Afghanistan, Pakistan)
8. Al Haramain Foundation (Indonesia, Kenya, Pakistan, Tanzania, Bosnia, Somalia, Bangladesh, Afghanistan, Albania, Ethiopia, Netherlands, Comoros Islands, and United States branches)
9. Aid Organization of the Ulama (Pakistan)
10. Global Relief Foundation (United States)

## OHIO DEPARTMENT OF PUBLIC SAFETY

### Division of Homeland Security

11. Benevolence International Foundation (United States):
12. Benevolence International Fund (Canada)
13. Bosanska Idealna Futura (Bosnia)
14. Stichting Benevolence International Nederland (Netherlands)
15. Lajnat al Daawa al Islamiyya (Kuwait, Pakistan, Afghanistan)
16. Al Akhtar Trust (Pakistan)
17. Talbah International (Bosnia)
18. Al Haramain & Al Masjed Al Aqsa Charity Foundation (Bosnia)
19. Al Furgan (Bosnia)
20. Islamic African Relief Agency (IARA) / Islamic Relief Agency (ISRA) (Sudan, United States and 40 other branches throughout the world)
21. The Holy Land Foundation for Relief and Development (United States)
22. Al Aqsa Foundation (United States, Europe, Pakistan, Yemen, South Africa)
23. Comité de Bienfaisance et de Secours aux Palestiniens (France)
24. Association de Secours Palestinien (Switzerland)
25. Interpal (Palestinian Relief & Development Fund) (United Kingdom)
26. Palestinian Association In Austria (Austria)
27. Sanibil Association for Relief and Development (Lebanon)
28. Elehsan Society (Palestinian territories)
29. Aleph (Aum Shinrikyo/Aum Supreme Truth)
30. Rabbi Meir David Kahane Memorial Fund (Kahane Chal and Kach)  
American Friends of the United Yeshiva (Kahane Chal and Kach)  
American Friends of Yeshivat Rav Meir (Kahane Chal and Kach)  
Friends of the Jewish Idea Yeshiva (Kahane Chal and Kach)
31. Irish Republican Prisoners Welfare Association (Real IRA)
32. Socorro Popular Del Peru/People's Aid of Peru (Sendero Luminoso/Shining Path)

LUCAS COUNTY DEPARTMENT OF JOB & FAMILY SERVICES  
REQUEST FOR QUALIFICATIONS – NON-EMERGENCY MEDICAID & TITLE XX TRANSPORTATION  
**REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

The name and telephone number of the person(s) who has (have) the authority to submit proposals:

\_\_\_\_\_

The name and telephone number of the person(s) who has (have) the authority to sign contracts:

\_\_\_\_\_

The bidder's organization type (e.g. corporation, sole proprietorship, post-secondary education institution, etc.):

\_\_\_\_\_

**Status of bidder's organization or business:**

Public agency \_\_\_\_\_ Private non-profit \_\_\_\_\_

Private for-profit \_\_\_\_\_ Other \_\_\_\_\_

Bidder's date of inception: \_\_\_\_\_

Date of establishment/incorporation: \_\_\_\_\_

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Worker's Compensation Account Number: \_\_\_\_\_

Unemployment Insurance Account Number: \_\_\_\_\_

**Representations, Assurances and Certifications cont'd**

	<b>Circle One</b>	
	Yes	No
Is the Bidder independent or controlled by a parent company or organization?	Yes	No
If yes, name of parent company or organization:		
Is the Bidder authorized/licensed to do business in the State of Ohio?	Yes	No
Has Bidder ever filed for reorganization under the bankruptcy laws of Ohio or any other state?	Yes	No
If yes, what was the date and disposition of this action?		
Does Federal, State, or local Affirmative Action or Equal Employment Opportunity rules bind the Bidder?	Yes	No
If yes, has the Bidder filed all required EEO reports to the necessary agencies?	Yes	No
<b>The Bidder certifies that he is neither barred nor suspended under Federal and State rulings from receiving Federal funds.</b>	Yes	No
Does the Bidder have current or future plans for a buyout or sale to another person or entity?	Yes	No
The Bidder certifies that he will not enter into contracts with subcontractors who are barred or suspended from such transactions to complete work related to this Request for Proposals.	Yes	No
The Bidder certifies he will not use the contract funds to lobby.	Yes	No
The Bidder certifies he is a drug-free work place.	Yes	No
The Bidder certifies he is not delinquent on any Federal debt.	Yes	No

## ATTACHMENT 1

### **Lucas County Department of Job and Family Services Client Transportation Code of Responsibility**

#### **1.0 Summary**

The Lucas County Department of Job and Family Services (“Department”) is entering into Vendor Agreements with cab companies and other entities (“Vendors”) to provide transportation service for a significant number of Department’s clients (“Clients”).

The primary objective of Vendors and Department alike is to assure Clients are transported to and/or from their destination(s) in a safe and timely manner. In order to achieve the primary objective and determine whether Vendors are providing acceptable levels of service, Department is establishing the standards for service contained in this policy.

#### **2.0 Policy**

Department will apply the standards contained in this Policy in determining whether Vendors are providing adequate service to Clients. Department will endeavor to inform Vendors of complaints and/or problems in service based on these standards in a timely manner. Department expects a prompt explanation and/or resolution of such complaints and problems from Vendors. Failure of a Vendor to satisfactorily resolve a complaint or problem within a reasonable amount of time after being notified by Department may result in sanctions of the Department Director’s choosing (up to and including immediate termination of the Agreement between Department and Vendor) being imposed at the sole discretion of the Department Director.

Standards have also been developed for Clients who utilize transportation arranged by Department. Failure of a Client to abide by the standards may result in discretionary sanctions imposed by the Department Director up to and including suspension of transportation by cab or livery vehicle.

Failure or refusal of the Department Director to take action or impose sanctions in a given matter shall not be deemed or interpreted as a forfeiture of the Director’s right to do so in the future. Department also reserves the right to change or amend this policy at any time.

#### **3.0 Standards for Transporting Clients**

##### **3.1 Vehicle quality:**

- a. vehicles used to transport Clients must be clean, free of litter and offensive odors;
- b. passenger seats must be in good condition with no unpatched rips, tears, or broken springs;
- c. vehicle should be able to accommodate transportation of a non-motorized wheelchair;
- d. Department reserves the right to inspect a vehicle of its choice used by Vendor for transporting Clients at any time without prior notice to Vendor.

##### **3.2 Drivers:**

- a. should put the needs of Clients first and serve them in a respectful and professional manner;
- b. should appear well-groomed wearing neat, clean clothes;
- c. should assist elderly and disabled Clients in entering and leaving the vehicle. If possible, Clients who have difficulty walking should be assisted to the door of their destination;
- d. should remember they are dealing with people, which requires great patience at times and which can lead to unpredictable and crisis-laden situations;
- e. must not refer to Clients in terms of their status with Department (e.g. a “welfare ride”) or in any other derogatory term either directly or indirectly (e.g. over the dispatch radio) and, in general, should not treat Clients any differently than they would a cash-paying fare;
- f. may not transport Clients to locations other than destinations authorized by Department;
- g. are not required to accommodate abusive Clients and should report physical and/or verbal abuse by Clients to the Department.

LUCAS COUNTY DEPARTMENT OF JOB & FAMILY SERVICES  
REQUEST FOR QUALIFICATIONS – NON-EMERGENCY MEDICAID & TITLE XX TRANSPORTATION

**3.3 Vendor:**

- a. must have the ability to contact/dispatch drivers via two-way radio or cell phone/two-way radio communication system (e.g. "direct connect" or similar). **A CELL PHONE LACKING A TWO-WAY RADIO FEATURE OR OTHER TELEPHONIC SYSTEM OF DISPATCH IS NOT ACCEPTABLE;**
- b. must respond to an order for service immediately. If the Vendor cannot accommodate the order immediately, Vendor is responsible for assuring that the Client reaches his/her destination timely;
- c. must pick Clients up in a "timely manner". For purposes of this Policy, a "timely" pick-up shall occur if performed no earlier than five (5) minutes before scheduled pick-up and no later than fifteen (15) minutes following the designated pick-up time. For the Client's return trip, a pick-up shall be considered "timely" if Vendor picks Client up no later than thirty (30) minutes after receiving Client's request for service;
- d. must maintain adequate liability insurance at all times in accordance with state law and/or local ordinances. **FAILURE TO MAINTAIN ADEQUATE INSURANCE SHALL RESULT IN THE IMMEDIATE TERMINATION OF THE VENDOR.**

**3.4 Clients:**

- a. must conduct themselves (and their children, if any) in a reasonable manner;
- b. must avoid the use of profanity;
- c. must not verbally or physically abuse drivers, dispatchers and/or order takers. Failure of a Client to exhibit appropriate behavior may result in a progressive disciplinary process which could include an indefinite suspension of transportation by cab or livery service;
- d. may not request drivers to transport them to destinations other than those authorized by Department;
- e. should make complaints directly to the Vendor contact.

**Attachment 2**

**Ordinance 347-06**  
(applicable section)

SECTION 3. That Toledo Municipal Code Section 781.05 is hereby enacted to read as follows:

**781.05. Schedule of taximeter rates.**

The taximeter rates shall be computed by a taximeter as defined in Section 769.01 and shall not be greater or less than the following schedules:

(a) **Distance traveled in service.**

- (1) **Maximum rate.** The maximum rate for the first one-tenth mile or fraction thereof shall be two dollars (\$2.00) and for each additional one-tenth mile or fraction thereof, twenty-three cents (\$0.23).
- (2) **Minimum rate.** The minimum rate for the first one-tenth mile or fraction thereof shall be two dollars (\$2.00) and for each additional one-tenth mile or fraction thereof, twenty-three cents (\$0.23).