

REQUEST FOR QUOTES (RFQ)

FOR

Staff Trainings

KB02-24Q

Due Date: February 16, 2024

1:00 P.M. EST

Issued by

**THE HAMILTON COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
(HCJFS)
CINCINNATI, OHIO 45202**

Quotes may be sent to Kris Bullock at
Hamil_ContractServicesProcurementBullock@jfs.ohio.gov on or before February 16, 2024
1:00 P.M. EST.

HCJFS is accepting quotes for **Staff Training**. The purpose of this RFQ is to select a vendor who can best meet the requirements of the RFQ at the lowest cost for the specified time periods. The Vendor selected from this RFQ process shall provide these services, as defined hereafter. The proposed solution must meet the specific needs of HCJFS. The details of the services needed are further defined in **Section 6 Requirements and Specifications**.

1. CONTACT PERSON:

The contact for this quote is:

Kris Bullock
Contract Specialist HCJFS
222 E. Central Pkwy.
Cincinnati, Ohio 45202

All questions regarding this quote must be presented by e-mail to:

Hamil_ContractServicesProcurementBullock@jfs.ohio.gov
(Quote number should be entered in the subject line of the e-mail)

Deadline for Receiving Final RFQ Questions	February 9, 2024 1:00 p.m. EST
Deadline for Issuing Final RFQ Answers	February 12, 2024, Close of business
Deadline for Quote to be Received by Contract Specialist	February 16, 2024 1:00 p.m. EST

2. Delivery of Quotes:

Quotes may be sent to Hamil_ContractServicesProcurementBullock@jfs.ohio.gov

no later than 1:00 PM, EST on February 16, 2024.

3. Acceptance and Rejection of Quotes:

HCJFS reserves the right to:

- Award a quote received on the basis of individual items, or on the entire list of items
- Award based on amount of initial term or on initial term plus optional renewal year(s)
- Award or not award any portion of this contract
- Award to multiple Vendors
- Reject any or all quotes, or any part thereof
- Waive any informality in the quotes

- Eliminate conditions or terms that are not in the best interest of HCJFS, Hamilton County and its residents
- HCJFS makes no representations or guarantees as to any minimum amounts being purchased by HCJFS or if HCJFS will purchase through this quote.

4. Contract Period, Funding and Invoicing:

The term of this contract will end on June 30, 2024. All services must be invoiced no later than July 30, 2024. Contract reimbursement is based on successful completion and approval of all equipment and services over the period of the contract. The Vendor can claim payment only for services already provided. HCJFS will make every effort to provide payment within thirty (30) days after verification and acceptance of invoices presented by the Vendor and any required documentation.

5. Contract Requirements:

REQUIREMENTS AND SPECIFICATIONS

The intent of this QUOTE is to secure pricing for one (1) year.

6. Training Services

The purpose of this RFQ is to provide innovative training and tools for the local OMJ Business Services Team and related staff (approximately 20 local staff from WIOA, Wagner-Peyser, Workforce Board, and other partners and team members supporting the Business Services Team) to help sharpen skills and enhance credibility as well as expand and strengthen relationships with employers and industry partners. This goal will be achieved through customized training and a Business Services Toolkit (desk/resource guide) for the local business services team, delivered by an entity or entities with relevant subject matter experience and acumen.

Expected training topics include:

- Labor Market Intelligence / Data
- Building Relationships with Employers – cold-contacts and qualifying prospects
- Effective Communication – informational interviewing, active listening, holding business conversations, and the art of small talk-networking
- Needs assessment – understanding the needs of the employer based on information gathered during initial meetings, leading to the development of a plan of service
- Customer Service – developing proposals/menu of services for employers
- Closing the deal – asking for sale/commitment
- Integrated teamwork and cohesive service delivery
- Meeting objectives and goals
- Time management and organization in the workplace
- Customer satisfaction and loyalty
- AI & Automation
- Leadership skills
- Partner collaboration
- 7 keys to emotional intelligence in the workforce

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDORS

1. HCJFS reserves the right to reject any or all quotes and, unless otherwise specified by the vendor, to accept any item in the quote. In case of error in extending the total amount of the quote, the unit price will govern.
2. HCJFS will make the final payment when the materials, supplies, equipment, or the work performed has been fully delivered or completed to the full satisfaction of HCJFS.
3. Prices must be stated in units or quantities specified (ex. Per hour – plus materials).
4. Bidders submitting quotes must realize that other County Departments may elect to utilize this quote after its original award. All quotes must include the length of time that the prices and services offered are available and effective. The pricing submitted in the proposal can only be used for the effective time period specified in the original quote. Additionally, Hamilton County is permitting area Municipalities, Townships, Villages and Cities to utilize our bid opportunities after the award of the bid.
5. Quotes submitted shall be irrevocable.
6. Whenever a reference is made in the specifications or in describing the materials, supplies, or services required, of a particular trade name or manufacturer's catalog or model number, the vendor, if awarded the contract, will be required to furnish the particular item referred to in strict accordance with the specifications and descriptions **UNLESS** a departure or substitution is clearly noted and described in the quote by the vendor and accepted by the County.
7. The vendor, if awarded a contract, agrees to protect, defend, and hold harmless HCJFS, the Board of County Commissioners against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or from a part of the work covered by either order or contract. He/she further agrees to indemnify and hold harmless HCJFS and the Board of County Commissioners from suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by or from any acts of the contractor, his/her servants or agents. To this extent, the vendor or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amount of which will be determined by the Board of County Commissioners

Commented [LW1]: Will this be the process?

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Commented [LJ3]: This is not accurate. This will be strictly for APS clients with open cases.

wherever such insurance, in the opinion of the Board, is deemed necessary.

8. The vendor, if awarded a contract, will be required to obtain and keep during the term of the contract the following insurance coverage and limits. **Please review the requirements discuss with an insurance agent and consider the cost before submitting your quote.**

INSURANCE

Vendor agrees to procure and maintain for the term of this Contract the insurance set forth herein. The cost of all insurance shall be borne by Vendor. Insurance shall be purchased from a company licensed to provide insurance in Ohio. Insurance is to be placed with an insurer provided an A.M. Best rating of no less than A-: VII. Waiver of subrogation shall be maintained by Vendor for all insurance policies applicable to this contract, as further defined in paragraph F. 7. of this section and as required by ORC 2744.05. Vendor shall purchase the following coverage and minimum limits:

- A. Commercial general liability insurance policy with coverage contained in the most current Insurance Services Office Occurrence Form CG 00 01 or equivalent with limits of at least One Million Dollars (\$1,000,000.00) per occurrence and One Million Dollars (\$1,000,000.00) in the aggregate and at least One Hundred Thousand Dollars (\$100,000.00) coverage in legal liability fire damage. Coverage will include:
 1. Additional insured endorsement;
 2. Product liability;
 3. Blanket contractual liability;
 4. Broad form property damage;
 5. Severability of interests;
 6. Personal injury; and
 7. Joint venture as named insured (if applicable).
- B. Auto liability insurance of at least One Hundred Thousand Dollars (\$100,000.00) combined single limit, on all owned, non-owned, leased and hired automobiles.
- C. Umbrella and excess liability insurance policy with limits of at least One Million Dollars

(\$1,000,000.00) per occurrence and in the aggregate, above the commercial general policy and containing the following coverage:

1. Additional insured endorsement;
2. Pay on behalf of wording;
3. Concurrency of effective dates with primary;
4. Blanket contractual liability;
5. Punitive damages coverage (where not prohibited by law);
6. Aggregates: apply where applicable in primary;
7. Care, custody and control – follow form primary; and
8. Drop down feature.

The amounts of insurance required in this section for General Liability, and Umbrella/Excess Liability may be satisfied by Vendor purchasing coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limits specified in General Liability, Business Auto Liability and Umbrella/Excess Liability when added together.

D. Workers' Compensation insurance at the statutory limits required by Ohio Revised Code.

E. The Vendor further agrees with the following provisions:

1. All policies, except workers' compensation and professional liability, will endorse as additional insured the Board of County Commissioners Hamilton County, Ohio and its officials, employees, agents and volunteers and the Hamilton County Department of Job & Family Services, and its officials, employees, agents, and volunteers. The additional insured endorsement shall be on an ACORD or ISO form.

2. The insurance endorsement forms and the certificate of insurance forms will be emailed to the Hamilton County Risk

Manager at COI@hamilton-co.org and to Agency at HAMIL_ContractServicesCommunication@jfs.Ohio.gov. The forms must state the following: "Board of County Commissioners Hamilton County, Ohio and its officials, employees, agents, and volunteers and the Hamilton County Department of Job & Family Services, and its officials, employees, agents, and volunteers are endorsed as additional insured as required by Agreement on the commercial general, business auto and umbrella/excess liability policies."

3. Each policy required by this clause shall be endorsed to state that coverage shall not be canceled or materially changed except after thirty (30) days prior written notice given to: Hamilton County Risk Manager at COI@hamilton-co.org and to Agency at HAMIL_ContractServicesCommunication@jfs.Ohio.gov.
4. Vendor shall furnish the Hamilton County Risk Manager and HCJFS with original certificates and amendatory endorsements effecting coverage required by this clause.

NOTE: If Vendor offers Limited contractual liability instead of Blanket contractual liability as listed in (A)(3) and (D)(4) above, the following language must be added to the paragraph above:

All certificates of insurance shall reference the project/Contract number for which the insurance is being provided.

5. Hamilton County reserves the right at any time to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

Failure of HCJFS to demand such certificate or other evidence of full compliance with these insurance requirements or failure of HCJFS to identify a deficiency from evidence provided shall not be construed as a waiver of Vendor's obligation to maintain such insurance.

6. Vendor shall declare any self-insured retention to Hamilton County pertaining to liability insurance. Vendor shall provide a financial guarantee satisfactory to Hamilton County and HCJFS guaranteeing payment of

losses and related investigations, claims administration and defense expenses for any self-insured retention.

7. If Vendor provides insurance coverage under a "claims-made" basis, Vendor shall provide evidence of either of the following for each type of insurance which is provided on a claims-made basis: unlimited extended reporting period coverage which allows for an unlimited period of time to report claims from incidents that occurred after the policy's retroactive date and before the end of the policy period (tail coverage), or; continuous coverage from the original retroactive date of coverage. The original retroactive date of coverage means original effective date of the first claim-made policy issued for a similar coverage while Vendor was under Contract with the County on behalf of HCJFS.
8. Vendor will require all insurance policies in any way related to the work and secured and maintained by Vendor to include endorsements stating each underwriter will waive all rights of recovery, under subrogation or otherwise, against the County and HCJFS. Vendor will require of subcontractors, by appropriate written contracts, similar waivers each in favor of all parties enumerated in this section.
9. Vendor, the County, and HCJFS agree to fully cooperate, participate, and comply with all reasonable requirements and recommendations of the insurers and insurance brokers issuing or arranging for issuance of the policies required here, in all areas of safety, insurance program administration, claim reporting and investigating and audit procedures.
10. Vendor's insurance coverage shall be primary insurance with respect to the County, HCJFS, their respective officials, employees, agents, and volunteers. Any insurance maintained by the County or HCJFS shall be excess of Vendor's insurance and shall not contribute to it.
11. If any of the work or Services contemplated by this Contract is subcontracted, Vendor will ensure that any subcontractors comply with all

insurance requirements contained herein.

9. Samples, when requested, are returned at the vendor's expense.
10. Concealed weapons, whether with or without a permit, are not allowed in any Hamilton County Building. ORC states that "Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises."
11. As a governmental body we are tax exempt.
12. This purchase and any modifications, amendments, or alterations, shall be governed, construed, and enforced under the laws of Ohio

Cost Sheet

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HCJFS EMPLOYEE TRAINING COST DETAIL SHEET

	Type of Training#1	Type of Training#2	Type of Training#3	Type of Training#4
TRAINING				
FEES				
TOOLS				
BOOKS				
TRAVEL EXPENSE				
OTHER				
TOTAL COST PER EMPLOYEE				