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**Policy Number: 2017-10.26.01 PP**

## **Effective Date**

This policy will go into effect immediately upon passage.

## **Purpose**

The Lucas County Department of Planning and Development serves as the designated Administrative and Fiscal Agent for the Lucas County Workforce Development Board and Workforce Innovation and Opportunity Act (WIOA) Ohio Area 9. As an entity under the Board of Lucas County Commissioners, the Department of Planning and Development is governed by policies and procedures established by that board when procuring materials or contracting for services on behalf of the Workforce Development Board and will follow the policies and processes established and publicly published by the Board of County Commissioners until such time that another fiscal agent is appointed or alternative policies are approved by the Workforce Development Board.

References: [Lucas County Purchasing Policy 11L](#)

## **Requirements**

In addition to requirements established through the Lucas County Purchasing Policy, the following items must also be taken into account during the procurement process.

## **Conflict of Interest**

No individual shall participate in the selection, award, or administration of a contract supported by WIOA or other Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the individual, any member of his or her immediate family, his or her partner, or an organization which employs or is anticipated to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

Prior to participating in the review of proposals submitted in response to published requests, each member of the review committee shall sign a Conflict of Interest/Non-Disclosure Statement which will be returned and included in proposal review materials. This form also serves as written acknowledgement that the reviewer has received a copy of the "Ohio Ethics Law and Related Statutes" policy and understands the requirements of that policy.

## **Contractor's Past Performance**

Potential contractors will be required to provide information relevant to past performance on contracts of similar size and scope. Performance reports issued by the funding organizations are

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preferred and the results of those reports will be considered during the proposal evaluation. Information indicating a failure to meet specified performance must be accompanied by an explanation of the failure and the steps proposed to prevent recurrence of those issues. Organizations failing to provide performance evaluations in their proposals will be evaluated accordingly.

## **Procedures for Bidder Complaints, Grievances, and Resolutions**

If an Unsuccessful Bidder wishes to discuss the selection process, a request a meeting with the Workforce Board Executive Director and the explanation for it must be in writing to be received within seven (7) working days from the date of the notification of non-selection. The request shall state the reason(s) for the meeting, citing the law, rule, regulation or RFP procedure(s) on which the request is based and the desired remedies, if any.

## **Procedures to Confirm the Contractor's Status on Debarment or Suspension**

Prior to award, all tentatively selected contractors will be checked for debarment or suspension in the Federal System for Award Management (SAM) website. Potential bidders will be required to provide full, legal entity name and, whenever possible, the organizations DUNS number or CAGE code to facilitate the search. Any potential contractors identified as being debarred or suspended from receiving Federal funding will be immediately disqualified.

## **Steps for Conducting Cost and Price Analysis**

Cost and price analysis will be conducted based on one or more criteria. The primary analysis will be based on past contracts for the same or similar services. The historical actual costs will be used as the basis for the analysis taking into account year-to-year changes in project activities and the number of clients to be served. As a secondary point for analysis, assessments of the costs attached to similar requests for proposals from other workforce areas of like size will be considered and used as a comparative measure. Costs presented in submitted proposals will also be compared against each other and taken into consideration when negotiating a final contract with a selected bidder.

All entities responding to Requests for Proposals will be provided with a standardized budget template to ensure consistency between submitted proposals and to simplify the comparison and evaluation process. Instructions for completing the budget document will also be included so the organizations all have a firm understanding of the required information. In addition, all Requests for Proposals will include a clear explanation of the stated contract value and the methodology used when determining that value.