

# CUYAHOGA COUNTY

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# BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

5550 Venture Drive Parma, Ohio 44130  
216-201-2000 [www.ccbh.net](http://www.ccbh.net)

RFP #2020-02 Pre-Proposal Conference  
HIV Prevention Grant  
January 21, 2020  
9:00 am

# Overview

- Important Dates
- Proposal Requirements
- Project Purpose
- Cost Proposal
- Questions & Answers

# Important Dates

- All questions submitted and asked during the pre-proposal conference will be posted on the Board of Health website by C.O.B. Tuesday, January 22, 2020
- Addenda will be posted on the CCBH website by C.O.B. Tuesday, January 22, 2020
- Sealed proposals must be submitted by Tuesday, February 4, 2020 at 10:30am

# Proposal Requirements

## **Proposal Submission**

- Proposals should be mailed or hand-delivered
- Submit one (1) original and five (5) copies
- Any proposal received after the time and date specified will be disqualified and returned unopened
- The official closing time will be determined by the time clock located in the CCBH Administrative Office – mail area

# Proposal Requirements Cont'd.

## **Proposal Submission**

- Vendors assume the risk of the method of dispatch chosen.
- CCBH assumes no responsibility for delays caused by any delivery service
- Postmarking by the due date will not substitute for actual proposal receipt
- Proposals may NOT be delivered by facsimile transmission, email or other telecommunication or electronic means.

# Proposal Requirements Cont'd.

- Pricing document provided in the proposal is to be completed by the bidder and must be signed by an individual authorized to enter into contractual obligations for the company (Appendix 2 – Titled Budget Narrative).
- Respondent's Reference Sheet (Refer to Appendix 10)
- Non-Collusion Affidavit with signature and **must** be notarized (Refer to Appendix 4)

# Proposal Requirements Cont'd.

- Certification of Compliance with ORC Section 3517.13 (Refer to Appendix 5
- Bid Guaranty – NOT Required for this project.

# Questions?





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