

# 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 #2023-06 Pre-Proposal Conference  
Website Design & Maintenance Services  
August 1, 2023  
10:30 am

Presenters: Judy Wirsching-CFO

# Overview

- Important Dates
- Proposal Requirements
- 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, August 8, 2023
- Addenda will be posted on the CCBH website by C.O.B. Friday, Tuesday, August 8, 2023
- Sealed proposals must be submitted by Tuesday, September 5, 2023 at 10:30am

# Proposal Requirements

## Proposal Submission

- Proposals should be mailed or hand-delivered
- Submit one (1) original and five (5) copies in addition to one (1) electronic document of the proposal with all required information.
- 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.

- Vendor's Reference Sheet (Refer to Appendix 2)
- Non-Collusion Affidavit with signature and **must** be notarized (Refer to Appendix 3)
- Certification of Compliance with ORC Section 3517.13 (Refer to Appendix 4)

# Proposal Requirements Cont'd.

- Bid Guaranty – NOT Required for this project.

# Questions?





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