

CUYAHOGA COUNTY BOARD OF HEALTH

REQUEST FOR PROPOSALS

RFP # 2026-01

ISSUED August 17, 2026

RFP TITLE: LEAD SAFE CUYAHOGA OUTREACH

Issuing Department: Administration
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
(216)201-2000

Sealed proposals will be received until: September 1, 2026, at 10:00 a.m.

All inquiries should be directed to: Michael Pissini, Director of Finance
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
(216) 201-2001 ext. 1103
(216) 676-1311 (fax)
mpissini@ccbh.net and
bidquestions@ccbh.net

ALL RESPONSES SHALL BE MARKED AS

“SEALED BID”

“REQUEST FOR PROPOSALS”

**LEAD SAFE CUYAHOGA OUTREACH FOR THE
CUYAHOGA COUNTY BOARD OF HEALTH**

**PROPOSALS ARE TO BE MAILED OR HAND-DELIVERED DIRECTLY TO THE
ISSUING DEPARTMENT SHOWN ABOVE. ANY PROPOSAL RECEIVED AFTER THE
TIME AND DATE SPECIFIED ABOVE WILL BE RETURNED UNOPENED.**

PUBLIC NOTICE
REQUEST FOR PROPOSALS FOR
LEAD SAFE CUYAHOGA OUTREACH
RFP# 2026-01

The Cuyahoga County Board of Health is soliciting sealed proposals for Lead Safe Cuyahoga Outreach. Proposals must be submitted to the Cuyahoga County Board of Health, 5550 Venture Drive, Parma, Ohio 44130 no later than **10:00 A.M** local time on **Tuesday, September 1, 2026**.

RFP questions and answers, along with this Notice and the RFP proposal, may be viewed on the following Board website: www.ccbh.net by clicking on the “Popular Links” tab on the home page.

All RFP questions must be submitted via the designated email address at bidquestions@ccbh.net. The formal deadline for submitting questions is August 24, 2026. Questions received after this deadline will not be addressed.

Wedad Alhamwi, Deputy Director of Finance

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PROPOSAL INFORMATION

A. Background Statement

The United States Department of Housing and Urban Development (HUD) Office of Lead Hazard Control and Healthy Homes awarded the Cuyahoga County Board of Health (CCBH) a 2025 Lead Hazard Reduction (LHR) grant to address lead hazards in homes within CCBH's jurisdiction.

Lead poisoning continues to be a common chronic poisoning and illness found throughout the United States. Many homes built before 1978 contain lead-based paint that can become a hazard when deteriorated. With around 66% of homes in the Cuyahoga County suburbs overall, and 80% of the homes in the first ring suburbs of Cuyahoga County, being built prior to 1970, the opportunities for those lead hazards to poison an individual are significant.

While any individual can become poisoned, lead is especially dangerous to children under 6 years of age as this is a time of rapid brain growth and development, with peak lead exposure risks between the ages 1- 2 years old. These children who have been poisoned could see long term effects including, but not limited to, decrease in IQ, learning disabilities, hearing defects, language delays, and/or behavioral problems.

A child is considered to have an elevated blood lead level when the amount of lead detected via a blood test is between 3.5 - <10 µg/dL and is considered lead poisoned at ≥10.0 µg/dL. In 2023 in Cuyahoga County, outside of the City of Cleveland, over 85% of children with an elevated blood lead level live within the first ring suburbs.

The LHR grant awarded to CCBH looks to help reduce the number of lead poisonings by addressing lead hazards that are found in pre-1978 housing. When lead paint becomes deteriorated, it can enter a child's body through ingesting a paint chip, ingesting lead-laden dust or soil. With the LHR grant, CCBH proposed to control lead hazards in 295 homes, with a focus on those found in the first ring suburbs.

The CCBH is seeking proposals for a community-based organization to assist with outreach and recruitment for this grant. The objective of the organization will be to work primarily in the first ring suburbs of Cleveland providing community wide general lead poisoning prevention information as well as pre-qualifying 375 potential clients to participate in the grant program. All recruitment for this project will need to be completed prior to June 30, 2029. Any unspent funds shall be spent on general lead information and education. The eligibility of the program will be based on the following priorities:

1. Unit with an EBLL child with Lead Hazard Control Orders
2. Unit with a child having a blood lead level of >3.5 µg/dL
3. Unit with a child <24 months of age, or an expectant mother
4. Presence of child(ren) <72 months of age
5. Rental unit with no children <72 months of age
6. Vacant rental unit

B. Proposal Format

The Board discourages overly lengthy proposals. For the Board to evaluate proposals fairly and completely, vendors should follow the format requirements in this Section and provide all of the information requested in a plain language.

Proposals that do not adhere to these formatting requirements may be considered non-responsive. Proposals should be submitted in a sealed envelope with the name of the vendor and the relevant RFP name and number on the front.

Responses must be submitted with one (1) original and five (5) copies in addition to one (1) electronic document of the proposal with all required information. All proposals submitted will become the property of the Board and will not be returned.

Proposals must remain open and valid for one hundred and eighty (180) days from the opening date, unless the time for awarding the contract is extended by mutual consent of the Board and the vendor.

Proposals should be typed using standard fonts (Times New Roman, Ariel, etc.) or written legibly in ink. Electronic files must be formatted in Word or PDF and text searchable.

C. Need Statement

The Cuyahoga County Board of Health is accepting proposals for work to be completed prior to end of the funded grant period.

The funded grant period runs from March 2, 2026, through March 4, 2030. **The program, services and all contracts are contingent upon funding from the U.S. Department of Housing and Urban Development.**

The anticipated start date for this contract will be September 24, 2026

SECTION I – INTRODUCTION (Requirement- 5 points)

A. Cover Page

This must include the RFP title, RFP number, complete vendor name and mailing address as shown in Appendix 1 Attachment D.

B. Cover Letter

Proposal Cover Letters should include a brief overview of the service being proposed and the total funding request. Cover letters must include the telephone number of the person the Board should contact regarding the proposal.

Proposals must confirm that the vendor will comply with all the provisions of this RFP. Any exceptions to the Board contract's general terms and conditions should be discussed here.

The vendor must provide a brief description of the organization including history, number of years your organization has been in business, type of services provided, legal status of vendor organization, i.e. corporation, partnership, sole proprietor; Federal Tax ID and Employee Identification Number (EIN). The vendor must also be registered with SAMS.gov.

A vendor representative authorized to make contractual obligations must sign the cover letter.

C. Table of Contents

Provide sufficient detail so reviewers can locate all the important elements of your document readily. Identify each section of your response as outlined in the proposal package.

D. Executive Summary

Provide a high-level overview of your approach, the distinguishing characteristics of your proposal, and the importance of this project to your overall operation.

SECTION II - PROJECT UNDERSTANDING (20 points)

Provide a detailed program description outlining the understanding of the project.

SECTION III - METHODOLOGY (20 points)

Provide a detailed program methodology for the implementation of the project including:

- A. A timeline documenting the products or services to be delivered;
- B. A description of the work plan;
- C. A description of protocols to assure confidentiality when necessary; and
- D. A description of how work will be coordinated effectively and efficiently.

SECTION IV - PROJECT MANAGEMENT (15 points)

- A. Describe access to the Cuyahoga County Board of Health Office (opportunities for a representative from the contractor to attend various meetings and present process.)
- B. Describe agency's ability to track proposal deliverables to ensure completion of required tasks.
- C. Discuss the structure in place to ensure ethics are maintained for each service in which a proposal is submitted. In addition, cite experience in objectively performing this activity while functioning as the consultant for this entity. If currently performing other consultant activities for this entity, please detail how the functions will be carried out without a conflict of interest or without performing duplicated services.

SECTION V - QUALIFICATIONS & EXPERIENCE (25 points)

- A. Agency Description
 - 1. Describe your agency's unique qualifications that make you the preferred applicant.
 - 2. Identify staff to participate in this project, including the principal staff name, business address, phone numbers and email.
- B. Describe staff qualifications including prior experience.
 - 1. Demonstrated experience.
 - 2. Note historical experience with lead poisoning prevention outreach, including any previous work within federal, state, or local grants.
 - 3. Identify staff to participate in this project. Indicate staff members' roles and responsibilities, along with experience related to this project.

SECTION VI - PRICING (15 Points)

- A. Prepare a budget and narrative to conduct the activities identified in the proposal. A budget and narrative and should be prepared to coincide with phased periods identified in this proposal, if applicable. The budget and narrative must include the following categories at minimum:
1. Direct costs including personnel, travel, out-of-pocket expenses, hourly rates; please differentiate if there are multiple staff supporting the proposal.
 2. Administrative costs including office supplies and materials.

All other costs should be factored into this proposal and shall not exceed \$80,000.

- B. Describe fiscal capacity of applicant organization. Describe previous experience using federal funding.

SECTION VII – REPORTING REQUIREMENTS

- A. The contractor shall submit monthly progress reports to the Recipient. The reports shall describe progress to date, significant achievements, and any problems that may have the potential to affect the schedule or budgets. The progress reports should be sufficiently detailed to ensure that actions being pursued are in compliance with the contractual scope of work.

SECTION VIII - REQUIRED ATTACHMENTS

The vendor must complete and submit all required forms outlined in Appendix 1. Wet signatures and notarization are only required on original proposal documents.

All Bidders are required to submit a Bid Guaranty with their bid proposal in order to be considered in the evaluation process. §153.54 of the Ohio Revised Code provides that:

(A) Each person bidding for a contract with the state or any political subdivision, district, institution, or other agency thereof, excluding therefrom the department of transportation, for any public improvement shall file with the bid, a bid guaranty in the form of either:

(1) A bond in accordance with division (B) of this section for the full amount of the bid;

(2) A certified check, cashier's check, or letter of credit pursuant to Chapter 1305 of the Revised Code. Any such letter of credit is revocable only at the option of the beneficiary state, political subdivision, district, institution, or agency. The amount of the certified check, cashier's check, or letter of credit shall be equal to ten per cent of the bid.

Bid Guarantees will be returned to all unsuccessful bidders immediately. The bid guaranty will be returned to the successful bidder upon execution of a contract.

SECTION IX - ADMINISTRATIVE INFORMATION

A. RFP Contact

All vendor communications concerning the RFP must be directed to the contact person listed below. Any oral communication will be considered unofficial and non-binding on the agency. Vendors should only rely on written statements issued by the Board.

Name: Michael Pissini, Director of Finance
Department: Administration
Address: 5550 Venture Drive, Parma, OH 44130
Phone: 216.201.2001 x 1103
Fax: 216.676.1311
Email: mpissini@ccbh.net and
bidquestions@ccbh.net

B. Location of work

Work to be performed, completed and managed at vendor's place of business and/or service area.

C. Questions and Answers

All questions concerning the RFP must be submitted via the designated email address at:
bidquestions@ccbh.net

The formal deadline for submitting questions is Monday August 24, 2026.

Questions received after this deadline will not be accepted or addressed. Questions and answers to all timely submitted questions will be posted on the Board's website at www.ccbh.net under the "Popular Links" tab on the Home page, by close of business on Friday August 28, 2026.

D. RFP Addenda

The Board reserves the right to issue addenda to the RFP at any time. The Board also reserves the right to cancel or reissue the RFP. If an addendum is issued less than seventy-two hours prior to the proposal due date, the closing date will be modified accordingly.

E. Proposal Response Date and Location

The vendor's proposal, in its entirety, must be received at the location, by the date and time specified on the cover page of this RFP. Proposals arriving after the deadline will be returned unopened, to the vendor. The official closing time will be determined by the time clock located in Board Administrative offices. All proposals and accompanying documents will become the property of the Board and will not be returned. Proposals should be submitted in a sealed envelope with the name of the vendor and the relevant RFP name and number on the front.

Vendors assume the risk of the chosen method of dispatch. The Board assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted, nor will additional time be granted to any vendor. Proposals may not be delivered by facsimile transmission or other telecommunication or electronic means.

Hand-delivered proposals may be delivered ONLY between the hours of 8:30 a.m. and 4:30 p.m., Mondays through Fridays, excluding holidays observed by the Board.

F. Proposal Opening

Proposals will be publicly opened at the Administration Office, Cuyahoga County Board of Health, 5550 Venture Dr., Parma, OH 44130. At this time, all proposals will be opened, the vendor's name read from the proposal cover page, and logged. **No dollar amounts or other details of the proposal will be disclosed at this time.** The submittal of a proposal will be considered by the Board as constituting an offer to perform the required services at the stated costs.

G. Required Review

Vendors should carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and objectionable material should be made in writing and received by the RFP contact at least ten days before proposal opening. This will allow for issuance of any necessary addenda. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the RFP contact before the time set for opening.

H. Multiple Proposals

The submission of multiple proposals for the same service will be considered noncompliant, and those proposals will be disqualified. We are relying on the vendor as expert, to identify in its proposal the approach which the vendor believes will be the most effective to produce the required services on time and within budget. A potential vendor submitting a proposal for direct services cannot submit a proposal for administrative and quality management support for the Recipient.

I. Proposal Rejection

The Board reserves the right to reject any or all proposals at any time without penalty. Vendors may withdraw a proposal that has been submitted at any time up to the proposal's closing date and time, by submitting a written request to the RFP contact.

J. Response Property of the Board

All materials submitted in response to this request become the property of the Board. Selection or rejection of a response does not affect this right.

K. No Obligation to Buy

The Board reserves the right to refrain from contracting with any vendor. The release of this RFP does not compel the Board to purchase. The Board is not bound to accept the lowest-priced proposal or any of the proposals submitted.

L. Cost of Preparing Proposals

The Board is not liable for any costs incurred by vendors in the preparation and presentation of proposals submitted in response to this RFP.

M. Acceptance of Terms

All the terms and conditions of this RFP are deemed to be accepted by the vendor and incorporated in its proposal except those conditions and provisions that are expressly excluded by the vendor in the proposal.

N. Disclosure of Proposal Contents

All documents submitted to the Board as part of the proposal become public information after the contract is awarded, and available for review and inspection by anyone requesting to do so. The Board does not encourage the submission of confidential/proprietary information in response to this proposal. However, written requests for confidentiality can be submitted to the RFP contact. Neither a proposal in its entirety, nor proposal price information will be considered confidential or proprietary. Under Ohio Revised Code Section 149.43, the BOARD will make a determination of application for disclosure on an ad hoc basis.

O. Equal Opportunity

Prospective vendors must comply with the applicable contract compliance procedures for equal employment opportunity as stipulated by the Board. It is the policy of the Board to assure equal employment opportunity. Discrimination against any person in the recruitment, training, examination, appointment, promotion, retention, discipline or any other aspect of personnel administration because of race, religion, national origin, sex, ancestry, age, disability, sexual orientation, or veteran status is prohibited.

P. Evaluation Process

All proposals will be reviewed to determine if they are responsive. They will then be evaluated by an Evaluation team. The team will evaluate and numerically score each proposal in accordance with the following evaluation criteria:

- Introduction (5 points)
- Project Understanding (20 points)
- Methodology (20 points)
- Project Management (15 points)
- Qualifications and Experience (25 points)
- Pricing (15 points)

The evaluation process is designed to award the contract to the vendor with the best combination of attributes based on the evaluation criteria, not necessarily to the vendor with the lowest cost.

The evaluation team will rank proposals, and negotiations may be undertaken with the top-ranked vendor/vendors. The Cuyahoga County Board of Health reserves the right to recommend qualified funding proposals out of rank in order to ensure adequate geographic distribution. If an insufficient number of qualified proposals are submitted in any particular service category, the Board reserves the right to directly solicit and select appropriate community-based providers to fill the gaps. Past contractual performance may also be considered for applicants that have previously received funding from the Board.

Q. Contract Negotiations

The option of whether or not to initiate contract negotiations rests solely with the Board. If the Board elects to initiate contract negotiations, these negotiations cannot involve changes in the Board's requirements or the vendor's proposal which would, by their nature, affect the basis of the source selection and the competition previously conducted. The terms of the proposed contract will be negotiated based upon the merit of the application, availability of funding, and conditions of award. Failure of a selected applicant to satisfactorily negotiate a contract within a reasonable time may result in the applicant forfeiting its award.

R. Failure to Negotiate

If any contract cannot be negotiated within fifteen (15) days of notification to the designated vendor, the Board may terminate negotiations with the vendor and negotiate a contract with the next highest ranked vendor.

S. Recommendation of Award

Once the Board evaluation team has made its selection, a Notice of Recommendation of Award letter will be issued to the recommended vendor(s), advising of the expected award date.

T. Notice of Intent to Award

Prior to approval of the award by the Board, the Administration will issue a written Notice of Intent to Award and send copies to all unsuccessful vendors. The scores and placement of vendors will not be part of the notice. A tabulation of all vendors' names and addresses submitting proposals will be available upon request from the RFP contact person.

U. Debriefing

Vendors who submitted an unsuccessful proposal may request a meeting for debriefing and discussion of their proposals after receiving a Notice of Intent to Award letter. The request must be addressed in writing to the RFP contact. The debriefing is not to be seen as an opportunity to challenge the decision, nor will it include any comparisons of the vendor's unsuccessful proposal with any other vendor's proposals. The Board will attempt to respond to questions and concerns in this debriefing.

V. Protests

A vendor may protest the recommendation of award of a contract by filing in writing to the RFP contact person, as outlined in the Notice of Intent to Award letter. The protest letter shall include the following information:

1. Name, address and telephone number of the protester;
2. The signature of the protester;
3. Identification of the contract at issue;
4. A detailed statement of the legal and factual grounds of the protest;
5. The form of relief requested.

W. Contracting Requirements

The successful vendor shall, upon notification of award, be required to enter into a contract with the Board and must comply with the contract terms and conditions defined herein. If the vendor is unwilling to agree to a proposed clause or term, then your cover letter must reference an appendix which identifies these clauses in dispute and should:

- a. Suggest a specific alternative term, clause or approach;
- b. Provide an explanation of your reasons.

X. Contract Processing

The Board's General Counsel shall prepare the contract required by this RFP specification. This contract shall be fully responsive to the requirements defined in these RFP specifications.

Y. Proposal as Part of the Contract

Part or the entire successful proposal may be incorporated into the contract.

Z. Commencement of Contract Performance

In order to protect the interests of the Board, a contract must be approved by the Board at a regularly scheduled Board meeting after which it must be executed by the Health Commissioner and approved by Administrative Counsel before the goods or services as set forth in this RFP specification can be provided.

AA. Evaluation Criteria

The Board will review all information submitted by the Respondent and compare it to the requirements outlined in this RFP. All documents which are submitted as part of the sealed proposal process shall be evaluated. The Board reserves the right to negotiate further with one or more Respondents who submit proposals that are responsive to the requirements herein. The contract shall be awarded to the Respondent with whom the Board negotiates the best and/or lowest proposal. No consideration will be given to proposals which offer incentives or concessions. Responses must be submitted with one (1) original and two (2) copies. All proposals submitted will become the property of the Board and will not be returned. The original proposals shall be postmarked as such or be readily identifiable as the original.

The following terms and conditions shall apply to the proposals:

1. No proposal shall be withdrawn after it has been deposited with the Board of Health.
2. All proposals submitted will be in effect for ninety (90) calendar days from the due date. Proposals will be accepted or rejected within this period.
3. The Board assumes no responsibility or liability for costs incurred in the preparation and/or submission of any proposal.
4. Corrections of errors in a proposal after the opening of proposals shall not be allowed except for extension errors and/or math errors which are clearly evident. Correction of errors allowed by this paragraph must be accomplished within two (2) working days after the opening of proposals.
5. The Board reserves the right to consider all elements entering into the question of determining the responsibility of a Respondent.
6. The Board reserves the right to reject any or all proposals for any reason.
7. Any proposal which is incomplete, conditional, obscure, or which contains additions or deletions not called for or irregularities of any kind shall be rejected.
8. To ensure fair consideration for all respondents the Board **prohibits** prospective respondent's communication with any department or employee during the submission process. Questions relative to the specifications on the proposal shall be addressed during the pre-proposal conference.

9. Pursuant to Section 149.43 of the Ohio Revised Code, the proposal may be considered a public record and be released upon request. The Board will treat any documents submitted with the proposal as a public document unless informed in writing by Bidder that it considers the document to contain trade secrets under Ohio law. The Board may require additional information in support of such a claim.

SECTION X - CONTRACT INFORMATION

A. Terms and Conditions

The following terms and conditions shall apply to the contract between the contractor and the Board:

1. The contract shall be governed by, and subject to interpretation under the laws of the state of Ohio, and pursuant to the review of the Board's General Counsel as to legal form and correctness.
2. The successful contractor shall agree to indemnify and save the Board harmless 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 a party or parties or from any act of the contractor, his servants or agents.
3. The Board shall not assume responsibility for the payment of any personal property taxes for any materials not owned by the Board, nor shall the Board pay any insurance premiums for any coverage of any property not owned by the Board. No conditions shall alter this statement.
4. The Board is a tax-exempt political subdivision of the State of Ohio (Federal Tax ID No. 34-6000817). Necessary tax exemption blanks will be furnished to the contractor when the contract is signed.
5. Acceptance of performance is a condition of the contract. It shall be understood and agreed that an agent for the Board shall determine finally the satisfactory quality of the services and/or materials furnished under the contract. Failure to meet performance requirements is a reason for termination of the contract, and the contractor shall be liable to the Board for any excess cost and/or expenses incurred by the Board thereafter.
6. In the event that the contract is terminated by the Board, thirty (30) calendar days advance written notice shall be given to the contractor. The contractor shall provide all services and/or materials required by the contract and the specifications to the date of termination. Under no circumstances shall the Board be responsible for any type of penalty payment upon the cancellation of the contract. The contractor, however, shall be paid for all services and/or materials provided to the date of termination.
7. Anti-discrimination: The contractor agrees that in the employment of labor, skilled or unskilled, under this contract, there shall be no discrimination exercised against any person because of race, religion, national origin, sex, ancestry, age, disability, sexual orientation, or veteran status, and that violation thereof shall be deemed a material breach of said contract.

8. Social Security Act: The contractor shall be and remain an independent contractor with respect to all services performed hereunder and agrees to and does hereby accept full and exclusive liability for payment of any and all contributions or taxes for social security, unemployment insurance, or old age retirement benefits, pensions, or annuities now or hereafter imposed under any Local, State or Federal Law which are measured by the wages, salaries, or other remuneration paid to persons employed by the contractor for work performed under the terms of this contract and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now or hereafter may be issued or promulgated under said respective laws by and duly authorized State or Federal officials; and said contractor also agrees to indemnify and save harmless the Board from such contributions or taxes or liability.

9. Labor and Material: The contractor shall well, truly and promptly pay or satisfy the just and equitable claims of all persons who have performed labor or furnished materials or equipment for said contractor in the execution of this contract, and all bills, costs or claims of whatever kind which might in law or equity become a lien upon said work.

10. Assignment: The contractor shall not assign, transfer, convey or otherwise dispose of this contract, or his right to execute it, or his right, title or interest in or to it or any part thereof, or assign, by power of attorney or otherwise, any of the monies due or to become due under this contract without approval of the Board.

11. Ownership of Contract Products: All products produced in response to the contract will be the sole property of the Board.

12. If applicable, the successful Respondent will comply with the provisions of the Ohio Revised Code (4115.03 through 4115.16) requiring the payment of prevailing wage. Information on prevailing wage may be obtained from the Prevailing Wage Coordinator of Cuyahoga County, 1642 Lakeside Ave., Cleveland, Ohio 44113, (216) 443-5530.

13. Respondent's Warranty against an Unresolved Finding for Recovery: Ohio Revised Code Section 9.24 prohibits the award of a contract to any Respondent against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is "unresolved" at the time of the award. By submitting a bid, the bidder warrants that it is not now and will not become subject to an "unresolved" finding for recovery under Ohio Revised Code Section 9.24, prior to the award of any contract arising out of this RFP, without notifying the Board of such finding.

14. Suspension and Debarments: The Board will not award contracts for services funded in whole or part with Federal funds, to an entity who has been suspended or debarred from doing business or who appears on the Federal Excluded Parties Listing System www.sam.gov/.

15. Criminal Background Checks (If applicable): Prior to entering into a contract with the Board the successful Respondent shall conduct background checks on all applicants for employment in direct service positions in accordance with applicable requirements so as to not knowingly employ staff who have been convicted or plead guilty to any of the crimes specified in ORC 3319.39(B) or other section of the ORC applicable to the Agency. Failure to conduct such background checks may result in termination of this contract.

16. Disbursement of Funds: The Board shall make payments to the contractor on a reimbursement basis for providing the work or services described in the bid. The contractor shall submit invoices supported by such documentation as requested by the Board. The contractor may be required to provide the Board with copies of time sheets, receipts or contracts as validation of expenditures when submitting requests for payment.

17. Confidential Information: During the term of this contract, confidential information shall be held by the contractor in the strictest confidence and shall not, without the prior written consent of the Board, be disclosed to any person other than in connection with contractor's assigned projects and activities hereunder. All of the documents and information transmitted and communicated to the contractor shall be considered as sensitive material and shall be held in the strictest confidence by the contractor. Upon termination of contractor's engagement or at any time at the request of Board, or its designees, the contractor shall promptly return or destroy all confidential information in the possession or under the control of contractor and shall not retain any copies or other reproductions or extracts thereof. Nothing contained herein shall be construed as granting or conferring any rights by license or otherwise in any confidential information.

18. Books and Records: Funded agencies will be expected to keep records of their activities related to the US HUD funded projects and services to permit the Board, the federal funding source, or their agents access to those records, including fiscal, medical and client records, where appropriate and with respect for client rights to privacy and confidentiality.

19. Payment: Payment for contracted services will be made on a line-item reimbursement and performance basis based on monthly invoices and compliance with reporting requirements. This is a cost reimbursement grant.

20. Projections and Revisions: Funded agencies will be held accountable for meeting their programmatic projections or, when fitting, for revising projections with the Board. Failure to make progress as projected or to revise projections in conjunction with the Board staff will jeopardize the funded agency's current and/or future funding. Corrective action may include contract amendment or termination of contract.

21. Amendments: The Board has the option of amending contracts throughout the funding cycle based on program performance, and other contracted requirements.

22. Service Funding: All funding must be used exclusively for the allowable costs associated with activities described in this RFP.

23. Change in Services: Any change of staffing, service location, or service protocols is not permitted without the written consent of the Board. Any such change in service delivery is not eligible for reimbursement and may result in termination of the service contract.

24. Reporting: All funded providers and programs will be required to collect and report data reports to the Recipient. This report may include program, quality, and fiscal data. The format in which these reports will be submitted will be determined by the Recipient and/or US HUD. Completion and submission of these reports must be in compliance with the guidance of the reports.

25. It is understood that time is of the essence and this provision applies to all terms and conditions contained herein.

B. Required Contract Documents

In addition to the contract agreement furnished by the Board, the successful contractor shall provide the following documents within fourteen (14) calendar days of the RFP award date. Failure to provide these documents within this time frame may result in a rescission of the award.

1. Signature Authorization
2. Worker's Compensation Certificate
3. Certificates of Insurance
4. Letter of Indemnification in Lieu of Worker's Compensation Certificate and/or Certificate of Insurance
5. IRS Form W-9: Request for Taxpayer ID and Certification
6. Certification of Personal Property Tax
7. Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization
8. Suspension and Debarment
9. Warranty against Unresolved Finding for Recovery

These documents are described in the following paragraphs.

C. Signature Authorization

The contractor shall provide one of the following signature authorizations:

- a. For a corporation, including but not limited to non-profit organizations, a notarized certificate of power of attorney authorizing the individual's signature to bind the entity or a notarized certificate of corporate resolution authorizing the signature of the document.
- b. For the sole owner, a notarized statement indicating that the individual is the sole owner and is authorized to sign for and bind the company.
- c. For a partnership, a certificate of partnership agreement showing the names and address of all partners and authorizing the signatures to bind the partnership.

D. Worker's Compensation Certificate

A Worker's Compensation Certificate is required from corporations and partnerships with employees. Sole proprietors and individual contractors are not required to submit this document.

The contractor shall provide a Certificate of Premium Payment for Ohio State Worker's Compensation Insurance, or equivalent Worker's Compensation Insurance or letter of indemnification in lieu thereof. This document shall be current for the entire period of the contract.

E. Certificate of Insurance

The contractor shall have in effect during the term of the contractual agreement, comprehensive auto and general liability insurance wherein the Board and its employees are named as co-insured or additional insured.

This insurance shall protect the contractor, the Board and its employees, and any subcontractor performing work covered by the contract against claims for damage for personal injury including accidental death, as well as for property damages which may arise from operations under the contract whether such operations be by contractor or by any subcontractor or by anyone directly or indirectly employed by either of them.

An exact copy of such insurance policy or policies shall be made available to the Board for review upon request. A Certificate of Insurance with the following minimum levels of such insurance shall be submitted as follows:

- a. Bodily Injury Liability: \$250,000 per person, \$500,000 per accident.
- b. Property Damage Liability: \$50,000 per accident, \$100,000 per aggregate.
- c. Comprehensive Automobile Liability: \$250,000 per person, \$500,000 per accident.

Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance

The Contractor shall either (1) require each of his subcontractors to procure and to maintain during the life of the subcontract, Subcontractor's Public Liability, Property Damage and Vehicle Liability Insurance of type and in the amounts specified above, or (2) the Contractor shall insure the activities of the subcontractor in his own policy as specified above.

The policy or policies shall contain the following, special provisions:

"The contractor agrees that ten (10) days prior to cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice shall be mailed to the Chief Fiscal Officer of the Board."

Any and all expense incident to the furnishing of all insurance required of the contractor, as well as the legally required performance bond (if applicable), shall be borne by the contractor and shall be included in his unit price bid in the contract.

F. Letter of Indemnification in Lieu of Worker's Compensation Certificate and/or Certificate of Insurance (if either document is required above)

If the contractor cannot provide a worker's compensation certificate and/or certificate of insurance as requested, the contractor must, at the time of submission of the RFP, substitute a letter of indemnification for a worker's compensation certificate and/or certificate of insurance.

Only in those circumstances where the contractor verifies being self-insured by means of documentation will the Board consider the substitution of a letter of indemnification for a worker's compensation certificate and/or certificate of insurance. Such documentation, together with the letter of indemnification, must be submitted with the RFP proposal. Such a request will not be considered after the contract has been awarded.

G. Performance bond

If applicable, a Performance Bond or certified check, made payable to the Board, in a sum equal to 100% of the total contractual award shall be provided by the contractor should the total amount of the contractual award be in excess of \$25,000.

Such bond or check shall be conditional on the faithful performance of the work in accordance with the specifications, and shall remain in the possession of the Board for the term of the contract and material warranties, whichever is concluded last. Such bond or check shall also indemnify the Board, Ohio, against such damages as may be suffered by failure to perform such contract according to the provisions thereof and in accordance with the specifications. If a bond is submitted, it shall be executed by a surety company authorized to do business in the State of Ohio. The bond shall be notarized with the corporate seal and the bonding company seal. Accompanying the bond shall be:

- A. A certified power of attorney for the agent to sign the bond.
- B. A certificate of compliance for the bonding company for the State of Ohio, Department of Insurance.

If the contractor fails to satisfactorily perform the contract, the bonding company which provided the performance bond will be required to obtain timely performance of the contract.

H. Liquidated Damages

If applicable, liquidated damages shall be assessed in the amount of \$800.00 per calendar day for each and every day that the Contractor fails to meet the agreed upon deadline requirements for deliverables under the negotiated contract.

I. Letter of Credit in Lieu of Performance Bond/Certified Check

If a performance bond is required, the following will be in effect:

If the contractor cannot provide a performance bond or a certified check in the amount requested, the contractor must, at the time of entering into a contract, substitute a letter of credit for a performance bond or certified check.

Only in those circumstances where the contractor verifies by documentation from insurance and/or bonding companies that a performance bond is not available because of the new, unusual or unique nature of the product or the service being purchased will the County consider the substitution of a letter of credit for the performance bond or certified check requirement. Such documentation, together with the letter of credit in the amount requested for the performance bond, must be submitted during the writing of the contract with the successful contractor.

J. IRS Form W-9: Request for Taxpayer Identification Number and Certification

An Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number and Certification) is required to be completed by the contractor, prior to the execution of the contract with the Board.

K. Certification of Personal Property Tax

A Certificate of Compliance with Section 5719.042 of the Ohio Revised Code, which requires a certification of delinquent personal property tax by the contractor prior to the execution of the contract of a political subdivision, must be completed.

L. Suspension and Debarment

The Board will not award a contract for services funded in whole or part with Federal funds, to an entity who has been suspended or debarred from doing business or who appears on the Federal Excluded Parties Listing System www.sam.gov/.

M. Warranty against Unresolved Finding for Recovery

Ohio Revised Code Section 9.24 prohibits the award of a contract to any Respondent against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is “unresolved” at the time of the award. By submitting a bid, the bidder warrants that it is not now and will not become subject to an “unresolved” finding for recovery under Ohio Revised Code Section 9.24, prior to the award of any contract arising out of this RFP, without notifying the Board of such finding.

APPENDIX 1 – PROPOSAL ATTACHMENTS

PROPOSAL ATTACHMENTS:

Attachment A - Proposal Submission Requirement Checklist
Attachment B - Non-Collusion Affidavit (must be notarized)
Attachment C - Certification of Compliance with Section 3517.13 of the O.R.C.
Attachment D - Sample Proposal Cover Page
Attachment E - Budget Narrative (sample included)
Attachment F - Itemized Budget (sample included)
Attachment G - RFP Evaluation Form

REQUIRED VENDOR ATTACHMENTS:

1. Articles of Incorporation
2. Proof of 501(c)(3) not-for-profit status from IRS or Secretary of State (if applicable)
3. W-9
- 4.
5. List of the Board of Trustees/Directors and senior staff
6. Organizational Chart/Table of Organization - showing where proposed program/services and staffing fit in
7. Job descriptions of all program personnel and supervisors

ATTACHMENT A

PROPOSAL SUBMISSION REQUIREMENT CHECKLIST

Vendor: _____

Vendor Signature: _____ **Date:** _____

Proposal should include the following components submitted in the following order:

A. INTRODUCTORY PAGES

- _____ 1. Cover Page (see Attachment E – Sample Cover Page).
- _____ 2. Table of Contents
- _____ 3. Proposal Submission Requirements Checklist (A signed copy of this form)

B. SCORED NARRATIVE SECTION

- _____ 4. Cover Letter
- _____ 5. Introduction - Executive Summary (5 points)
- _____ 6. Project Understanding (20 points)
- _____ 7. Methodology (20 points)
- _____ 8. Project Management (15 points)
- _____ 9. Qualifications & Experience (25 points)
- _____ 10. Pricing (15 points)

C. REQUIRED ATTACHMENTS

- _____ 11. Attachment B - Non-Collusion Affidavit (must be notarized)
- _____ 12. Attachment C - Certification of Compliance with Section 3517.13 of the O.R.C.
- _____ 13. Attachment D - Budget Narrative
- _____ 14. Attachment E - Itemized Budget
- _____ 15. Additional supporting attachments (*Optional*)
- _____ 16. Mission Statement
- _____ 17. Articles of Incorporation
- _____ 18. Proof of 501(c)(3) not-for-profit status from IRS or Secretary of State (if applicable)
- _____ 19. Current W-9
- _____ 20. List of the Board of Trustees/Directors and senior staff
- _____ 21. Organizational Chart - showing where proposed program/services and staffing fit in to include fiscal support
- _____ 22. Job descriptions of all program personnel, supervisors and fiscal support.

ATTACHMENT B

NON-COLLUSION AFFIDAVIT

*** THIS AFFIDAVIT MUST BE EXECUTED FOR THIS BID TO BE CONSIDERED**

STATE OF OHIO)
)
) SS.
COUNTY OF CUYAHOGA)

_____ being first duly sworn, deposes and says that he/she is _____ of the party making the foregoing proposal: that such proposal is genuine and not collusive or sham: that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any contractor or person to put in a sham proposal, or that such other person shall refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the price of affiant or any other contractor, or to fix any overhead, profit or cost element of said price, or of that of any other contractor, or to secure any advantage against the Cuyahoga County Board of Health or any other persons interested in the proposed contract; and that all statements contained in said proposal are true; and further that all statements contained in said proposal are true; and further that such contractor has not, directly or indirectly submitted this proposal, or contents thereof, or divulged information relative thereto to any association or to any member or agent thereof.

AFFILIANT

Sworn to and subscribed before me this day of 2023.

NOTARY PUBLIC

ATTACHMENT C

CERTIFICATION OF COMPLIANCE WITH SECTION 3517.13 OF THE O.R.C.

RFP # 2026-01

CONTRACTS AWARDED TO INDIVIDUAL, PARTNERSHIP, OTHER UNINCORPORATED BUSINESS ASSOCIATION (INCLUDING A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785), ESTATE, OR TRUST MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(1)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- THE INDIVIDUAL
- EACH PARTNER OR OWNER OF THE PARTNERSHIP OR UNINCORPORATED BUSINESS
- EACH SHAREHOLDER OF THE ASSOCIATION
- EACH ADMINISTRATOR OF THE ESTATE
- EACH EXECUTOR OF THE ESTATE
- EACH TRUSTEE OF THE TRUST
- EACH SPOUSE OF ANY OF THE PRECEEDING PERSONS
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF ANY OF THE PRECEEDING PERSONS
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

CONTRACTS A WARDED TO A CORPORATION OR BUSINESS TRUST (EXCEPT A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785) MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517. 13(J)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- EACH OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH SPOUSE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

It is hereby certified that all of the persons listed above are in compliance with section *3517.13(1)(1) or 3517.13(J)(1)* of the Ohio Revised Code.

IF CONTRACTING ENTITY IS A NONPROFIT CORPORATION ESTABLISHED UNDER ORC CHAPTER 1702, THE UNDERSIGNED CERTIFIES THAT SECTIONS 3517.13(1)(1) AND 3517.13(J)(1) ARE NOT APPLICABLE TO THE CONTRACTING ENTITY.

PRINTED NAME

TITLE

SIGNATURE

DATE

ATTACHMENT D

SAMPLE PROPOSAL COVER PAGE

(Use this as the format for preparing the proposal Cover Page)

LEAD SAFE CUYAHOGA OUTREACH

RFP #2026-01

PROPOSAL FOR OUTREACH SERVICES

**Vendor Name
Vendor Street Address
Vendor City, State, Zip Code**

CEO/Executive Director: _____

Board President: _____

Individual who will sign contract: _____

Proposal Contact: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

ATTACHMENT E - BUDGET NARRATIVE

Use this form as guidance and format for preparing and submitting your Attachment G.

A categorical budget (rounded to the nearest dollar) must be submitted separately for each proposed budget category. All costs must be listed under one of the following categories. **Do not use categories other than those listed below.** The following categories must be defined in terms of dollars and must be justified through the budget narrative. Administrative costs must be identified as such within the budget. Each unit of service cost must reflect all charges associated with it. **Budgets must be submitted in the approved formats - no exceptions. Budgets submitted in formats other than the approved format will not be considered for funding.**

The budget narrative must accompany the itemized budget for each budget category in which you are requesting funds and must include, at a minimum, a description of the following:

Personnel: Titles of positions, a brief description of the duties and responsibilities; annual salary and the percentage of time (FTE) to be devoted to and paid for by the grant; the last name of the employee (if the position is vacant, indicate such and provide an estimated date when the position will be filled). Identify those positions that will account for administration (e.g. accounting, payroll).

Fringe: The amount of fringe benefit attributed to each position (specify percentage).

Travel: Describe anticipated travel during the budget/contract period; who is traveling (name and position); purpose of travel; where; how are travel costs (mileage reimbursement) determined. Be specific. Travel reimbursement is allowable only for services provided off site and must be directly beneficial in accomplishing the objectives of the contract.

Equipment: List specific items of equipment and purchase price, purpose, and person who will use said equipment. A purchase versus lease analysis should be done for large dollar items. Computer purchases are not allowable.

Supplies: A general description of the types of item classified as supplies. Computer software should be included in this category.

Other: This category should include items such as rent, printing of brochures, telephone, postage, and utilities (items that are not supplies or equipment). A description and cost must be provided for each item identified in this category.

ATTACHMENT F - ITEMIZED BUDGET

Not to exceed \$80,000.00

Vendor: _____

Budget Category	Direct Cost	Total Request
Personnel		
Fringe		
Travel		
Equipment		
Supplies		
Other		
Total		

SAMPLE ATTACHMENT F - ITEMIZED BUDGET

Vendor: Cleveland TGA Sample

Budget Category	Direct Cost	Total Request
Personnel John Sample @ .55 FTE Jane Sample @ .25 FTE Jack Sample @ .08	\$33,200 \$10,500	\$43,700
Fringe John Sample @ .55 FTE Jane Sample @ .25 FTE Jack Sample @ .08	\$6,640 \$2,100	\$8,740
Travel 120 miles @ .55/mile	\$66	\$66
Equipment		
Supplies General office supplies @ \$300, Copy paper @ \$200, and client resource pamphlets @ \$200	\$700	\$700
Other Printing brochures @ \$200, Telephone charges at @\$300	\$500	\$500
Total	\$53,706	\$53,706

ATTACHMENT G

RFP EVALUATION FORM - LEAD SAFE CUYAHOGA OUTREACH

Vendor: _____

Reviewer: _____ **Total Score:** _____

CRITERIA	POINT VALUE	SCORE	COMMENTS
1. Cover Letter and Introduction-Executive Summary (Attachment E) ♦ Is there a concise description of the vendor? ♦ Is there a concise description of the proposed service? ♦ Does the agency have experience with this service and/or population?	5		
2. Project Understanding ♦ Does the proposed program description meet, in full or in part, the service requests of the RFP? ♦ Does the program narrative address all areas illustrated in background statement?	20		
3. Methodology ♦ Is there a plan for the service being proposed? ♦ Are service protocols consistent? ♦ Does program coordinate with/fit into the required tasks? ♦ Did proposal outline an acceptable plan for achieving deliverables?	20		
4. Project Management ♦ Does the proposal provide an overview of how the vendor will assure requirements are followed? ♦ Does the proposal provide a clear understanding of how tasks will be tracked? ♦ Does the provider have a structure to ensure ethical standards are met? ♦ Can agency demonstrate appropriate record keeping, reporting, invoicing and well-maintained client files?	15		

5. Qualifications and Experience (Including Vendor attachments) ♦ Has agency provided independent fiscal documents? ♦ Can agency demonstrate experience with and proven effectiveness with service(s) or population proposed? ♦ Is there evidence of proven success? ♦ Does the agency have historical experience with lead poisoning prevention programs? ♦ Does agency have written policies on customer service, client rights, grievance procedures, quality management and outcomes? ♦ Does agency demonstrate multi-cultural capacity or specific cultural competencies? ♦ Is staff training and skill development addressed?	25		
6. Pricing (ensure submission of Attachments F through J) ♦ Is budget data complete and accurate? ♦ Is cost fair and reasonable? (cost per client/cost per units of service) ♦ Are services to be completed realistic? ♦ Do staffing patterns seem appropriate? ♦ Does agency have fiscal capacity to invoice accurately and timely?	15		

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