

Tuscarawas County, Ohio
Advertisement for Bids & Request for Proposals
Project – Software Enterprise

Tuscarawas County (hereinafter the County) invites qualified vendors to submit proposals to provide a comprehensive, fully integrated software enterprise for accounting, purchasing, budgeting, treasurer, payroll, HRIS (Human Resource Information System), implementation, project management and conversion services.

The envelope containing the proposal must be sealed and plainly marked Project – Software Enterprise. Sealed proposals should include 5 originals & one electronic copy loaded on a USB drive. All proposals will be received by Tuscarawas County Board of Commissioners, 125 East High Avenue Room #205, New Philadelphia, OH 44663 on or before June 5, 2024 by 9:30 AM.

Criteria for selection will be based on experience, alignment with the County’s functional and technical needs, implementation approach, product demonstrations, and reference checks. The selection process will be conducted in accordance with the RFP and led by an in-house project and evaluation team.

The complete RFP is on file with and may be obtained from:

Kris Lowdermilk, Human Resource Manager
125 East High Avenue
New Philadelphia, OH 44663
330-365-3204 (Office)
HRmanager@co.tuscarawas.oh.us

The RFP can also be obtained from the County website at <https://www.co.tuscarawas.oh.us>

By order of the Tuscarawas County Commissioners

Chris Abbuhl
Greg Ress
Kristin Zemis

Attest: Rhonda Jordan, Clerk

Publish: The Times Reporter - April 30, 2024 & May 10, 2024

TUSCARAWAS COUNTY, OHIO

REQUEST FOR PROPOSAL

FOR

SOFTWARE ENTERPRISE ACCOUNTING, PURCHASING,
BUDGETING, TREASURER, PAYROLL, HRIS (HUMAN
RESOURCE INFORMATION SYSTEM), IMPLEMENTATION,
PROJECT MANAGEMENT AND CONVERSION SERVICES



Sealed proposals will be received by the Tuscarawas County Commissioners, 125 East High Avenue, Room #205, New Philadelphia, OH 44663 **on or before June 5, 2024 by 9:30 AM**. The envelope containing the proposal must be sealed and plainly marked Project – Software Enterprise. Responses will be reviewed internally by the evaluation staff to begin comparative analysis and determine which proposal best meets the County's needs.

Contacts for this RFP are:

Larry Lindberg , County Auditor
lindberg@co.tuscarawas.oh.us

Kris Lowdermilk, Human Resource Manager
HRManager@co.tuscarawas.oh.us

125 East High Avenue
New Philadelphia, OH 44663

The County's programs, services, employment opportunities, and volunteer positions are open to all without regard to race, religion, color, national origin, sex, age, marital status, handicap or political affiliation.

CONDITIONS APPLICABLE TO REQUESTS FOR PROPOSALS

The County Auditor reserves the right to reject any or all Proposals to waive irregularities and/or informalities in any Proposal, and to make an award in any manner, consistent with law, deemed in the best interest of the County Auditor.

This Request for Proposal does not obligate The Tuscarawas County Auditor to a commitment of funds or resources related to the response from any vendor.

1. Applicable Laws: State statutes as they apply to the laws of competitive bidding, contract, and purchases will be employed.
2. Taxes: The Tuscarawas County Auditor is exempt from Federal Excise and State Sales Tax. Prices should not include tax. Exemption forms will be furnished wherever necessary and requested.
3. If a bidder cannot meet the specifications for services, materials, and/or equipment as specifically set forth by The Tuscarawas County Auditor, any and all exceptions or deviations must be spelled out clearly and completely in writing and submitted with the proposal.
4. The Tuscarawas County Auditor reserves the right to alter quantities specified, within reasonable limits.
5. The Tuscarawas County Auditor reserves the right to reject any and all responses for any and all items covered in the Request for Proposal; to waive informalities or defects in responses, as it shall deem to be in the best interest of The Tuscarawas County Auditor.
6. Specific response requirements are that all cost, both specific and implied, must be outlined. Any costs which The Tuscarawas County Auditor will have to incur to install the system must be provided. Failure to indicate all related costs to the system will result in disqualification of the proposal. All responses should be brief and concise. Boiler plate manuals and standard responses should not be included in the proposal; they may, however, be provided in a separate document if so desired.
7. All agreements between The Tuscarawas County Auditor and the vendor will be handled through the County Auditor's legal counsel. The vendor shall provide a copy of its standard contract for their system for review. In addition, any legal restrictions or provisions, enforced by the vendor or its parent company, which are not in line with the industry's standard, should be pointed out.
8. Demonstrations of software will be made available upon request by The Tuscarawas County Auditor to help with the evaluation of the proposal. The county auditor is not interested in being a beta site for the vendor. Proposed software must be running in a production environment.
9. A portion of the funding for this project will be from American Rescue Plan Act (ARPA) funds. To be considered for award, respondents must adhere to the requirements as set forth in part 200 of the Uniform Administrative Requirements, Cost, Principles, and Audit Requirements for Federal Awards and provide all required information & documentation as set forth in this proposal.

GENERAL BACKGROUND

Purpose

This information was developed in a format to facilitate responses to The Tuscarawas County Auditor's needs for upgraded software for Accounting, Treasurer, Payroll, HRIS, Purchasing, Fixed Asset Management, Budgeting/Forecasting and associated conversion, implementation, project management and training.

The County currently uses Harris Open Window Financial. This software has been in place since the late 1990's and has gone through a few revisions / upgrades during that time. The County uses Microsoft Exchange and Office products. The County is seeking an enterprise software solution to encompass a fully integrated Finance & Accounting package that includes Payroll / HRIS components (human resources, benefit management, time and attendance, leave and absence management, data collection terminals, advanced scheduling, training, applicant tracking, ACA management and customer support and communication).

The payroll department of the County desires a payroll solution that provides all necessary and related processes required to manage employee payroll and meet all required Federal, State & Local reporting requirements including but not limited to voluntary deductions & legal orders. The payroll solution should include an employee self-service portal, electronic timesheet entry, scheduling and management.

The Human Resource department of the County intends to utilize a Human Resource and Management solution for the purpose of performing all necessary and related processes and procedures required to maintain the County at a high level of personnel related functioning and compliance including benefits enrollment and management; full applicant management, and employee changes and terminations. The County requires this HR solution be fully integrated with the proposed payroll solution to eliminate or substantially reduce duplication of shared data.

The County is seeking a solution that can incorporate benefits management with web-based access for multiple vendors (threads). This shall include but not be limited to healthcare, dental, vision, pharmacy, employee portals, life, retirement and supplemental investment offerings.

County Operating volumes include:

- Bi-weekly payroll for 31 departments with 620 – 630 County employees.
- The County proposed a FY 24 expenditure budget of \$32,951,000
- The County has eight Unionized divisions

The County prefers that the solution be developed, implemented and supported by one Vendor. Ideally, the solution can operate in multiple environments for test, train & live. The County prefers that the proposed software solution be software as a service on a single centralized database. The County's applications must be hosted within the United States and all data must be replicated and backed up to servers within the United States.

The County has requirements for the proposed Payroll/HRIS system including a full and seamless integration between the applications (resulting in decreased redundancy and duplication of entries); reporting with the ability for analysis, internet capability/web access; and a pivotal dashboard from which to launch applications.

The goal of the County Auditor is to implement an integrated enterprise resource planning system utilizing best practices, automated workflow, project management tools, and other suitable applications.

Criteria for selection will be based on experience, alignment with the County's functional and technical requirements, implementation approach, product demonstrations, and reference checks. The selection process will be conducted in accordance with the RFP and will be led by an in-house project and evaluation team.

The final decision will be based on a number of evaluation criteria, primarily how well the proposed solution will meet the county's technology currently and into the future. A major evaluation criteria will also be the experience of the proposing vendor to implement such a system with major emphasis on conversion and providing as little disruption to staff during such a transition.

VENDOR INSTRUCTIONS

1. INTRODUCTION

Vendors are invited to provide a written proposal to provide a comprehensive, fully integrated, Enterprise Budgeting, Accounting, Treasurer, Payroll, HRIS, and Conversion Service. This REQUEST FOR PROPOSAL states the overall scope of products and services desired, specific software functionality, technology foundation as well as desired vendor qualifications.

2. GENERAL REQUIREMENTS

The core software applications anticipated to meet the requirements of this RFP are:

- General Ledger, Accounts Payable, Purchasing
- Budget Management Enterprise with Workflows across all appropriate modules
- Cash Receipting
- County-Wide Purchase Requisitioning System Including:
 - Requisitions
 - Payment Requests
 - Budget Transfer Requests
 - PO Adjustments
- County-Wide Web-Based Dashboard Capability
- County-Wide Web-Based Budget Preparation & Forecasting
- Personnel Budgeting Module
- Project Accounting
- Payroll Processing, Direct Deposit, and employee self-services for full time, part time & seasonal employees.
- Human Resources including but not limited to leave & absence management, scheduling, training, applicant tracking, & data collection methods for time & attendance. Departmental Time Entry will include workflow approvals.
- Fixed Asset Tracking System
- Blank Forms Laser Printing of checks with Secure Digital Signatures and Positive Pay
- Approximately 65 Users for Accounting, Payroll applications, & Enterprise Budgeting
- Complete conversion Services for Accounting, Payroll and historical data.
- Ability for users to create and/or obtain “standard” or “canned” reports with minimal training; and to create analytical reports for decision making capabilities.

Additionally, the County Auditor seeks the following technical foundation:

- Browser (Microsoft or Google Chrome) based Client with multi-tasking capability
- Internet/Intranet / WAN Deployment. Microsoft SQL Relational Database
- Integration to leverage desktop productivity tools such as Microsoft Office Suite
- Security with password encryption capability throughout the Solution, database protection from unauthorized and illegal access, secure data through SSL point to point encryption; secured with 2FA options using Duo or an included 2FS solution.

The primary criteria for vendor evaluation and consideration are:

- Overall product quality and proof of successful implementations of proposed system
- Conversion Experience from existing Vendor
- Costs and Evergreen or Software for Life Licensing Model
- Customer service and support (references, retention, measured service rates)

3. RESPONSE INSTRUCTIONS

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of a proposal.

4. CONTACT WITH COUNTY EMPLOYEES

To ensure a fair and objective evaluation of all proposals, vendors are required to submit all inquiries to the project contacts noted on the cover of this RFP.

5. ASSESS RFP DOCUMENTS

Before submitting a proposal, vendors shall examine the specifications in order to understand all existing conditions and limitations. The vendor shall indicate in the proposal the total sum to cover the cost of all items included in the RFP.

6. COSTS OF RFP PREPARATION AND SUBMISSION

Each vendor shall bear the responsibility for all costs incurred in order to prepare and submit their response to this RFP.

7. PROPOSAL REVIEW / RELEASE OF INFORMATION

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the evaluation team or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract. The County is responsible for protecting confidential information. Proposals submitted in response to RFP's may contain trade secrets and/or privileged or confidential commercial processes and techniques or financial information (cost breakdown, profit, and indirect cost rates) which the proposer (or their subcontractor) does not want used or disclosed for any purpose other than evaluation of the proposal.

All records of the County are public unless they are specifically exempt from disclosure under Ohio Revised Code. The County will adhere to the general exemptions from Public Records Law in accordance to House Bill 9 listing the exemptions stated under ORC 149.43.

8. PROPOSAL FORM

Each proposal will be prepared in the format described below and be submitted in a sealed envelope bearing the title of work and the name of the vendor. The proposal must be prepared in the following format:

Section 1 - Executive Summary

Provide a brief narrative highlighting the bidder's proposal. Summary should contain as little technical jargon as possible, should be oriented toward non-technical personnel and be no more than 5 pages.

Section 2 - General Vendor Qualifications & Accounting, Payroll, HRIS, Budgeting

	Item	Response
1.	Number of Years providing Accounting/Payroll/ HRIS/Budgeting/Treasurer Software to Ohio County Auditors?	
2.	Number of Ohio County Accounting, Payroll, HRIS and Budgeting Installations?	
3.	Company ownership structure public, private?	
4.	Support office location for County implementation?	
5.	Approximate number of employees in your company?	
6.	Is an annual fee required to continue using the software?	
7.	Does your contract specify the purchase of the software or does the County pay an annual renewal license for the right to use the software therefore never owning software?	
8.	Are there license fees for new versions of the software as it becomes available or is that included in the support plan? What is the name of this software for life plan?	
9.	Does the support plan include software for life therefore never paying additional license fees for future upgrade versions of the software including new platforms? If no, what is the average upgrade license costs for a similar sized customer?	
10.	If the County ends the relationship with your company does the County get to keep the software and the data amassed?	
11.	Have your clients been through successful State of Ohio Auditor's Office Audits utilizing the proposed software? Do you have a SOC report as may be required by the Auditor of State?	
12.	Do you offer a user group conference located in Ohio or are webinars available for viewing/training?	
13.	Do you offer an Ohio County Auditor user group?	
14.	Is your system Cash Based Accounting or Accrual Based?	
15.	Does your software offer the ability to export reports from the system, while retaining mathematical data formulas?	
16.	Are custom alerts available to monitor data elements for situations that may fall outside of acceptable parameters?	
17.	Are there automated notifications available for custom alerts?	
18.	Do you offer a Departmental Time Entry System?	
19.	Does Accounting, Budget Preparation, Payroll and HRIS interface? Content management should integrate across the entire solution.	
20.	Can your system integrally produce and print W2s and 1099s without the use of third-party software?	
21.	Does the system produce W2's and 1099's or will a separate module be required? Does your product provide for electronic filing for all required State, Local, and Federal reporting requirements?	
22.	Can your system do blank form printing of W2's and 1099's?	
23.	Do you offer a project tracking module?	
24.	Will we be required to do any manual entry of database setup from our current system of Accounting, Payroll or HRIS data?	
25.	Do you offer post live training with your system after it is live? Please include the appropriate days in your response.	
26.	Will the project include a non-live database with our converted data for practice exercises for initial training and future training of new staff?	
27.	Do you offer a blank form check printing solution with digitized signatures?	

Section 3- Budgeting & Reporting

	Item	Response
1.	Expense and Revenue budgeting capabilities?	
2.	Monthly budgeting capability with variances?	
3.	Can you do 10-year budget forecasting in the system?	
4.	Can your software inherently produce the Certificate of Estimated Resources and Unallocated Funds Report dynamically, without the use of third-party tools?	
5.	Does budgeting offer Personnel budgeting including all costs associated with an employee?	
6.	Does the budget preparation process include a workflow capability?	
7.	Do departments have the ability to input their budgets to start the workflow process? Do departments have the ability to attach documents from various platforms?	
8.	Can departments set up customized dashboards with the data they want to see?	
9.	Does the system have a report scheduler that auto generates reports to be sent email recipients?	
10.	Does the system offer an alert system notifying recipient of information in the system on pre-defined criteria?	

Ohio County Sites the County can visit to **Review Budgeting/Forecasting Module**

	Entity	Contact Person/Title/Phone
1.		
2.		
3.		
4.		
5.		

Section 4 - Vendor Experience with Similar Ohio Implementations

Please provide five (5) Ohio County reference sites that **have converted from Harris Open Window Financial Systems.**

	Entity	Contact Person/Title/Phone
1.		
2.		
3.		
4.		
5.		

Please provide five (5) Ohio County reference sites that the county can contact relative to their experience with your company.

	Entity	Contact Person/Title/Phone	Converted From
1.			
2.			
3.			
4.			
5.			

Please provide Ohio County sites that the county can **contact relative to consulting on changing our chart of accounts** as part of this project.

	Entity	Contact Person/Title/Phone	Converted From
1.			
2.			
3.			
4.			
5.			

Please list **County Specific user group** locations and general user conference locations and dates.

Location:	
Date(s):	
Format:	

Please list **Company Wide user group** locations and general user conference locations and dates.

Location:	
Date(s):	
Format:	

Section 5 – Technology

Please provide response of some general software technology questions so we can get an understanding of your solution.

	Item	Response
1.	Is your base ERP system web based with ability to use either Google Chrome or Microsoft Internet?	
2.	Does system utilize Microsoft SQL Database?	
3.	Does license provide for concurrent license model?	
4.	Is a concurrent license a global license allowing user to get to all applications such as Accounting, Payroll, HRIS, Purchasing and Budgeting etc. or do concurrent licenses need to be purchased for each application?	
5.	Is security set up as role based? Is software solution encrypted and secured by a two-factor authentication process?	
6.	Does system allow user to have multiple browser tabs open on multiple monitors with just the one concurrent license?	
7.	Do you offer an on-line training learning management system to allow county staff to self-train on demand?	
8.	How often is your software updated?	
9.	Are the software updates automatically updated on our system or do we require assistance from your company?	
10.	Does your company assist with any server setup required for initial use of your system?	
11.	How are backups of the database handled? Is there an option for redundant, off-site backups offered by your company?	

Section 6 - Implementation and Support

Answer the following questions and/or provide the necessary documentation for each item listed below.

1. If you do not offer an Evergreen agreement what is the percentage costs to add this to the agreement. Please list it here and in your quote as well.
2. Describe the approach and resources needed to implement the proposed software. Attach a proposed implementation schedule with key activities and estimated milestones.
3. Describe your overall user training approach.
4. Describe your company's service & support philosophy, how it is carried out and how success is measured.
5. Describe ongoing services and support, such as a toll free customer service number, annual training classes, online customer service web site and online software maintenance.
6. How do you service and troubleshoot problems for your current clients?
7. Do you offer server maintenance/patching/updating regardless of whether the hardware is leased or owned?
8. Identify provisions and associated costs with providing software updates and enhancements on a regular basis.
9. Please list conversion experience with our existing systems and be specific on previous sites converted.

Section 7 - Quote Checklist - Cost Information

Please provide YES or NO answers below. Actual proposed itemized costs for each module should be provided in a separate sealed quote document. The County reserves the right to contact proposers on price & scope clarification at any time throughout the selection & negotiation process. Proposers are encouraged to offer a multi-year proposal with details of the pricing.

Item	Included in Quote Y/N
Module for Fund Accounting System with GL, AP, Purchasing, Accounts Receivable	
Module for Cash Receipts and Treasury Activities	
Module for Project Accounting	
Module for Governmental Payroll & HRIS for 700+ Employees	
Countywide workflow capabilities for purchasing, invoice entry, budgeting, timekeeping, payroll, and employee benefits and accruals.	
Module to allow entry of timecards County-Wide with workflows	
Module to Track Fixed Assets for Depreciation	
Citizen Transparency Module through Ohio's Open Checkbook	
Budget Preparation module for county wide workflow of annual budgets	
Module for Analytics and Reporting	
Forecasting Module for out to 10 years	
Dashboard Module for customized views by user	
Module to do Personnel Budgeting across the county	
Check printing module for blank forms printing with secure digital signatures	
Forms processing module for PO's etc.	
Positive Pay file creation for the bank	
Complete conversion of Harris Systems data	
Not to exceed costs for training, implementation, configuration and project management and planning services	
Technical Services for setup up of software on servers	
Video Content Training Portal for on-going use of Software	
Post Live training for software usage optimization	
Travel Costs	
Annual support costs listed	

***Note any additional costs the County can expect as part of this project and itemize clearly on your quote document.**

Section 8 - License Agreement

Provide a sample of the proposed License Agreement.

Section 9 - Hardware Requirements

Provide hardware requirements needed to run the proposed system, including, but not limited to PC and Server needs. Please also list all various options for server (onsite, offsite, leased, owned, etc.).

Section 10 - Demonstration and Presentations

Vendors may be required to provide detailed demonstrations of proposed application software. Vendors may also be required to make presentations and/or provide written clarifications of their responses at the request of the county auditor.

Section 11 - Right of Refusal

The County reserves the right to reject all RFPs in their entirety or to select certain application software from the RFPs. The County reserves the right to award the contract in any manner deemed in the best interest of its citizens.

Section 12 - Evaluations

The primary criteria for vendor evaluation and consideration are:

- Conversion Experience from existing vendor.
- Market Focus (Public Administrative Specific with proven success in similar type site)
- Stability (Financial Viability, Business Longevity)
- Customer Service (References, Retention, Measured Service Rates, 24x7 Support)
- Ability to Provide a Comprehensive Integrated Solution to meet the stated requirements
- Experience with similar type projects with Ohio County Auditors

An evaluation team will evaluate proposals on a variety of quantitative and qualitative criteria. The proposal selected shall provide the most cost-effective approach that meets the stated requirements. The lowest price proposal will not necessarily be selected. Selected vendors will be invited to make oral presentations to the evaluation team.

The County Auditor reserves the right to 1.) reject any or all proposals, or to make no award, 2.) require modifications to initial proposals or 3.) to make partial or multiple awards. The County Auditor further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the County Auditor.

Section 13 - Affidavit & Certifications

_____ Affiant, being first duly sworn/affirmed according to law,
 (*Printed Name of Affiant*)
 hereby states, under penalty perjury, the following:

- Place an "X" next to the statement that applies: (a)_____ I operate as an individual/sole proprietorship ("Contractor") **OR** (b)_____ I am a duly authorized signatory and representative of the following entity:

 ("*Contractor*").
- I have thoroughly read this entire affidavit, including the contract terms and certifications below.
- This affidavit shall be attached to and made a part of any contract between Contractor and the Board of County Commissioners of Tuscarawas County, Ohio "*Board*".
- To the extent applicable, all statements, certifications, representations, etc., made by Contractor in this affidavit, including in the contract terms and certifications below, are true and complete.
- To the extent applicable, Contractor is fully compliant with and shall adhere to the contract terms and certifications below for the duration of any contract awarded to Contractor by the Board.
- To the extent applicable, Contractor shall incorporate the contract terms and certifications below into any and all subcontracts, regardless of tier.

1. EQUAL EMPLOYMENT OPPORTUNITY

The hiring of employees for the performance of work under this contract shall be done in accordance with Ohio Revised Code §153.59 and §153.591, the Governor's Executive Order of January 27, 1972, including Appendices "A" and "B" and the Governor's amended Executive Order 84-9 of November 30, 1984. Contractor shall not discriminate against or intimidate any person hired for the performance of the work by reason of race, color, religion, national origin, ancestry, sex or handicap. For any violation, Contractor shall suffer such penalties as provided for in Ohio Revised Code §153.60 and/or the Governor's Executive Order of January 27, 1972. Contractor also agrees that, upon the award of this contract, Contractor shall incorporate this certification in all subcontracts related to this contract, regardless of tier.

2. NON-DISCRIMINATION/COMPLIANCE WITH APPLICABLE LAWS

Contractor, as a term of the contract, shall comply with the Civil Rights Act of 1964, the Federal Rehabilitation Act of 1973, any and all applicable Federal Executive Orders, any and all applicable Executive Orders of the Governor of the State of Ohio, and any and all other statutes, rules and regulations pertaining to non-discrimination. Contractor shall comply with all provisions, requirements, etc. of Ohio Revised Code §125.111.

3. UNRESOLVED FINDING FOR RECOVERY

Contractor certifies that Contractor is not subject to a finding for recovery by the Auditor of the State of Ohio, as described in Ohio Revised Code §9.24, or that Contractor has taken the appropriate remedial steps required under §9.24 or otherwise qualifies under that section. Contractor agrees that if this certification is deemed to be false, the contract shall be void ab initio as between Contractor and the Board, and any funds paid by the Board hereunder shall be immediately repaid to the Board, or an action for recovery may be immediately commenced by the Board for recovery of said funds.

4. PERSONAL PROPERTY TAX

In accordance with Ohio Revised Code §5719.042, Contractor certifies that Contractor was not charged at the time the proposal was submitted with any delinquent personal property taxes on the general tax list of personal property in Tuscarawas County, Ohio, or that attached is a statement of all delinquent taxes charged against Contractor that complies with §5719.04.

5. WORKERS' COMPENSATION

Contractor shall comply with all laws pertaining to the type of service requested, including all laws regarding Workers' Compensation. The Board is hereby released from any and all liability for any injury received by Contractor and/or received by Contractor's employees, agents, subcontractors, etc., while performing tasks, duties, work, or

responsibilities as set forth in this contract. Contractor agrees that such Workers' Compensation coverage shall be continued, without lapse, until the expiration or termination of this contract. Failure to maintain valid Workers' Compensation coverage shall be considered a breach of contract and may result in the Board taking various corrective actions, including removing Contractor or any subcontractor from the Tuscarawas County, withholding payment(s), and terminating the contract.

6. DRUG-FREE WORKPLACE

Contractor certifies, to the best of Contractor's ability, that Contractor's employees will not purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs, in any way, while working on Tuscarawas County property. Failure to comply will result in immediate termination of any contract awarded.

7. OSHA COMPLIANCE

Contractor agrees to follow all applicable Occupational Safety and Health Administration regulations, rules, standards, etc.

8. OHIO ETHICS LAW

Contractor certifies that Contractor has reviewed and understands the Ohio ethics and conflict of interest laws, including, without limitation, Ohio Revised Code §§ 102.01 et seq., §§ 2921.01, 2921.42, 2921.421, and 2941.43, and §§ 3517.13 (I) and (J), and will take no action inconsistent with those laws, as any of them may be amended or supplemented from time to time.

9. POLITICAL CONTRIBUTIONS

Contractor hereby certifies that all applicable parties listed in Division (I) or (J) of Ohio Revised Code §3517.13 are in full compliance with said divisions. Contractor understands that knowingly making false statements with regard to the aforementioned certification is, in itself, grounds for the rescission of the contract and may result in the loss of future contracts.

10. NON-COLLUSION

In accordance with Title 23 United States Code, §112, Ohio Revised Code Chapter 1331 et seq., and §2921.11 and §2921.13 of the Ohio Revised Code, Contractor hereby states, under penalty of perjury and under other such penalties as the law provides, that Contractor, Contractor's agents, and Contractor's employees have not entered, either directly or indirectly, into any agreement(s), participated in any collusion, or otherwise taken any action(s) in restraint of free competitive bidding in connection with this contract or any related bid, proposal, statement, etc.

11. SUSPENSION AND DEBARMENT

Contractor certifies that upon entering into a contract with the Board, Contractor is not on the federal Excluded Parties List System (www.sam.gov). Contractor certifies that Contractor and any subcontractors covered by this contract are not suspended or debarred from doing business with governmental entities (reference OMB 2 CFR§180), have not been convicted within the preceding three years of any of the offenses listed in OMB §180.800, and have not had one or more public transactions terminated within the preceding three years for cause or default. Contractor is responsible for verifying that all subcontractors are not on the federal Excluded Parties List.

12. BANNING THE EXPENDITURE OF PUBLIC FUNDS FOR OFFSHORE SERVICES

The Governor's Executive Order 2019-12D bans the expenditure of public funds for offshore services. Contractor and all subcontractors agree to comply with said executive order.

13. CONTRACTOR EMPLOYEE AND INDEPENDENT CONTRACTOR CLASSIFICATION

Any individuals employed by Contractor who provide personal services to the Board are not public employees for any purposes, including the purposes of Chapter 145 of the Ohio Revised Code. If Contractor is an individual, sole proprietorship, sole practitioner, etc., and provides personal services to the Board, Contractor shall be classified as an independent contractor, or another classification other than public employee, and no contributions will be made to the public employee retirement system for the services. Not later than thirty days after the services begin, Contractor shall acknowledge, in writing on a form that complies with applicable law, that Contractor has been informed that the Board does not consider Contractor a public employee and no contributions will be made to the public employee retirement system for the services. The Board reserves the right to require one or more employees of Contractor to complete a written acknowledgement similar to the one outlined above.

I have read, understand and agree to the above contract terms & certifications:

Proposer Signature

Date

JURAT CERTIFICATE

Oath/Affirmation Administered to the Signer and Signed in the Presence of a Notary Public:

Sworn to or affirmed and subscribed before me by _____ this date of _____

(Affix Seal Here)

Signature of Notary Administering Jurat:

Proposal Signature Form

The undersigned agrees to adhere to all Federal requirements related to the American Rescue Plan Act and Uniform Guidance. These requirements include civil rights, affirmative action and data privacy. By submitting a proposal, the vendor is confirming that they have the ability to meet these requirements. If selected a certification will be required to be submitted as part of the contracting process.

The undersigned, as proposal responder, declares that he/she has carefully examined all the items of the Specifications and Instructions herein that he/she fully understands and accepts the requirements of the same, and he/she agrees to furnish the specified items and will accept, in full payment therefore.

Proposals shall include conversion, installation, and training services, and the successful respondent shall obtain all required permits and pay fees required. Proposer agrees to be bound by the terms of the proposal. The proposal must be signed in permanent ink by an individual authorized to legally bind the person, partnership, company, or corporation submitting the proposal. Signing the Proposal Signature Form affirms that the original Request for Proposal document has not been altered in any way.

**Company
Name:**

**Primary
Contact:**

**Business
Address &
E-Mail:**

Telephone:

Signature:

Title:
