

2021

Invitation to Bid CSEA Process Server



Lawrence Co. Dept. of Job & Family Services
Child Support Enforcement Agency
1100 S 7th Street
Ironton OH 45638
Hewlett-Packard Company

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2.2 CALENDAR OF EVENTS

Listed below is a schedule of dates and actions related to this ITB. The actions with specific dates must be completed as indicated unless otherwise changed by LCDJFS. A supplement will be issued in the event of a change in the schedule listed below needs to occur.

Date	Action
January 10, 2021	Invitation for Bid issued
January 10, 2021 January 17, 2021	Ironton Tribune newspaper publication
January 20, 2021	Last day for ITB questions
January 25, 2021	ITB due by 9:00 am EST
January 25, 2021	Anticipated award date

3.0 SERVICES REQUIRED

Upon award of the contract, the contractor will be required to provide, but not limited to, the following services on an as-needed basis:

3.0.1 Service of process; must be appointed by the court. Serving of papers may require out-of-county travel and unusual work conditions;

3.0.2 Have at all times the equipment, licenses, applicable liability insurance, and instruments required to perform the services herein;

3.0.3 Submit a monthly invoice in the form of the JFS 07035 no later than thirty calendar days following the end of a service month. A unit of service is defined as the service of court documents, administrative papers, and other documents as directed by LCDJFS;

3.0.4 Include with each monthly invoice a monthly log that details the service of process attempts, list of names, court and/or administrative numbers, dates, and number of trips;

3.0.5 Pick up documents on a consistent basis from the appropriate court and/or the LCDJFS;

3.0.6 Complete all required forms as set forth in the contract;

3.0.7 Meet with LCDJFS representatives as required;

4.1.2 The cover letter must be signed by a representative or officer of the contractor who is authorized to bind the firm to all provisions of the ITB, any subsequent changes, and to the contract if an award is made; and

4.1.3 Transmittal letter shall also contain a statement that the bid is a firm offer for a one hundred twenty (120) day period.

4.2 PROFILE OF CONTRACTOR

The contractor must complete Appendix A of this ITB "Profile of Contractor."

4.3 QUALIFICATIONS OF THE CONTRACTOR

4.3.1 A detailed description of previous work experience in providing similar services during the past five (5) years; particularly for public agencies.

4.3.2 Completed Appendix B or a minimum of three (3) references in the same format as Appendix B.

4.3.3 The following information for all process servers performing work:

- Number of process servers
- Relevant public agency experience
- Length of tenure

4.3.4 Disclose whether the firm, or individuals within the firm, have received a suspension, revocation, or disciplinary action from any government entity, which would affect a license to perform these services.

4.4 SIGNATURE AFFIDAVIT

The contractor must complete Appendix C of this ITB "Certification Affidavit."

4.5 BID COST

The contractor must provide one bid that includes a unit rate of service for each of the following geographical areas:

4.5.1 Area 1 - within the city of Ironton, Ohio, corporation limits;

4.5.2 Area 2 - outside of the city of Ironton, Ohio, corporation limits however within Lawrence County, Ohio;

4.5.3 Area 3 - service to the following counties:

Scioto, Jackson, and Gallia counties in the state of Ohio

Greenup and Boyd counties in the state of Kentucky

Wayne and Cabell counties in the state of West Virginia;

4.5.4 Area 4 – all other counties not bordering Lawrence County, Ohio.

the right to further negotiate the terms and conditions of the contract with the selected contractor(s). If contract negotiations cannot be concluded successfully with the highest scoring contractor, LCDJFS may negotiate a contract with the next highest scoring contractor. This ITB does not commit LCDJFS to award a contract. LCDJFS also reserves the right to withdraw this ITB at any time, to reject all bids, to reject any bid for noncompliance with ITB provisions, to choose not to award a contract if such action is determined to be in the best interest of LCDJFS, and/or to waive any informality in the process when to do so is in the interest of LCDJFS.

5.2 WITHDRAWAL OF BID

A contractor may withdraw a submitted bid in writing at any time prior to the specified due date and time. Faxed withdrawals will be accepted. A written request to withdraw, signed by an authorized representative of the contractor, must be submitted to LCDJFS Attn: Tiffany Porter, 1100 S 7th Street, Ironton, Ohio 45638. After withdrawing a previously submitted bid, the contractor may submit another bid at any time up to the specified submission deadline. All bids submitted and not withdrawn prior to the end of the submission deadline shall be firm and may not be withdrawn after the submission deadline for a period of one hundred twenty (120) days following the deadline for submission of bids specified in this ITB.

5.3 COST OF ITB

The contractor understands and agrees that LCDJFS is not responsible for any costs incurred by the contractor in responding to this ITB. Contractors whom respond to this ITB, including possible attendance at a post-submission interview of contractor, are solely responsible for their own incurred expenses.

5.4 CONFIDENTIAL INFORMATION

All bids shall be deemed public records within the parameters of Ohio Revised Code Chapter 149. However, the contents of submitted bids to this ITB will not be deemed public records until completion of the evaluation process and thus will be treated as confidential information. If a contractor believes that the ITB requires the disclosure of technical proprietary, or trade secret information that the contractor is not willing to make public, such information should not be submitted. No part of the bid may be designated as confidential.

5.5 ORAL PRESENTATIONS

If requested by LCDJFS, selected contractors may be required to make oral presentations to supplement their bids. LCDJFS will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the contractor. Failure of a contractor to conduct a presentation to LCDJFS on the

8.0 EVALUATION CRITERIA

8.1 PRELIMINARY EVALUATION

All submitted bids will be first reviewed to determine if all requirements are met and if the bid format and content meet specified requirements. Failure to meet mandatory requirements will result in the bid being rejected as non-responsive. In the event that all contractors do not meet one or more of the mandatory requirements, LCDJFS reserves the right to continue the evaluation of the bids and to select the bid which most closely meets the requirements specified in the ITB.

8.2 EVALUATION PROCESS

The overall bid will be scored using quantitative calculations where the most points will be awarded to the bid that provides the most value to LCDJFS. Various costing methodologies and models are available to analyze the cost information submitted and potential value to be derived to LCDJFS. LCDJFS will select one method and use it consistently throughout its evaluation.

LCDJFS reserves the right to interview or to seek additional information relating to criteria already in the ITB from any candidate after opening the bids, but before entering into a contract, to reject any bid if it deems it to be in the best interests of LCDJFS, and to award a contract to the next qualified contractor. LCDJFS reserves the right to check references identified by any contractor or associated with any previous employer of any employee of the contractor identified in the bid. In addition, LCDJFS reserves the right to award the contract based on considerations other than price.

At minimum three representatives from LCDJFS shall review all bids submitted in response to this ITB in accordance with the following criteria:

8.3 GENERAL QUALIFICATIONS (50% of evaluation)

8.3.1 Record of past performance of the contractor in providing similar services;

8.3.2 Relevant public agency experience of the contractor in providing similar services;

8.3.3 If the contractor is an organization whose staff will collectively fulfill the requirements, the organization should submit the qualifications of individuals that will be providing the services; and

8.3.4 Direct or related experience the contractor has that indicates success in performing the required services in an economical manner.

APPENDIX A: PROFILE OF CONTRACTOR

Lawrence County Department of Job & Family Services

SECTION I. CONTRACTOR CONTACT INFORMATION			
Contractor Name			
Address			
Contact Name		Email	
Contact Name		Fax	

SECTION II. TYPE OF ORGANIZATION			
<input type="checkbox"/> Public	Type (County, School District, College)		
<input type="checkbox"/> Private	Type (Not-for-Profit, For Profit)		
Date Incorporated <small>(if applicable)</small>		Tax Exempt Status	

SECTION III. ORGANIZATIONAL STRUCTURE (Select One)	
<input type="checkbox"/>	Organization is independently operated (Legally unaffiliated, Do not complete Section IV)
<input type="checkbox"/>	Organization is affiliated with a parent organization (Complete Section IV)

SECTION IV. PARENT ORGANIZATION INFORMATION			
Type of Affiliation	<input type="checkbox"/> Subsidiary <input type="checkbox"/> Chapter	<input type="checkbox"/> Branch Office <input type="checkbox"/> Other (Describe)	
Parent Organization			
Address			
Contact Name		Email	
Contact Name		Fax	

APPENDIX C: CERTIFICATION AFFIDAVIT

Lawrence County Department of Job & Family Services

SIGNATURE AFFIDAVIT

In signing this bid I certify that I have not either directly or indirectly entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other person or firm to submit or not to submit a bid, that this bid has been independently arrived at without collusion with any other contractor, competitor, or potential competitor, that this bid has not been knowingly disclosed prior to the opening of the bids to any other contractor or competitor, and that the above statement is accurate under the penalty of perjury.

The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by LCDJFS in this Invitation for Bid, and declare that the attached bid and pricing are in conformity therein.

Signature

Date

Name (Type or Print)

Firm

Title

Address

Email Address

Phone Number