

PUBLIC NOTICE REQUEST FOR BID (RFB)

The Trumbull County Department of Job and Family Services (TCDJFS) will be soliciting bids from interested parties to serve as the “Employer of Record” for the Federal Fiscal Year 2025 Temporary Assistance to Needy Families (TANF) Comprehensive Case Management and Employment Program (CCMEP) Work Experience Program.

Services solicited under this RFB will provide payroll function to TCDJFS’ eligible TANF/CCMEP individuals with the goal of helping to prepare the participants for skilled employment as part of the emerging workforce while assisting TCDJFS in providing training and activities which will meet the performance measures and required skills gains established for the funding associated with this program.

Prospective bidders may obtain the RFB specifications for this service beginning Monday, April 14, 2025 at 9:00 a.m. by accessing the RFB document and related forms to be posted in .pdf format only on the worldwide web found at <https://www.co.trumbull.oh.us/jfs> and choosing the link indicating “Public Notices/RFPS.” Individual requests for bid specifications and documents will not be accepted by TCDJFS’ staff.

Award of a contract remains contingent upon the Federal and State allocation of funding for this service for the Fiscal Year 2025 with employment of individuals beginning no sooner than June 9, 2025 and ending no later than September 30, 2025, at the sole discretion of TCDJFS.

Completed bids, according to the specifications outlined in the RFB document, must be submitted in person or by mail to TCDJFS, Attn: Fiscal Office, 280 North Park Avenue, Warren, Ohio 44481, according to the instructions outlined in the RFB document, at any time during regular business hours but no later than the **DEADLINE DATE OF 4:00 P.M. ON FRIDAY, MAY 9, 2025**. Bids received in person or by mail on or after this date and time will not be considered.

The attention of the bidder is directed to the requirement that all bidders must submit with their completed bid response a fully executed Standard Affirmation and Disclosure Form as required by Executive Order 2019-12D Governing the Expenditure of Public Funds on Offshore Services. The attention of the bidder is also directed that upon award of a contract, the bidder must duly sign a Non-Collusion Affidavit, a Personal Property Tax Affidavit, required by Section 5719.042 of the Ohio Revised Code, and a “Sign-Off Sheet” in agreement that the terms of the Trumbull County Drug and Alcohol Use Policy adopted by Trumbull County on 09/07/16 also apply to any contractors directly paid or reimbursed for services through Trumbull County.

Attention is also directed to all bidders that pursuant to Ohio Revised Code (ORC) Sections 307.86 and 307.87, effective September 26, 2003, this notice of bid is required to be published only one time not less than two (2) consecutive weeks preceding the day of opening of bids in a newspaper of general circulation within the county as the notice meets all other requirements defined in ORC Section 307.87 (A) and will also be distributed by electronic means, with the posting of this notice on the TCDJFS’ internet site on the worldwide web and found at <https://www.co.trumbull.oh.us/jfs> and can be accessed by choosing the link indicating “Public Notices/RFPS.” TCDJFS shall also post and maintain a copy of this notice on its public bulletin board in the TCDJFS’ main lobby beginning with the initial date of media publication through the duration of the bid acceptance period, regardless of public access to the TCDJFS’ building for any reason.

Publish One (1) Time: Tribune Chronicle; Weekend Edition – Saturday - Sunday, April 12 - 13, 2025

TCDJFS’ Lobby Posting: Glass Wall Case for duration of solicitation period