

REQUEST FOR BID (RFB)
FFY2025 WORK EXPERIENCE PROGRAM EMPLOYER OF RECORD
RELEASE DATE: APRIL 14, 2025

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

Services solicited under this RFB will provide payroll function to eligible individuals, as assigned by TCDJFS’ under the above-named funding source. Eligible youth participants will be placed into the work experience program by TCDJFS 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. Payroll function for each funding source under this RFB includes the responsibilities defined below:

1. Agree to be the Employer of Record and provide payroll services as follows:
 - a. Bi-weekly payroll periods for a minimum of twenty (20) and a maximum of thirty (30) hour work weeks beginning as early as June 9, 2025 and ending no later than September 30, 2025, with the number of participants as follows:
 - i. Summer Component: Not to exceed seventy-five (75) youth participants in a single payroll period for the eight (8) – week period beginning June 9, 2025 and ending August 2, 2025;
 - ii. After-Summer Component: Not to exceed twenty-five (25) youth participants in a single payroll period for the eight (8) – week period beginning August 3, 2025 and ending September 30, 2025.
 - b. Payroll function for the employment of youth participants selected by TCDJFS who are at least sixteen (16) years of age but not more than twenty-four (24) years of age, including at a minimum:
 - i. Wages payable on a wage subsidy basis of no less than the current Ohio minimum wage, or more, as otherwise assigned by TCDJFS, with the potential average wage identified as \$15.00 per hour;
 - ii. All applicable fringe benefit costs associated with the issuance of a wage subsidy (i.e. Medicare, Social Security, etc.), inclusive of unemployment compensation (UC) and workers’ compensation (BWC) function and liability, but excluding healthcare costs;
 - iii. An ancillary cost for potential background checks.
2. Costs to be paid upon invoicing following each payroll issuance based on payment of actual allowable and contracted costs only.

Interested parties who are equipped to deliver the “Employer of Record” services described above must submit a bid to be considered for the provision of these services including all of the following information:

1. A fully completed and signed Federal Fiscal Year 2025 TCDJFS’ TANF/CCMEP Work Experience Program Employer of Record Request for Bid Cover Sheet, including additional verification:
 - a. Declaration of and verification to support any subcontract related to the provision of services under a resulting contract award (see BIDDER’S NOTE #2 below);

2. A fully completed and signed Federal Fiscal Year 2025 TCDJFS' TANF/CCMEP Work Experience Program Employer of Record Request for Bid Provider Disclosures and Attestation Form, including additional verification:
 - a. Disclosures for Conflict of Interest, Unresolved Findings for Recovery, Formal Claims, and Pending or Threatened Court Action;
 - b. A fully executed Standard Affirmation and Disclosure Form as required by Executive Order 2019-12D Governing the Expenditure of Public Funds for Offshore Services (attached to this RFB document).
 - c. Verification of current liability and insurance coverage and associated limits;
 - d. Verification of current Ohio Bureau of Worker's Compensation affiliation;
 - e. Verification of current System for Award Management (SAM) registration, including the entity's assigned SAM numbers;

BIDDER'S NOTES:

1. Only original signatures and bid submissions are currently accepted on all of the required bid documents – No electronic signatures or submissions.
2. Potential bidders who are unable to fulfill all or any portion of the responsibilities and requirements associated with service provision under a final executed contract through current or potential employees of the provider; and who determine that it is necessary to have any individual(s) or entity(ies) outside of the organization complete such services will be determined to be in use of a subcontractor relationship to appropriately provide said program services and must submit the appropriate information related to the use of a subcontractor for review during the procurement process.
3. The total contract amount will be awarded at the discretion of TCDJFS based on available funding; and expenditures related to the award will be monitored based on the reimbursement of each participant's actual assigned wage and related costs.
4. Invoicing under any resulting contract(s) award for these funding sources requires that the wages, fringe benefits and any other costs be able to be clearly identified including the individual cost percentages with the related cost and total payment requested.

Completed bids containing all information described and according to the specifications provided in this RFB, in original, hard copy form, must be submitted in person via hand-delivery or by mail in accordance with the delivery guidelines outlined below to **TCDJFS, Attn: Fiscal Procurement Opportunity, at 280 N. Park Ave., Warren, OH 44481 on or before the deadline date of 4:00 p.m. on Friday, May 9, 2024.** Contractors assume the risk of method of dispatch chosen. TCDJFS will not be responsible for bids incorrectly addressed or delivered to any location other than the TCDJFS' location specified above. TCDJFS assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual bid receipt. Bids may **not** be delivered by facsimile transmission or other telecommunication or electronic means. It is the responsibility of any potential contractor to ensure that TCDJFS has received the complete bid before the deadline. No confirmation of mailed bids can be provided. Hand delivered bids will be accepted by established appointment only during regular business hours from 8:30 a.m. to 4:15 p.m. Monday through Friday, except holidays and the final submission date which ends at 4:00 p.m.; there will be no exceptions made to this requirement. For hand delivery the bidder must request an appointment no later than twenty-four (24) hours in advance by e-mailing JFS_Trumbull_Fiscal@jfs.ohio.gov using the subject line: TCDJFS' WEP2025 Bid Submission Appointment Request and including three (3) potential dates and times a minimum of 2 hours apart in the body of the e-mail request. **Requests which are submitted and not titled appropriately in the subject line as described above may not receive a timely response due to not being immediately identifiable as a submission request related to this RFB.** Confirmation of the delivery date and time selected with instructions

will be issued in writing via e-mail response. Any bid received after the date and time specified above will not be given consideration.

Failure to submit all required information strictly in accordance with the guidelines, specifications, and requirements above will eliminate submitted bids from consideration under this Request. All bid submissions and associated documents in response to this RFB shall become the property of TCDJFS. It is imperative that potential contractors ensure that final bid submissions are complete prior to delivery to TCDJFS. Materials received separately from a provider's initial bid submission will not be added to the bid nor considered in the review process. Should the contractor utilize separate packages for the delivery of separate portions of the required bid items, these will be considered as separate submissions and will be considered incomplete for further consideration. Under no circumstances will a contractor be permitted to alter a bid once it has been submitted or opened; however, TCDJFS does reserve the right to request clarification and/or additional information associated with any or all aspects of a submitted bid from a potential contractor prior to final contract award.

All bids will be evaluated in accordance with competitive standards to determine selection of the Employer of Record at the sole discretion of TCDJFS and may be subject to negotiation prior to award of a final Contract. TCDJFS reserves the right to determine all terms, allowable budget line items and allowable costs to be included in a final Contract. Award of a contract is contingent upon the Federal and State allocation of funding for this service for the Fiscal Year 2025. TCDJFS is not obligated to award a service contract as a result of this bid request. TCDJFS reserves the right to cancel, re-issue, or issue no award on this Request at its discretion.

The attention of the bidder is also directed that that in the event that a contractor is selected to provide the detailed services, per Trumbull County contracting requirements, an authorized representative of your company will be required to duly sign the following documents in conjunction with the contractual agreement:

1. Non-Collusion Affidavit
2. Personal Property Tax Affidavit, required by Section 5719.042 of the Ohio Revised Code
3. "Sign-Off Sheet" in agreement that the terms of the Drug and Alcohol Use Policy adopted by Trumbull County on 09/07/16 also apply to any contractors directly reimbursed or paid for services through the County

For any questions related to the specifications outlined in this RFB, contact TCDJFS in writing only via e-mail communication to [JFS Trumbull_Fiscal@jfs.ohio.gov](mailto:JFS_Trumbull_Fiscal@jfs.ohio.gov) using the subject line: WEP2025 Bid Question. TCDJFS will not be responsible for clarification requests submitted failing to use the identified subject line and therefore not addressed, or clarification requests submitted via any other means.

**FEDERAL FISCAL YEAR 2025
TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES'
TANF/CCMEP WORK EXPERIENCE PROGRAM EMPLOYER OF RECORD
REQUEST FOR BID**

COVER SHEET

I. PROVIDER INFORMATION

1. Agency/Provider/Organization Name: _____

2. Primary Office Information:

a. Address: _____

b. Telephone Number: _____ Fax Number: _____

c. Business E-mail: _____

3. Service Location (if different from primary office location):

a. Address: _____

b. Telephone Number: _____ Fax Number: _____

4. Business Days and Hours: _____

5. Primary Contract Contact:

a. Name: _____ Title: _____

b. Telephone Number: _____

c. E-mail Address: _____

6. ALL Individuals Authorized to Negotiate and/or Execute a Contractual Agreement:

a. Name: _____ Title: _____

b. Name: _____ Title: _____

c. Name: _____ Title: _____

d. Name: _____ Title: _____

7. Primary Business or Services Offered by Provider: _____

8. Date Provider Established: _____

9. Number of Years Providing Service(s) Similar to Those Proposed: _____

10. Current Service Locations:

a. Address: _____

b. Address: _____

c. Address: _____

d. Address: _____

11. Organization History Summary:

a. History of Organization: _____

b. Description of Administrative Experience and Capabilities Qualifying the Provider to Provide the Services Being Bid: _____

c. Other Current Service Provision (Name and Length of Time Provided):

i. Name: _____ Length: _____

ii. Name: _____ Length: _____

iii. Name: _____ Length: _____

iv. Name: _____ Length: _____

- v. Name: _____ Length: _____
- vi. Name: _____ Length: _____
- vii. Name: _____ Length: _____
- viii. Name: _____ Length: _____
- ix. Name: _____ Length: _____
- x. Name: _____ Length: _____
- xi. Name: _____ Length: _____
- xii. Name: _____ Length: _____

Unable to Disclose Current Service Information due to confidentiality clauses in Non-Public Entity Contracts.

II. BUDGET INFORMATION

All potential costs including fringe benefits, applicable rate to provide BWC and UC function and liability plus any additional costs to support these payments, and any costs related to the processing of the wage and benefits must be declared in this section. If any of the costs below are considered to be not applicable by the bidder, please indicate by marking N/A for that cost. Any costs not specifically identified may be added in the lines open for unidentified costs.

1. Service Cost Per Participant (DO NOT combine any costs/rates together):

- Gross Wage at \$15.00 per hour for 30 hours/week Bi-Weekly: _____
- Social Security Fringe Benefit at _____% of the Gross Wage: _____
- Medicare Fringe Benefit at _____% of the Gross Wage: _____
- Workers' Compensation Cost at _____% of the Gross Wage: _____
- Federal Unemployment Cost at _____% of the Gross Wage: _____
- State Unemployment Cost at _____% of the Gross Wage: _____
- _____ Cost at _____% of the Gross Wage: _____

Description of the above cost: _____

_____ Cost: _____

Description of the above cost: _____

Ancillary Cost for Background Check (per participant): _____

2. Program Cost Summary:

Total Summer Component Cost:

Total Bi-weekly Cost Per Participant: _____

Total Bi-weekly Cost Per 75 Participants: _____

Total Payment for 8 Week Program: _____

Total After-Summer Component Cost:

Total Bi-weekly Cost Per Participant: _____

Total Bi-weekly Cost Per 25 Participants: _____

Total Payment for 8 Week Program: _____

Any needed budget clarifications: _____

III. BID INFORMATION

1. Will any subcontractor(s) (any entity or individual outside of your organization) perform any duties in the performance of the proposed service(s), as defined in the RFB document? Yes No

If YES, provide the required subcontractor information below:

a. Subcontractor Name: _____

b. Subcontractor Address: _____

c. Subcontracted Service: _____

d. Current Subcontract in Place: Yes No

e. Current Subcontract Attached: Yes No

2. Bidder understands that payment for each line item in the budget will be paid upon invoicing following each payroll issuance and will be based upon actual hours of the assigned employment worked by each eligible participant (total assigned contract is not a guaranteed full payment): Yes No

- 3. Bidder agrees that invoices will be itemized by gross wage cost and the related benefits percentages as listed above with the related cost and total payment requested:
 Yes No
- 4. Bidder has read and understands all requirements set out in the Request for Bid Document: Yes No
- 5. Bidder agrees that it can meet all required assurances and will comply with all conditions, requirements, and specifications of the Request for Bid as well as any resulting contract awarded and executed for delivery: Yes No
- 6. Bidder has the administrative experience and service capabilities to qualify the bidder to provide the offered services: Yes No
- 7. Bidder can meet the required timeline for delivery and completion of the services identified in the Request for Bid upon any resulting award:
 Yes No

ORIGINAL SIGNATURE (blue ink)

DATE

PRINTED NAME

POSITION/TITLE

BIDDING ORGANIZATION NAME

**TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES’
FEDERAL FISCAL YEAR 2025 REQUEST FOR BID
FOR
TEMPOARARY ASSISTANCE TO NEEDY FAMILIES (TANF) /
COMPREHENSIVE CASE MANAGEMENT AND EMPLOYMENT PROGRAM (CCMEP)
EMPLOYER OF RECORD SERVICES**

PROVIDER DISCLOSURES AND ATTESTATION

An original signature by an individual who is legally authorized to enter into a bid for service provision and who is also signing the cover letter in submission of the bid is required on page 3 of 3 of this form to acknowledge disclosure and attestation of the following:

Potential providers must indicate none or disclose and provide an attached detail for the following:

1. Any known existing relationship between any employee of a bidder and any employee of TCDJFS or Trumbull County who is involved in the procurement of these services may be identified as a conflict of interest and must be disclosed for review during the procurement process. This information will not necessarily be cause for rejection of a bid; however, failure to disclose this information may be cause for TCDJFS to reject a bid, suspend a potential award, or terminate an award under this RFB;
 NONE DISCLOSURE ATTACHED
2. Any current unresolved finding for recovery under Federal Regulations or the Ohio Revised Code and/or that the organization will not become subject to such an unresolved finding for recovery prior to the award of a contract as a result of a response to this RFB must be disclosed for review during the procurement process. In the instance where a prospective bidder is unable to certify to any of these statements, the prospective bidder shall attach an explanation of this;
 NONE DISCLOSURE ATTACHED
3. Any formal claim for breach of contractor adverse regulatory or governmental action (federal, state, or local) with respect to performance of services similar to those being bid by the organization, its principals nor any associated subcontractor must be disclosed for review during the procurement process. In the instance where a prospective bidder is unable to certify to any of these statements, the prospective bidder shall fully explain the details of any such action;
 NONE DISCLOSURE ATTACHED
4. Any pending or threatened court actions and/or claims against the provider, parent company, subsidiaries, or potential subcontractor(s) must be disclosed during the procurement process. This information will not necessarily be cause for rejection of a bid; however, failure to disclose this information may be cause for TCDJFS to reject a bid, suspend a potential award, or terminate an award under this RFB;
 NONE DISCLOSURE ATTACHED
5. Funds awarded under this RFB must be expended in compliance with any Executive Orders issued by the President of the United States or by the Ohio Governor, including but not limited to, Executive Order 2019-12D Governing the Expenditure of Public Funds for Offshore Services (as included in this RFB). A fully executed form is required for submission with any response to this RFB.
 REQUIRED DISCLOSURE ATTACHED
6. Verification of current liability and insurance coverage and associated limits;
 VERIFICATION ATTACHED

7. Verification of current Ohio Bureau of Worker's Compensation affiliation;
 VERIFICATION ATTACHED
8. Verification of current System for Award Management (SAM) registration, including the entity's assigned SAM numbers.
Cage Code: _____ UEI: _____ VERIFICATION ATTACHED

Potential providers must reflect positive attestation to the following statements and/or certifications:

1. By submission of the bid, the company and/or organization nor its principals are presently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving federal funds or participating in this bid transaction or any resulting award by any federal department or agency;
2. Agree and maintain, at their expense, at all times throughout the term and performance of any award, Workers' Compensation coverage with minimum statutory limits and liability insurance with a limit that is reasonably necessary to adequately secure the persons and estates of eligible individuals against any and all torts that may result in the injury or death of an eligible individual. Upon execution of a bid award, the bidder will be required to furnish a Certificate of Worker's Compensation Insurance and a Certificate of Insurance certifying that the provider is adequately insured and that TCDJFS, the Trumbull County Board of Commissioners and its employees have been named as additional insured on all liability policies;
3. Federal dollars will not be used for lobbying;
4. All internal policies meet state and federal guidelines regarding Equal Opportunity Laws and Regulations, and these will be followed in providing for fair and reasonable employment practices;
5. Will cooperate with and adhere to the Ohio Revised Code in consideration of any Ohio Child Support Enforcement in compliance with any court order for the withholding of child support and in ensuring that the contractor or employees of the contractor meet child support obligations established under state law;
6. Will adhere to an Indemnification clause including the Trumbull County Department of Job and Family Services, the Trumbull County Commissioners, and the employees and assigns of both throughout the performance of any services awarded under this bid request;
7. Will adhere to standards of confidentiality that apply to the employees of either party and the State of Ohio, including all federal laws, rules, and regulations. In addition, any contractor will be required to comply with applicable sections of the U.S.C. regarding disclosure of protected health information under the Health Insurance Portability Act (HIPPA) of 1996. Any violation of confidentiality may result in termination of the contract and/or other legal action;
8. Will adhere to any determination made by TCDJFS regarding the vendor or subrecipient nature of the awarded contractual relationship and as such, be willing to adhere to all federal, state, or local financial review/audit guidelines and requirements;
9. Will adhere to all program and funding requirements pursuant to federal, state, and local laws, rules and regulations;

10. Will maintain sufficient capability to operate and provide services until all services are complete; and make available for review and monitoring the names and qualifications of their officers, directors, and managing personnel who have operational or fiscal responsibilities for the services;
11. Will provide, upon request for monitoring purposes, a copy of the organizations most recent independent annual audit or compiled financial statements;
12. Will complete criminal records checks on all employees and volunteers assigned to work with or transport children by obtaining a nationwide and local conviction record transcript from a specified law enforcement agency(ies) and shall not utilize an employee or volunteer who has a conviction involving moral turpitude, physical or sexual abuse or crimes against children;

In submitting a response to this RFB, all bidders provide assurance that if an award is subsequently offered to provide services, the provider can and will fully execute the following forms and assurances:

- A. Non-Collusion Affidavit;
- B. Personal Property Delinquent Tax Affidavit duly signed by the provider, as required by Section 5719.042 of the Ohio Revised Code, associated with any award;
- C. Be directed in advance that Trumbull County adopted a revised Drug and Alcohol Use Policy and Procedure on 09/07/2016, and the terms of this policy also apply to any contractors directly paid or reimbursed for the provision of services through the County. A copy of this Policy will be incorporated as a part of all contracts and will include a “Sign-Off Sheet” to be signed by the provider;
- D. Provide a W-9 form with the remittance address to which any payment for products and services is to be issued so that the provider is a current vendor with the Trumbull County Auditor.

TCDJFS will enter into contracts only to educational institutions, agencies, organizations, and service providers which provide reasonable assurance through the signed Cover Sheet and through this signed Disclosure and Attestation that the organization is capable of managing, operating, monitoring, and reporting according to federal, state and local guidelines and standards of usual and customary business practices allowing for the bid products and services to be provided as requested.

ORIGINAL SIGNATURE (blue ink)

DATE

PRINTED NAME

POSITION/TITLE

BIDDING ORGANIZATION NAME

ATTACHMENT IV



MIKE DEWINE

GOVERNOR
STATE OF OHIO

Executive Order 2019-12D

Governing the Expenditure of Public Funds for Offshore Services

WHEREAS, the retention and creation of jobs in the State of Ohio is fundamental to the future prosperity of all Ohioans: and

WHEREAS, the use of public funds for services provided outside the United States potentially undermines economic development; and

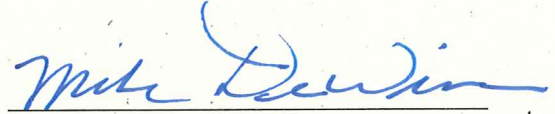
WHEREAS, it shall be the policy of my Administration to prohibit the expenditure of public funds for services provided outside the United States;

NOW THEREFORE, I, Mike DeWine, Governor of the State of Ohio, by virtue of the authority vested in me by the Constitution and laws of this State do hereby order and direct that:

1. No State Cabinet Agency, Board or Commission ("Executive Agency") shall enter into any contract which uses any funds within its control to purchase services which will be provided outside the United States. This Executive Order applies to all purchases of services made directly by an Executive Agency and services provided by subcontractors of those providing services purchased by an Executive Agency.
2. This Executive Order will be personally provided, by the Director, Chair or other chief executive official of each Executive Agency, to the Chief Procurement Officer or other individual at that entity responsible for contracts for services.
3. The Department of Administrative Services, through Ohio's Chief Procurement Officer, shall continue to maintain procedures to ensure all of the following:
 - a. All agency procurement officers (APOs), or the person with equivalent duties at each Executive Agency, have standard language in all Executive Agency contracts which:
 - i. Reflect this Order's prohibition on the purchase of offshore services.
 - ii. Require service providers or prospective service providers to:
 1. Affirm that they understand and will abide by the requirements of this Order.
 2. Disclose the location(s) where all services will be performed by any contractor or subcontractor.

3. Disclose the location(s) where any State data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up or stored.
 4. Disclose any shift in the location of any services being provided by the contractor or any subcontractor.
 5. Disclose the principal location of business for the contractor and all subcontractors who are supplying services to the State under the proposed contracts
- b. All APOs confirm that all quotations, statements of work, and other such proposals for services affirm this Order's prohibition on the purchase of offshore services and include all of this Order's disclosure requirements.
 - i. Any such proposal for services lacking the affirmation and disclosure requirements of the Order will not be considered.
 - ii. Any such proposal where the performance of services is proposed to be provided at a location outside the United States by the contractor or any subcontractor will not be considered.
 - c. All procurement manuals, directives, policies, and procedures reflect the requirements of this Order.
 - d. All APOs have adequate training which addresses the terms of this Order.
4. Nothing in this Order is intended to contradict any State or federal law. In addition, this Order does not apply to:
- a. Services necessary to support the efforts to attract jobs and business to Ohio;
 - b. Academic, instructional, educational, research or other services necessary to support the international missions of Ohio's public colleges and universities; or
 - c. Situations in which the Director of the Department of Administrative Services, or the Director's designee, shall determine that it is an emergency or that it is necessary for the State to waive some or all of the requirements of this Order. The Director shall establish standards by which Executive Agencies may request a waiver of some or all of the requirements of this Order and by which such requests will be evaluated and may be granted.

I signed this Executive Order on March 4, 2019 in Columbus, Ohio and it will expire ten (10) calendar days after my last day as Governor of Ohio unless rescinded before then.



Mike DeWine, Governor

ATTEST:

Frank LaRose, Secretary of State



**DEPARTMENT OF ADMINISTRATIVE SERVICES/OHIO DEPARTMENT OF
JOB AND FAMILY SERVICES**

STANDARD AFFIRMATION AND DISCLOSURE FORM

EXECUTIVE ORDER 2019-12D

Banning the Expenditure of Public Funds on Offshore Services

This form must be completed and signed by every bidder, offeror, applicant, grantee, or vendor seeking to do business with Ohio Department of Job and Family Services. This form must either be submitted as part of the response to any invitation to bid, request for proposals, state term schedule, multiple award contract, request for quotations, informal quotations, and statement of work or submitted during the negotiation of a business relationship but prior to the execution of an agreement.

CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:

By the signature affixed to this response, the Signee affirms, understands and will abide by the requirements of Executive Order 2019-12D issued by Ohio Governor Mike DeWine. If awarded an agreement, the Signee becomes the Contractor/Grantee and affirms that both the Contractor/Grantee and any of its subcontractors/subgrantees shall perform no services requested under this Agreement outside of the United States. The Executive Order is attached and is available at the following website: <https://governor.ohio.gov/wps/portal/gov/governor/media/executive-orders/2019-12d>

The Signee shall provide all the name(s) and location(s) where services under this Agreement will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Signee not responsive and no further consideration will be given to the response. Signee's offering will not be considered. If the Signee will not be using subcontractors/subgrantees, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor/Grantee:

(Address)

(City, State, Zip)

Name/Principal location of business of subcontractor(s)/subgrantee(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

2. Location where services will be performed by Contractor/Grantee:

(Address)

(City, State, Zip)

Name/Location where services will be performed by subcontractor(s)/subgrantee(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor/Grantee:

(Address)

(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s)/subgrantees:

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor/Grantee:

(Address)

(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s)/Subgrantee(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

By signing below, I hereby certify and affirm that I have reviewed, understand, and will abide by the Governor's Executive Order 2019-12D, I attest that no funds provided by ODJFS for this project will be used to purchase services provided outside the United States or to contract with a subcontractor who will use the funds to purchase services provided outside the United States, I will promptly notify ODJFS if there is a change in the location where any of the services relating to this project will be performed. If I am signing this on behalf of a company, business, or organization. I hereby acknowledge that I have the authority to make this certification on behalf of that entity.

Signature

Date

Entity Name

Address (Principal Place of Business)

Printed name of individual authorized to sign
on behalf of entity

City, State, Zip